

26 February 2025

HRD MEMORANDUM

No. 2025 - 02-192

TO : ALL INTERESTED APPLICANTS

FROM :  CHERYL W. PENA
Senior Manager
Human Resource Department

SUBJECT : Notice of Vacant Second Level Positions
(Executive/Managerial) in the Corporation

Attached is the list of vacant second level positions (rank and 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 need to submit their the complete/updated application documents listed in page 2 within the republication period in order to be considered for processing. 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 1505, 15th Floor Citystate Centre Bldg., 709 Shaw Blvd., Pasig City or via the official email at recruitment@philhealth.gov.ph with the subject line format: Application to Vacant <Position Title> <Item No.> until **MAR 10 2025**. **Applications sent to other HR email addresses shall not be considered as 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 (EXECUTIVE/ MANAGERIAL) IN THE CORPORATION

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 Vice President (Chief Actuary) (republishation)	03-00-0004	(SG 28)/ JG 18	379,320	Master's Degree preferably in the field of Mathematics, Actuarial Science, Statistics or Finance	60 hours of relevant training in Actuarial Science, Statistics, Applied Mathematics or other related fields and 60 hours of supervisory/ management learning and development intervention	5 years of supervisory/ management experience in the field of actuarial or financial functions	Career Service (Professional)/ Second Level Eligibility		Actuarial Services & Risk Management Sector	Within the guidelines and limits of authority established by policies of the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Senior Vice President (Chief Actuary) is responsible for the overall planning, organizing, directing, controlling, monitoring, and coordination of the activities of the Actuarial Services and Risk Management Sector to achieve established objectives and targets.
2	Vice President (republishation)	04-00-0002	(SG 27)/ JG 17	302,428	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/ management learning and development intervention	5 years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility		Corporate Affairs Group	Within the guidelines and limits of authority established by policies of the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Vice President of Corporate Affairs Group is responsible for planning, organizing, directing, coordinating and controlling the activities of the Corporate Affairs Group within the area of jurisdiction to achieve established objectives and targets.
3	Department Manager III (republishation)	06-00-0016	(SG 26)/ JG 14	136,738	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/ management learning and development intervention	5 years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office NCR - North Branch	Within the guidelines and limits of the authority established by the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Department Manager III is responsible for the effective and efficient achievement of target through responsible planning, organizing, directing, coordinating, controlling and evaluating the programs/projects/ activities of the Branch Office.

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					Education	Training	Experience	Eligibility	Competency (if applicable)		
4	Department Manager III (republishation)	06-00-0018	(SG 26)/ JG 14	136,738	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/ management learning and development intervention	5 years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office NCR - South Branch	Within the guidelines and limits of the authority established by the Philippine Health Insurance Corporation (PhilHealth) and relevant government regulations, the Department Manager III is responsible for the effective and efficient achievement of target through responsible planning, organizing, directing, coordinating, controlling and evaluating the programs/projects/ activities of the Branch Office.
5	Department Manager III	06-00-0013	(SG 26)/ JG 14	136,738	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/ management learning and development intervention	5 years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility		Comptrollership Department	Within guidelines and limits of authority established by policies of the Philippine Health Insurance Corporation (PhilHealth) and other relevant government regulations, the Department Manager for Comptrollership Department is responsible for planning, organizing, directing, coordinating and controlling the activities of the Comptrollership Department to achieve established goals and objectives. The Comptrollership Department is responsible for effective and efficient financial control and reporting. It exercises overall supervision, management, execution and control of activities related to financial planning, fiscal management, and accounting.

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.gov.ph

Application Period: FEB 27 2025 to MAR 10 2025.