

05 July 2024

HRD MEMORANDUMNo. 2024 - 07-022**TO : ALL-INTERESTED APPLICANTS****FROM : CHERYL W. PEÑA**
Senior Manager
Human Resource Department**SUBJECT : Notice of Vacant Second Level Positions (Rank & File)**

Attached is the list of vacant 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.

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 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 **JUL 23 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 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	Senior Associate Actuary	61-01-0001	(SG 24)/ JG 12	101,959	Master's Degree preferably in the field of Mathematics, Actuarial Science, Statistics or Finance	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service (Professional)/ Second Level Eligibility		Office of the Actuary - Actuarial Investment Studies Division	<p>The Senior Associate Actuary plans, organizes, directs, coordinates, and controls Division's activities within the guidelines and limits of authority established by the Philippine Health Insurance Corporation (PhilHealth) policies and relevant government regulations to achieve its objectives and targets.</p> <p>The Senior Associate Actuary oversees and acts on the concerns of the Division within the bounds of the Corporate policies and standards to guarantee that the operations are effective, efficient, and of the highest quality/service standards set by the Corporation.</p>
2	Senior Associate Actuary	61-01-0002	(SG 24)/ JG 12	101,959	Master's Degree preferably in the field of Mathematics, Actuarial Science, Statistics or Finance	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service (Professional)/ Second Level Eligibility		Office of the Actuary - Product Viability Division	<p>The Senior Associate Actuary plans, organizes, directs, coordinates, and controls the Division's within the guidelines and limits of authority established by the Philippine Health Insurance Corporation (PhilHealth) policies and relevant government regulations to achieve its objectives and targets.</p> <p>The Senior Associate Actuary oversees and acts on the concerns of the Division within the bounds of the Corporate policies and standards to guarantee that the operations are effective, efficient, and of the highest quality/service standards set by the Corporation.</p>

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3	Senior Associate Actuary	61-01-0003	(SG 24)/ JG 12	101,959	Master's Degree preferably in the field of Mathematics, Actuarial Science, Statistics or Finance	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service (Professional)/ Second Level Eligibility		Office of the Actuary - Valuation and Liabilities Division	<p>The Senior Associate Actuary plans, organizes, directs, coordinates, and controls the Division's within the guidelines and limits of authority established by the Philippine Health Insurance Corporation (PhilHealth) policies and relevant government regulations to achieve its objectives and targets.</p> <p>The Senior Associate Actuary oversees and acts on the concerns of the Division within the bounds of the Corporate policies and standards to guarantee that the operations are effective, efficient, and of the highest quality/service standards set by the Corporation.</p>
4	Associate Actuary	61-02-0001	(SG 22)/ JG 12	83,966	Bachelor's Degree preferably in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	24 hours of relevant training in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	4 years of relevant experience in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	Career Service (Professional)/ Second Level Eligibility		Office of the Actuary - Actuarial Investment Studies Division	<p>Under general supervision, the Associate Actuary guides the division and guarantees compliance with organization and corporate policies and procedures and fundamental principles of Actuarial and Investment Studies.</p> <p>Leads the implementation of the Actuarial Studies, guarantees that the Actuarial models developed and assumptions used are reasonable and within Actuarial standards, including the Investment Model.</p>

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5	Associate Actuary	61-02-0003	(SG 22)/ JG 12	83,966	Bachelor's Degree preferably in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	24 hours of relevant training in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	4 years of relevant experience in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	Career Service (Professional)/ Second Level Eligibility		Office of the Actuary - Valuation and Liabilities Division	<p>Under general supervision, the Associate Actuary is responsible and accountable for guiding the division and guarantees the compliance with organization and corporate policies and procedures, and fundamental principles of Actuarial Valuation and Liabilities.</p> <p>Leads the advancement of the Annual Valuation and calculation of the Liabilities, guaranteeing that the Actuarial models developed and assumptions used are reasonable and within Actuarial standards.</p>
6	Assistant Actuary	61-03-0001	(SG 18)/ JG 11	51,987	Bachelor's Degree preferably in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	16 hours of relevant training in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	3 years of relevant experience in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	Career Service (Professional)/ Second Level Eligibility		Office of the Actuary - Actuarial Investment Studies Division	<p>Under general supervision, the Assistant Actuary provides technical support to the Associate Actuary and enhances advances of actuarial and statistical researches and studies and provides overall support in the scrutinization of investment policies.</p> <p>Appraises the following during the development of the Investment Models:</p> <ul style="list-style-type: none"> • all the economic forces • market forces • policies • rules governing the Corporation

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7	Assistant Actuary	61-04-0001	(SG 18)/ JG 11	51,987	Bachelor's Degree preferably in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	16 hours of relevant training in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	3 years of relevant experience in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	Career Service (Professional)/ Second Level Eligibility		Office of the Actuary - Actuarial Investment Studies Division	<p>Under general supervision, the Assistant Actuary provides technical support to the Associate Actuary and enhances advances of actuarial and statistical researches and studies and provides overall support in the scrutinization of investment policies.</p> <p>Appraises the following during the development of the Investment Models:</p> <ul style="list-style-type: none"> • all the economic forces • market forces • policies • rules governing the Corporation
8	Assistant Actuary	61-03-0002	(SG 18)/ JG 11	51,987	Bachelor's Degree preferably in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	16 hours of relevant training in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	3 years of relevant experience in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	Career Service (Professional)/ Second Level Eligibility		Office of the Actuary - Product Viability Division	<p>Under general supervision, the Assistant Actuary provides technical support to the Associate Actuary and enhances implementation of actuarial and statistical researches and studies and provides overall support in the preparation of actuarial projections and valuation of the NHIP.</p> <p>Advances the Benefit Models to include validation of Cost- Effectiveness Analysis (CEA) and Budget Impact Analysis (BIA), as well as, costing model for the Supplemental Benefit Packages.</p>

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9	Assistant Actuary	61-04-0002	(SG 18)/ JG 11	51,987	Bachelor's Degree preferably in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	16 hours of relevant training in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	3 years of relevant experience in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	Career Service (Professional)/ Second Level Eligibility		Office of the Actuary - Product Viability Division	Under general supervision, the Assistant Actuary provides technical support to the Associate Actuary and enhances implementation of actuarial and statistical researches and studies and provides overall support in the preparation of actuarial projections and valuation of the NHIP. Advances the Benefit Models to include validation of Cost- Effectiveness Analysis (CEA) and Budget Impact Analysis (BIA), as well as, costing model for the Supplemental Benefit Packages.
10	Assistant Actuary	61-04-0003	(SG 18)/ JG 11	51,987	Bachelor's Degree preferably in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	16 hours of relevant training in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	3 years of relevant experience in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	Career Service (Professional)/ Second Level Eligibility		Office of the Actuary - Valuation and Liabilities Division	Under general supervision, the Assistant Actuary provides technical support to the Associate Actuary and enhances in the implementation of actuarial and statistical researches and studies and provides overall support in the preparation of actuarial projections and valuation of the NHIP. Advances the Valuation Model to include Population, Membership, Contribution, Benefit, Investment and Expense Models, as well as, Liabilities Calculation model for Reserves as required by law.

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11	Financial Analyst II	61-05-0002	(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 - Product Viability Division	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 CEA, BIA including recommendations in the use of proxy data in cases where the needed information is not available as well as validation of assumptions used.
12	Financial Analyst I	61-06-0001	(SG 11)/ JG 8	32,121	Bachelor's degree preferably in Actuarial Science, Statistics, Applied Mathematics, Mathematics or other related fields	None required	None required	Career Service (Professional)/ Second Level Eligibility		Office of the Actuary - Actuarial Investment Studies Division	Under general supervision of the Assistant Actuary, the Financial Analyst I demonstrates advances of actuarial and statistical researches and studies and provides overall support in the preparation of scrutinization of investment policies. Appraises and imputes all policies and rules governing the Corporation during the implementation of Actuarial Studies and the development of the Actuarial Model.

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 23 2024**.