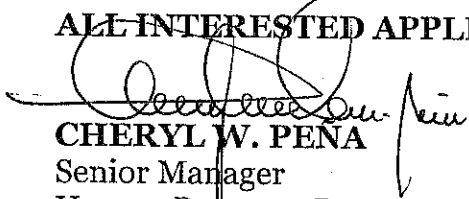


12 August 2024

HRD MEMORANDUM**No. 2024 - 08-057**

TO : **ALL INTERESTED APPLICANTS**

FROM : 
CHERYL W. PENA
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** (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 **23 August 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 IV (republication)	25-04-0029	(SG 23)/ JG 12	92,962	Bachelor of Laws	8 hours of relevant training	2 years relevant experience	RA 1080		Arbitration Office	Directly reporting to the Attorney V, provides direct support to Attorney V in conducting investigations and hearings and rendering judgement on complaints, grievances and other legal issues brought to the attention of the Arbitration Office.
2	Information Technology Officer III	57-03-0003	(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		Corporate Information Security Department	The Information Technology Officer III shall be responsible for information security planning, administration, implementation and management of physical information security resources, collecting, analyzing, and commenting on information security metrics and incidents. Further, supervises the team and responsible for review, assessment, and monitoring of reports, projects, and programs of the Department
3	Chief Social Insurance Specialist	49-03-0005	(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		Marketing and Collection Department	Under general supervision, the Chief Social Insurance Specialist shall provide supervisory and technical assistance in the development / monitoring of specific program/s and/or project/s involving any of the following NHIP processes: marketing, collection, member relations, benefit availment.
4	Supervising Auditing Systems Specialist	13-04-0007	(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		Operations Audit Department	Under general supervision, the Supervising Auditing Systems Specialist of the Operations Audit Department assists in supervising a division tasked with internal audit functions involving the Corporation's operations and does related work.
5	Auditing Systems Specialist I	13-01-0005	(SG 13)/ JG 9	37,317	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Operations Audit Department	Under general supervision, the Auditing Systems Specialist I of the Operations Audit Department performs simple and routine professional internal auditing and other related work.

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)		
6	Planning Officer IV	53-04-0001	(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		Corporate Planning Department	Under general supervision, Planning Officer IV is responsible for assisting the Division Chief IV in directing the conduct of policy and operations researches, managing the corporate knowledge resource center and implementation of performance management and reporting system.
7	Planning Officer III	53-03-0025	(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		Corporate Planning Department	Under general supervision, Planning Officer III shall assist in activities of the division that facilitate the strategic planning, integrated business and operational planning and policy development processes of the Corporation.
8	Administrative Officer II	16-02-0011	(SG 15)/ JG 10	43,711	Bachelor's degree	4 hours of relevant training	1 year relevant experience	Career Service (Professional)/ Second Level Eligibility		Physical Resources and Infrastructure Department	Under general supervision, the Administrative Officer II shall be responsible for coordinating activities on the maintenance, safety, security and sanitation of physical infrastructures and facilities.
9	Administration Services Assistant C	15-03-0078	(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		Physical Resources and Infrastructure Department	Under general supervision, the Administration Services Assistant C shall perform a variety of administrative duties in the discharge of the functions of the Department/Office.
10	Social Insurance Officer I	48-01-0029	(SG 11)/ JG 8	32,121	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Special Programs Department	Under general supervision, the Social Insurance Officer I shall provide assistance in any of the following areas: a) marketing/advocacy; b) screening and validation of membership application/amendment forms; c) monitoring of accounts of small to medium sized agencies; d) computation of benefit (performance standards less than SIO II); and e) accreditation of health care professionals and health care providers (less problematic case).

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)		
11	Clerk III	20-03-0021	(SG 6)/ JG 5	21,067	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Legal 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.
12	Clerk III	20-03-0043	(SG 6)/ JG 5	21,067	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Member Management Group (to be assigned in CAG-CADT)	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.
13	Clerk III	20-03-0034	(SG 6)/ JG 5	21,067	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Comptrollership 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.
14	Clerk III	20-03-0035	(SG 6)/ JG 5	21,067	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Comptrollership 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 **AUG 23 2024**.