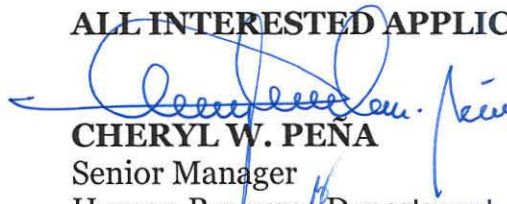


11 June 2024

HRD MEMORANDUM**No. 2024 - 06-095**

TO : **ALL INTERESTED APPLICANTS**

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

SUBJECT : **Notice of Vacant First and Second Level Positions (Rank & File) in the Head Office**

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://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 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.

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)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 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.

Qualified applicants are advised to submit the requirements⁴ 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 **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 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	Attorney VI	06-00-0001	(SG 26)/ JG 13	108,013	Bachelor of Laws	*36 hours of MCLE and 16 hours of supervisory/ management training/ learning and development intervention	4 years in the practice of law, 1 year of which involves supervision/ management	RA 1080 (Attorney)		Office of the Corporate Secretary	Within guidelines and limits of authority established by policies of the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Attorney VI is responsible for providing secretariat support to the Board of Directors and other Board Executive Committees with wide-ranging responsibilities, who serves as a focal point for communication with the board of directors and senior management, and who occupies a key role in the administration of critical corporate matters within the performance of its quasi-judicial, quasi-legislative, and quasi-administrative function. Providing advice on corporate governance issues to the President and Chief Executive Officer and other members of Senior Management and helping the board to tailor corporate governance principles and practices to fit the board's needs and expectations.

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)		
2	Division Chief IV (republication)	07-00-0007	(SG 24)/ JG 12	101,959	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service (Professional)/ Second Level Eligibility		Information Technology Management Department	<p>within guidelines and limits of authority established by policies of the Philippine Health Insurance Corporation and relevant government regulations, the Division Chief IV is responsible for managing all networks, databases, operating systems and software packages and internet services and applications, organizing, directing, coordinating and controlling the activities of the information technology resources to achieve established objective and targets.</p> <p>The Information Technology Resource Management Division is primarily responsible for:</p> <p>a. Installation and maintaining the data integrity and security in all databases, communication networks and other related facilities;</p> <p>b. Administration, management and monitoring of the performance of server systems and software packages;</p> <p>c. Management of internet/intranet and e-mail related services, servers and applications;</p> <p>d. Setting of standards and specifications for IT services, systems, hardware and software procurement and maintenance contracts in coordination with concerned units;</p> <p>e. Management, evaluation and monitoring of</p>
3	Legal Assistant I	26-01-0024	(SG 10)/ JG 7	25,027	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional)/ Second Level Eligibility		Internal Legal Department	Under general supervision, the Legal Assistant I performs administrative services and paralegal support.

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)		
4	Clerk III	20-03-0024	(SG 6)/ JG 5	21,067	Completion of two years studies in college	None required	None required	Career Service (Subprofession al)/ First Level Eligibility		Health Finance Policy Sector	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 JUN 24 2024.