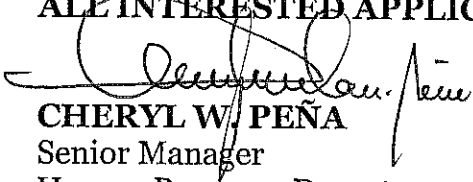


30 April 2024

HRD MEMORANDUM**No. 2024 - 04-204**

TO : ALL INTERESTED APPLICANTS

FROM : 
CHERYL W. PEÑA
Senior Manager
Human Resource Department

SUBJECT : Notice of Vacant First and Second Level Positions (Rank & File)

Attached is the list of vacant first and second level positions (rank & file) in the Corporation that are authorized to be filled, with the corresponding item number, job grade and qualification standards. Said notice is also published in the CSC website at <http://ncr.csc.gov.ph> in compliance with CSC MC No. 14, s. 2018 on the Omnibus Rules on Appointments and Other Human Resource Action, as Revised July 2018 and PhilHealth's Merit Selection Plan (MSP)¹.

Application documents submitted in the following instances shall no longer be considered/accepted²:

- a. Submitted beyond the publication/posting period;
- b. Documents not properly filled-out; and/or,
- c. Incomplete attachments.

Further, PhilHealth recognizes the right to equal opportunity in the workplace. Thus, all qualified applicants will be considered for employment without regard to age, ethnicity, religion, sex, civil status, national origin, disability status, political affiliation, or any other similar factors/personal circumstances which run counter to the principles of merit and fitness and equal employment opportunity.

The HRD shall prepare a record of applicants with special needs and determine proper assistance to be provided according to their needs (i.e. auxiliary aids in coordination with appropriate agency or institution, ramp, wheelchair, elevators, and lactation room).

¹ Corporate Order No. 2020-0020 Subject: PhilHealth's Merit Selection Plan (MSP)

² Ibid, Item V.G.3.

Qualified applicants are advised to submit the requirements³ to the Human Resource Department (HRD) at Room 1506, 15th Floor Citystate Centre Bldg., 709 Shaw Blvd., Pasig City or via email at recruitment.philhealth@gmail.com with the subject line format: Application to Vacant <Position Title> <Item No.> until **11 May 2024**. Applications sent to other HR email addresses shall not be considered valid submission.

Internal Applicant (existing permanent, coterminous and casual employees):

1. Application Form;
2. Properly accomplished and updated Personal Data Sheet (CS Form No. 212 Revised 2017) with recent passport sized photo and Work Experience Sheet (WES);

External Applicant:

1. Application Form;
2. Properly accomplished, updated, and **notarized** Personal Data Sheet (CS Form No. 212 Revised 2017) with recent passport sized photo and Work Experience Sheet (WES);
3. Certificate of eligibility/rating/license;
 - 3.1 Certificate of Eligibility issued by the CSC or CESB
 - 3.2 Valid Professional license or Certificate of Registration issued by the PRC/SC
 - 3.3 Valid licenses issued by authorized regulatory agencies

Proof of Eligibility- report of rating/license/ certificate of admission to the Bar/certificate of eligibility/eligibility card (original copy, authenticated copy, certified true copy, photocopy, scanned copy, or site/screen capture of the eligibility using the Civil Service Eligibility Verification System, Professional Regulation Commission's [PRC]'s Licensure Examination and Registration Information System¹ [LERIS], or Supreme Court of the Philippines [SC] Lawyer's List)⁴

4. Certificate of Performance Ratings for the present position (for a period of one (1) year), if employed;
5. Copies of Scholastic/Academic Records – Transcript of Records and Diploma or Certification from the DepEd and/or the CHED on the authenticity and equivalency on the subjects/courses taken;
6. Copies of Certificates of Trainings attended;
7. Sworn Declaration/Identification of Relatives;
8. Certification of No Conflict of Interest;
9. Non-Disclosure Agreement.

If submitted online, the original/authenticated/certified true copies of the application papers and other documents deemed necessary (i.e. valid NBI clearance/Police Clearance, etc.), may be required by the HRD to be presented during the examination/interview of the applicants.

These positions shall be processed using the provisions of the PhilHealth's Merit Selection Plan pursuant to Corporate Order No. 2020-0020.

You may contact the HRD Recruitment, Selection, and Placement (RSP) Team at (02) 8441-7444 local 7522 for queries on matters not covered by this advisory.

³ Corporate Memorandum No. 2022-0017 (Application Requirements to Vacant Positions in the Corporation)

⁴ CSC MC No. 3, s. 2023 Subject: Amendment to Section 4 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, as amended

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN THE HEAD OFFICE

No.	Position Title	Plantilla Item No.	Job Grade/ Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Fiscal Controller III	32-03-0001	(SG 18)/ JG 11	51,987	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Treasury Department	Under general supervision, the Fiscal Controller III shall be responsible for monitoring collections and remittances of all collecting partners. Specifically he/she shall direct the following activities: a. Conduct reconciliation of collection transactions of all collecting partners through the various collection windows, i.e. over-the-counter payment, auto-debit, e-payment, etc.; b. Bill and monitor discrepancy, penalty and interest due from collecting partners; c. Maintain and update data on remittances in the corporate database; d. Provide technical support in the accreditation of collecting agents; and e. Monitor the usage of accountable forms.
2	Financial Analyst II	61-05-0003	(SG 15)/ JG 10	43,711	Bachelor's degree preferably in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	4 hours of relevant training in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	1 year of relevant experience in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	Career Service (Professional)/ Second Level Eligibility		Office of the Actuary (to be assigned in Treasury Department - Capital Market Section)	Under general supervision of the Assistant Actuary, the Financial Analyst II facilitates implementation of actuarial studies and researches on fund viability, membership, claims, collection and investments. Provides the necessary information in the implementation of the Annual Valuation and Liabilities calculation including the monthly calculation of IBNR required for the financial reports.

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN THE HEAD OFFICE

No.	Position Title	Plantilla Item No.	Job Grade/ Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment	Job Summary
					Education	Training	Experience	Eligibility	Competency (if applicable)		
3	Clerk III	20-03-0022	(SG 6)/ JG 5	21,067	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Fact-Finding, Investigation & Enforcement Department	Under general supervision, the Clerk III shall be responsible for proper and timely handling of all incoming and outgoing papers/ documents of the Office/Department/Division. He/ she shall also maintain systematic filing of documents of the Office/ Department/ Division.

Qualified applicants are advised to send their complete application documents to the Human Resource Department, Room 1506 CityState Centre Bldg., 709 Shaw Blvd., Brgy. Oranbo, Pasig City or to email address **recruitment.philhealth@gmail.com** until **May 11, 2024.**