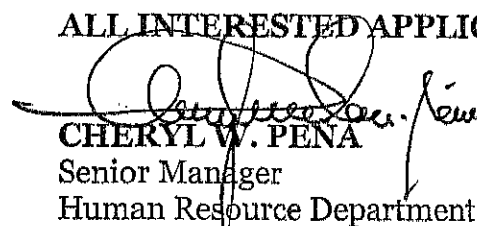


30 August 2024

HRD MEMORANDUM**No. 2024 - 09-045**

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 **20 September 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 | Planning Officer II | 53-02-0005 | (SG 15)/ JG 10 | 43,711 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year relevant experience | Career Service (Professional)/ Second Level Eligibility | | Corporate Planning Department | Under general supervision, Planning Officer II shall assist in activities of the division that facilitate the strategic planning, integrated business and operational planning and policy development processes of the corporation. |
| 2 | Corporate Planning Analyst A | 54-01-0001 | (SG 13)/ JG 9 | 37,317 | Bachelor's degree relevant to the job | None required | None required | Career Service (Professional)/ Second Level Eligibility | | Corporate Planning Department | Under general supervision, Corporate Planning Analyst A shall assist in activities of the division in the conduct of policy and operations researches, management of the corporate knowledge resource center and implementation of performance management and reporting system. |
| 3 | Social Insurance Specialist | 49-01-0004 | (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 | | Standards and Monitoring Department | Under general supervision, the Social Insurance Specialist of the Policy Research & Standards Development Division shall be responsible for the developing quality assurance and accreditation policies, and conducting related researches. |
| 4 | Social Insurance Analyst I | 50-01-0002 | (SG 11)/ JG 8 | 32,121 | Bachelor's degree relevant to the job | None required | None required | Career Service (Professional)/ Second Level Eligibility | | Standards and Monitoring Department | Under general supervision, the Social Insurance Analyst I of the Performance Monitoring Division shall be responsible for the developing quality assurance and accreditation policies, and conducting related researches. |
| 5 | Executive Assistant IV | 10-04-0008 | (SG 22)/ JG 12 | 83,966 | Bachelor's degree | 16 hours of training | 3 years experience | Career Service (Professional)/ Second Level Eligibility | | Information Management Sector (Office of the Chief Information Officer) | Under general supervision, the Executive Assistant IV assists in implementing the administrative and technical decisions by the Executive Officer and performs a variety of administrative and technical duties in support of this function. |
| 6 | Public Relations Assistant | 43-01-0002 | (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 | | Public Affairs Department (Corporate Communication Department) | Under general supervision, the Public Relations Assistant shall perform various administrative tasks in the conduct of activities in ensuring synergistic implementation of corporate Communication Plan. |

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) | | |
| 7 | Administration Services Assistant C | 15-03-0006 | (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 | | Public Affairs Department (Corporate Communication 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. |
| 8 | Project Development Officer II | 46-02-0001 | (SG 15)/ JG 10 | 43,711 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year relevant experience | Career Service (Professional)/ Second Level Eligibility | | International & Local Cooperation Department (International & Local Engagement Department) | Under general supervision, the Project Development Officer II shall assist in the conduct of various activities in line with establishing and sustaining strong cooperation with foreign partner agencies. |
| 9 | Administration Services Assistant C | 15-03-0009 | (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 | | Secretariat For The Bids and Awards Committee | 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 | Fiscal Controller III | 32-03-0002 | (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 | | Treasury Department | Under general supervision, the Fiscal Controller III shall be responsible for ensuring the implementation and delivery of the following services of the Account Section: - Acknowledgement and accounting of collections and remittances; - Maintenance and allocation of accountable forms to the corporate operating units; - Maintenance of Cash Position Report. |

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 | Fiscal Controller I | 32-01-0004 | (SG 11)/ JG 8 | 32,121 | Bachelor's degree relevant to the job | None required | None required | Career Service (Professional)/ Second Level Eligibility | | Comptrollership Department | Under general supervision, the Fiscal Controller I is responsible for the maintenance of an updated/systematic file of remittances, memoranda and other necessary documents. He/she shall also provide administrative support to the Fiscal Controller III and other superior to ensure that he/she can effectively and efficiently discharge their functions as officials of the Fiscal Management Team: - Evaluation/processing of documents needing budget certification/utilization and in the preparation of monthly budgetary reports. - Review and documentation of proposals and analysis of reports submitted by all organizational units of the corporation. |
| 12 | Information Systems Analyst III (republication) | 55-03-0002 | (SG 19)/ JG 11 | 60,157 | Bachelor's degree relevant to the job | 8 hours of relevant training | 2 years relevant experience | Career Service (Professional)/ Second Level Eligibility | | Information Technology Management Department | With general supervision, the Information Systems Analyst III of the Information Technology Resource Management Division shall be responsible in defining, analyzing, getting new/ or improved networks, databases, operating systems and software packages and internet services and applications. |
| 13 | Computer Maintenance Technologist II | 56-02-0006 | (SG 15)/ JG 10 | 43,711 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year relevant experience | Career Service (Professional)/ Second Level Eligibility | | Information Technology Management Department | Under general supervision, the Computer Maintenance Technologist II of the Information Technology Resource and Management Division shall assist in defining, analyzing, getting new/ or improved networks, databases, operating systems and software packages and internet services and applications. |

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 **SEP 20 2024**.