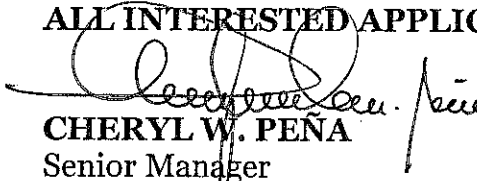


22 November 2024

HRD MEMORANDUMNo. 2024 - 11-124

TO : ALL INTERESTED APPLICANTS

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

SUBJECT : Notice of Vacant First and Second Level Positions (Rank & File)

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://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 1505, 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 **DEC 09 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	Medical Officer V	08-00-0006	(SG 25)/ JG 13	108,013	Doctor of Medicine	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	RA 1080		Benefits Development & Research Department	Within guidelines and limits of authority established by policies of the PhilHealth and relevant government regulations, Medical Officer V shall be responsible for developing and/or enhancing benefits and conducting related researches and studies.
2	Medical Specialist III	41-02-0016	(SG 24)/ JG 12	101,959	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		Accreditation Department	Under general supervision, the Medical Specialist III shall assist in the development of guidelines, rules and regulations that will guide the implementation of accreditation policies for Health Care Providers.
3	Information Technology Officer II	57-02-0001	(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		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 Information Technology Officer II shall assist in planning, directing, supervising, coordinating and controlling the activities of the division in the accomplishment of the following:</p> <ul style="list-style-type: none"> - Develop ICT strategic and operational plans, policies, standards, guidelines, procedures, and monitoring tools; - Ensuring the timely completion of information system projects and compliance with policies, standards and budgetary requirements; - Conduct of research in forefront and diverse high performance computing and ICT infrastructure; - Providing ICT inputs in the development and standardization of corporate forms; - Set standards and specifications for IT services, systems, hardware and software procurement and maintenance contracts in coordination with concerned units.

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	Public Relations Officer III	45-03-0001	(SG 18)/ JG 11	51,987	Bachelor's degree	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Public Affairs Department (Corporate Communication Department)	Under general supervision, the Public Relations Officer III shall prepare, implement and monitor implementation of public relations strategies on ensuring synergistic implementation of the Corporate Communication Plan.
5	Public Relations Officer II	45-02-0003	(SG 15)/ JG 10	43,711	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Public Affairs Department (Corporate Communication Department)	Under general supervision, the Public Relations Officer II shall assists in the monitoring of implementation of Corporate Communication Plan.
6	Fiscal Controller III	32-03-0014	(SG 18)/ JG 11	51,987	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	RA 1080 (CPA)		Comptrollership Department	Under general supervision, the Fiscal Controller III shall supervise the maintenance and preparation of complete and systematic set of records of all financial transactions related to the administrative and operating expenses of the regional offices of the Corporation. He/She shall provide technical and administrative support to the Fiscal Controller IV to ensure he/she can effectively and efficiently discharge his/her functions as official of the Branch Accounting Team.

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	Fiscal Controller I	32-01-0005	(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	<p>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:</p> <ul style="list-style-type: none"> - 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.
8	Auditing Systems Specialist II	13-02-0007	(SG 16)/ JG 10	45,959	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Operations Audit Department	Under general supervision, the Auditing Systems Specialist II of the Operations Audit Department performs difficult and responsible professional internal auditing and other related work.
9	Auditing Systems Specialist I	13-01-0003	(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.
10	Legal Researcher III	27-03-0011	(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		Prosecution Department	Under general supervision, the Legal Researcher III is responsible for gathering data and assists in the preparation of legal documents necessary for cases under the Prosecution Department.

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	Legal Researcher III	27-03-0006	(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		Internal Legal Department	Under general supervision, the Legal Researcher III is responsible for gathering data and assists in the preparation of legal documents necessary for cases under the Internal Legal Department.
12	Human Resource Management Officer III	22-03-0002	(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		Human Resource Department	Under general supervision, the Human Resource Management Officer III shall be responsible for the development/ implementation of minor HR Systems/ Programs affecting/covering the entire corporation.
13	Human Resource Management Officer II	22-02-0004	(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		Human Resource Department	Under general supervision, the Human Resource Management Officer II, shall provide technical services in the areas including screening and evaluation of applicants, exit interview to employees for separation, conduct of minor researches, training and development of non-technical employees, management of work-life balance projects, and handling of employee discipline cases involving non-technical level employees.
14	Senior Social Insurance Specialist	49-02-0009	(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		Member Management Group (to be assigned under Corporate Marketing)	Under general supervision, the Senior Social Insurance Specialist shall provide supervisory and technical support to the Department in tasks related to strategic matters.
15	Administration Services Assistant B	15-02-0005	(SG 10)/ JG 7	25,027	Completion of two years studies in college	8 hours of relevant training	2 years relevant experience	Career Service (Subprofessional)/ First Level Eligibility		Operations Sector (to be assigned under PhilHealth Surge Team)	Under general supervision, the Administration Services Assistant B shall assist in performing a variety of administrative duties in the discharge of the official functions of the office.

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)		
16	Administrati on Services Assistant B	15-02-0017	(SG 10)/ JG 7	25,027	Completion of two years studies in college	8 hours of relevant training	2 years relevant experience	Career Service (Subprofession al)/ First Level Eligibility		Physical Resources and Infrastructure Department	Under general supervision, the Administrative Services Assistant B shall assist in the preparation of contracts. He/ She shall ensure that all requirements have been complied in accordance with the standard procurement process.
17	Clerk III	20-03-0017	(SG 6)/ JG 5	21,067	Completion of two years studies in college	None required	None required	Career Service (Subprofession al)/ First Level Eligibility		Human Resource 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.
18	Clerk III	20-03-0015	(SG 6)/ JG 5	21,067	Completion of two years studies in college	None required	None required	Career Service (Subprofession al)/ First Level Eligibility		Human Resource 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.
19	Clerk III	20-03-0012	(SG 6)/ JG 5	21,067	Completion of two years studies in college	None required	None required	Career Service (Subprofession al)/ First Level Eligibility		Office of the Actuary	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.
20	Chauffeur II	18-02-0039	(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.

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)		
21	Senior Investment Specialist	60-03-0001	(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 Senior Investment Specialist is responsible for assisting the Fiscal Controller Iv in the conduct of study and evaluation of the investments of the Corporation in equities and other capital market instruments. He/ She shall assist the Capital Market Section in the conduct of hiring of Local Fund Manager of the Corporation in coordination with the Technical Working Group and other government agencies attendant to the procurement process and implementation of investment management contracts for the project. He/ She likewise shall monitor and ensure compliance to the fund management commitment of the Local Fund Managers based on investment policies of the Corporation.
22	Investment Specialist	59-02-0001	(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		Treasury Department	Under general supervision, the Investment Specialist shall assist the Senior Investment Specialist in the daily monitoring of the portfolio being managed by the Local Fund Managers. He/She shall also perform financial and statistical analyses relative to equities investments instruments. In addition, the Investment Specialist shall provide overall administrative technical and support to the Capital Market Section.

Qualified applicants are advised to send their complete application documents to the Human Resource Department, Room 1505 CityState Centre Bldg., 709 Shaw Blvd., Brgy. Oranbo, Pasig City or to email address **recruitment.philhealth@gmail.com**.
Application Period: NOV 28 2024 to DEC 09 2024.