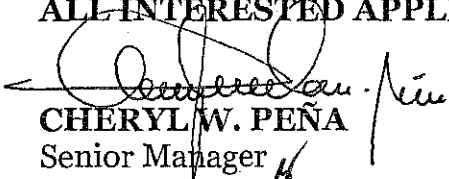


11 June 2024

HRD MEMORANDUM**No. 2024 -** 06-094

TO : ALL INTERESTED APPLICANTS

FROM :  **CHERYL W. PEÑA**
Senior Manager
Human Resource Department

SUBJECT : **Notice of Vacant First and Second Level Permanent Positions (Rank-and-File) in the PhilHealth Regional Offices (PROs)**

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.

For republished positions, previous applicants shall still be considered for processing, provided that they have submitted the complete/updated application documents listed in page 2. As such, applicants are strongly encouraged to check the list of requirements and submission conditions listed in this notice.

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 PRO HRU 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.C.3.

Internal Applicant (existing permanent 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 List²)³

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 PRO HR Unit 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.

Qualified applicants are advised to submit the requirements⁴ listed above to the concerned PhilHealth Regional Offices (PROs) or through their respective emails with the subject line format: Application to Vacant <Position Title> <Item No.> until **24 June 2024**. Applications sent to other HR email addresses shall not be considered valid submission.

³ 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

⁴ Corporate Memorandum No. 2022-0017 (Application Requirements to Vacant Positions in the Corporation)

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO CAR

| No. | Position Title | Plantilla Item No. | Salary Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment | Job Summary |
|-----|-------------------------------|--------------------|------------------|----------------|--|------------------------------|-----------------------------|--|----------------------------|--|--|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | | |
| 1 | Clerk III | 20-03-0056 | (SG 6)/ JG 5 | 21,067 | Completion of two years studies in college | None required | None required | Career Service (Subprofessional)/ First Level Eligibility | | PhilHealth Regional Office CAR | 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. |
| 2 | Social Insurance Assistant II | 51-02-0039 | (SG 10)/ JG 7 | 25,027 | Completion of two years studies in college | 8 hours of relevant training | 2 years relevant experience | Career Service (Subprofessional)/ First Level Eligibility | | PhilHealth Regional Office CAR - Abra Service Office | Under general supervision, the Social Insurance Assistant II shall provide assistance in the packaging and distribution of IEC material, screening of membership forms/collection reports. |
| | | | | | | | | | | | |

Qualified applicants are advised to send their complete application documents at PhilHealth Regional Office CAR SN Oriental Traders Building, No. 19 Leonard Wood Road, Baguio City or at email address hr.procar@gmail.com until JUN 24 2024.

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO I

| No. | Position Title | Plantilla Item No. | Salary Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment | Job Summary |
|-----|---|--------------------|---------------|----------------|--|------------------------------|-----------------------------|---|----------------------------|------------------------------|--|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | | |
| 1 | Social Insurance Assistant II (Republication) | 51-02-0048 | (SG 10)/ JG 7 | 25,027 | Completion of two years studies in college | 8 hours of relevant training | 2 years relevant experience | Career Service (Subprofessional)/ First Level Eligibility | | PhilHealth Regional Office I | Under general supervision, the Social Insurance Assistant II shall provide assistance in the packaging and distribution of IEC material, screening of membership forms/collection reports. |

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office I Akia Bldg., Old De Venecia Highway, Dagupan City or at email address pro1.hru@gmail.com until ~~JUN 24 2024~~

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO IV-A

| No. | Position Title | Plantilla Item No. | Salary Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment | Job Summary |
|-----|-------------------------------------|--------------------|-------------------|----------------|--|------------------------------|-------------------------------|--|----------------------------|---|--|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | | |
| 1 | Social Insurance Officer III | 48-03-0087 | (SG 15)/ JG 10 | 43,711 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional)/ Second Level Eligibility | | PhilHealth Regional Office IV-A | Under general supervision, the Social Insurance Officer III shall be responsible for providing services in any of the following areas: a) marketing/advocacy to or collection management of medium-sized organized groups/private and government agencies; and b) review of benefit payment computation. |
| 2 | Social Insurance Officer II | 48-02-0043 | (SG 13)/ JG 9 | 37,317 | Bachelor's degree relevant to the job | None required | None required | Career Service (Professional)/ Second Level Eligibility | | PhilHealth Regional Office IV-A | Under general supervision, the Social Insurance Officer II shall be responsible for providing services in any of the following areas: a) marketing/advocacy to or collection management of small-sized organized groups/private and government agencies; b) benefit payment computation; and member data management. |
| 3 | Social Insurance Assistant II | 51-02-0062 | (SG 10)/ JG 7 | 25,027 | Completion of two years studies in college | 8 hours of relevant training | 2 years relevant experience | Career Service (Subprofessional)/ First Level Eligibility | | PhilHealth Regional Office IV-A | Under general supervision, the Social Insurance Assistant II shall provide assistance in the packaging and distribution of IEC material, screening of membership forms/collection reports. |
| 4 | Social Insurance Assistant II | 51-02-0065 | (SG 10)/ JG 7 | 25,027 | Completion of two years studies in college | 8 hours of relevant training | 2 years relevant experience | Career Service (Subprofessional)/ First Level Eligibility | | PhilHealth Regional Office IV-A Calamba Service Office | Under general supervision, the Social Insurance Assistant II shall provide assistance in the packaging and distribution of IEC material, screening of membership forms/collection reports. |
| 5 | Administration Services Assistant B | 15-02-0007 | (SG 10)/ JG 7 | 25,027 | Completion of two years studies in college | 8 hours of relevant training | 2 years relevant experience | Career Service (Subprofessional)/ First Level Eligibility | | PhilHealth Regional Office IV-A | Under general supervision, the Administration Services Assistant B shall provide general assistance in the area of records management. |
| 6 | Social Insurance Assistant I | 51-01-0137 | (SG 8)/ JG 6 | 22,288 | Completion of two years studies in college | 4 hours of relevant training | 1 year of relevant experience | Career Service (Subprofessional)/ First Level Eligibility | | PhilHealth Regional Office IV-A Calamba Service Office | Under general supervision, the Social Insurance Assistant I shall provide services in the receiving/screening of membership forms, receiving and screening of claims and distribution of IEC materials. |
| 7 | Social Insurance Assistant I | 51-01-0132 | (SG 8)/ JG 6 | 22,288 | Completion of two years studies in college | 4 hours of relevant training | 1 year of relevant experience | Career Service (Subprofessional)/ First Level Eligibility | | PhilHealth Regional Office IV-A | Under general supervision, the Social Insurance Assistant I shall provide services in the receiving/screening of membership forms, receiving and screening of claims and distribution of IEC materials. |

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO IV-A

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office IV-A Lucena Grand Central Terminal, Ilayang Dupay, Lucena City or at email address hr.pro4a@gmail.com until ~~JUN 24~~ 2024

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO X

| No. | Position Title | Plantilla Item No. | Salary Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment | Job Summary |
|-----|-----------------------------|--------------------|-------------------|----------------|---------------------------------------|------------------------------|----------------------------|--|----------------------------|---|--|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | | |
| 1 | Social Insurance Officer II | 48-02-0116 | (SG 13)/ JG 9 | 37,317 | Bachelor's degree relevant to the job | None required | None required | Career Service (Professional)/ Second Level Eligibility | | PhilHealth Regional Office X -Ozamis Service Office | Under general supervision, the Social Insurance Officer II shall be responsible for providing services in any of the following areas: a) marketing/advocacy to or collection management of small-sized organized groups/private and government agencies; b) benefit payment computation; and member data management. |
| 2 | Medical Specialist I | 40-04-0024 | (SG 21)/ JG 11 | 76,496 | Doctor of Medicine | 4 hours of relevant training | 1 year relevant experience | RA 1080 | | PhilHealth Regional Office X | Under general supervision, the Medical Specialist I shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers. |

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office X Gateway Tower 2, Limketkai Center, Cagayan de Oro City or at email address pro1ohru@gmail.com until **JUN 24 2024**

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO XII

| No. | Position Title | Plantilla Item No. | Salary Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment | Job Summary |
|-----|-------------------------------------|--------------------|---------------|----------------|---------------------------------------|---------------|---------------|---|----------------------------|--------------------------------|--|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | | |
| 1 | Computer Maintenance Technologist I | 56-01-0017 | (SG 11)/ JG 8 | 32,121 | Bachelor's degree relevant to the job | None required | None required | Career Service (Professional)/ Second Level Eligibility | | PhilHealth Regional Office XII | Under general supervision of the ITO II, the CMT I shall be responsible for network management and PC trouble-shooting |

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office XII CSA I Building cor. Zulueta St., General Santos Drive, City of Koronadal, South Cotabato or at email address pro12.hru@gmail.com until ~~JUN 24 2024~~

LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO CARAGA

| No. | Position Title | Plantilla Item No. | Salary Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment | Job Summary |
|-----|---|--------------------|----------------|----------------|---------------------------------------|-------------------------------|-----------------------------|---|----------------------------|-----------------------------------|---|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | | |
| 1 | Special Investigator IV (Republication) | 28-04-0026 | (SG 22)/ JG 12 | 83,966 | Bachelor's degree relevant to the job | 16 hours of relevant training | 3 years relevant experience | Career Service (Professional)/ Second Level Eligibility | | PhilHealth Regional Office CARAGA | Under general supervision, the Special Investigator IV is responsible in the performance of investigative functions in the PRO. |

Qualified applicants are advised to send their complete application documents at the PhilHealth Regional Office Caraga 766 Lynzee's Bldg., J. Rosales Ave. Butuan City or at email address hr.procaraga@philhealth.gov.ph until ~~JUN 24~~ 2024