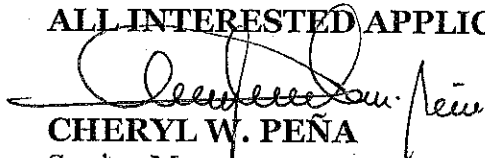


19 June 2024

**HRD MEMORANDUM****No. 2024 - 06-149**

**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)<sup>1</sup>.

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/accepted<sup>2</sup>:**

- 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).

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

<sup>2</sup> Ibid, Item V.G.3.

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

1. Application Form;
2. Properly accomplished and **updated** (within publication period) 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** (within 3 months from the end of publication period), 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 System<sup>1</sup> [LERIS], or Supreme Court of the Philippines [SC] Lawyer's List)<sup>3</sup>

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 requirements<sup>4</sup> to the Human Resource Department (HRD) at Room 1506, 15<sup>th</sup> 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 **03 July 2024**. Applications sent to other HR email addresses shall not be considered valid submission.

<sup>3</sup> 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

<sup>4</sup> 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	Fiscal Controller IV	32-04-0018	(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		Treasury Department	<p>Under general supervision, the Fiscal Controller IV shall be responsible for ensuring the implementation and delivery of the following services of the Obligation Section:</p> <ul style="list-style-type: none"> <li>- Transfer of funds</li> <li>- Disbursement of payroll</li> <li>- Settlement of Corporation's obligation</li> <li>- Maintenance and allocation of accountable forms to the corporate operating units</li> <li>- Maintenance of Cash Position Report</li> </ul>
2	Fiscal Controller II	32-02-0018	(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		Comptrollership Department	<p>Under general supervision, the Fiscal Controller II shall be directly in charge in monitoring and analysis of the corporate budget of various costs. He/she shall assist the Fiscal Controller III in the discharge of the following functions:</p> <ul style="list-style-type: none"> <li>- Preparation of monthly budgetary reports on the status of Corporate Operating Budget in the Head Office.</li> <li>- Provide technical and administrative assistance to ensure that budget utilizations are consistent with the Corporate Operating Budget (COB) and applicable laws, rules and regulations.</li> <li>- Review and documentation of proposals submitted by all organizational units of the corporation.</li> <li>- Maintenance and preparation of complete and systematic set of records of all financial transactions related to the administrative and operating expenses of the Corporation.</li> </ul>

**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	Fiscal Controller II	32-02-0020	(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		Comptrollership Department	Under general supervision, the Fiscal Controller II shall support the Fiscal Controller IV in the development and formulation of financial guidelines and standards, in the monitoring and updating of the medium-term financial plan, in the evaluation of multi-year project proposals as well as in coordinating researches and special studies.
4	Chief Social Insurance Officer (republication)	48-06-0002	(SG 22)/ JG 12	83,966	Bachelor's degree relevant to the job	24 hours of relevant training	4 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Office of the First Vice President For The North Luzon & NCR Area (to be assigned in Area II)	Under general supervision, the Chief Social Insurance Officer shall be responsible for the supervision of day-to-day implementation activities of PRO projects and ensure effectiveness and efficiency in its administration.
5	Executive Assistant III	10-03-0008	(SG 20)/ JG 11	68,326	Bachelor's degree	8 hours of training	2 years experience	Career Service (Professional)/ Second Level Eligibility		Office of the First Vice President For The Mindanao Area (to be assigned in Area I)	Under general supervision, the Executive Assistant III, shall provide general executive assistance to the Vice President in his performance of official duties/responsibilities as Head of the Group/Office.
6	Administration Services Assistant C (republication)	15-03-0041	(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 III - Branch A (to be assigned in Area I)	Under general supervision, the Administration Services Assistant B shall provide general assistance in the area of records management.
7	Clerk III	20-03-0010	(SG 6)/ JG 5	21,067	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Secretariat For The Bids and Awards Committee	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.

**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)		
8	Clerk III	20-03-0029	(SG 6)/ JG 5	21,067	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Accreditation 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.
9	Clerk III	20-03-0027	(SG 6)/ JG 5	21,067	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Accreditation 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.
10	Clerk III	20-03-0033	(SG 6)/ JG 5	21,067	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Treasury 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.
11	Clerk III	20-03-0005	(SG 6)/ JG 5	21,067	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Office of the Senior Vice President - Corporate Affairs Group	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.
12	Clerk III	20-03-0040	(SG 6)/ JG 5	21,067	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Marketing and Collection Department (Member Management Group)	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.

**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)		
13	Clerk III (republishation)	20-03-0042	(SG 6)/ JG 5	21,067	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Marketing and Collection Department (Member Management Group)	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.
14	Clerk III	20-03-0008	(SG 6)/ JG 5	21,067	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Training Institute (Social Health Insurance Academy)	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.
15	Cash Clerk III (republishation)	35-03-0009	(SG 8)/ JG 6	22,288	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional)/ First Level Eligibility		Muntinlupa Service Office (to be assigned in Physical Resources and Infrastructure Department)	Under general supervision, the Cash Clerk III shall provide assistance in checks review, preparation of collection reports and other clerical works.
16	Chauffeur II (anticipated vacancy)	18-02-0011	(SG 6)/ JG 5	21,067	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96 - Cat. II)		Physical Resources and Infrastructure Department	Under general supervision, the Chauffeur II shall be responsible for transporting the Executive Officer and authorized employees Office to and from their official destinations of business/meetings/conferences, etc. using the service vehicle assigned for this purpose, and for performing variety of administrative duties in support of this function.

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 JUL 03 2024.