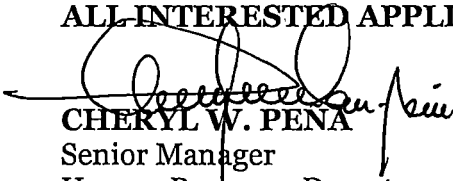


05 March 2025

HRD MEMORANDUMNo. 2025 - 03-039

TO : ALL INTERESTED APPLICANTS

FROM : 
CHERYL W. PENA
Senior Manager
Human Resource Department

SUBJECT : Notice of Vacant First and Second Level Positions (Rank and File) in the Head Office

Attached is the list of vacant first and 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 17 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 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 Specialist III	41-02-0017	(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, Medical Specialist III shall conduct monitoring activities to ensure compliance of Health Care Providers to accreditation standards. He/she shall also assists in the evaluation of application for accreditation.
2	Supervising Management Specialist	13-04-0008	(SG 22)/ JG 12	83,966	Bachelor's degree	16 hours of relevant training	3 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Organization and Systems Development Office	The Supervising Management Specialist, also known as OD Expert and Team Lead, most often requires advanced professional organizational development experience of high complexity and variety. He/She often leads or is significantly involved with larger, more complex organizational development / project assignments. He/She exercises greater independence and judgement, receiving general / minimal supervision from the next higher supervisor. He/She may be assigned to lead any or combination of the organizational development project teams - business process review, organization design/restructuring, workforce planning and quality management.
3	Human Resource Management Officer IV	22-04-0004	(SG 22)/ JG 12	83,966	Bachelor's degree	16 hours of relevant training	3 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Human Resource Department	Under general supervision, the HRMO IV shall be responsible for the development/implementation of major HR Systems/Programs affecting/covering the entire corporation.
4	Chief Social Insurance Specialist	49-03-0007	(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		Member Management Group	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.

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)		
5	Social Insurance Assistant I	51-01-0020	(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		Marketing and Collection Department (under Member Management Group)	Under general supervision, the Social Insurance Assistant I shall provide general non-technical assistance in the development and monitoring of projects under marketing and collection department.
6	Senior Social Insurance Specialist	49-02-0007	(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		Marketing and Collection Department (under Member Management Group)	Under general supervision, the Senior Social Insurance Specialist shall head the team assigned to develop and monitor a specific project/s in any of the following NHIP processes: marketing, collection, member relations, benefit availment.
7	Social Insurance Officer I	48-01-0025	(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).
8	Executive Assistant III	10-03-0002	(SG 20)/ JG 11	68,326	Bachelor's degree	8 hours of training	2 years experience	Career Service (Professional)/ Second Level Eligibility		Corporate Affairs Group	Under general supervision, the Executive Assistant III, shall provide general executive assistance to the Vice President in his performance of official duties/responsibilities as Head of the Group/Office.
9	Public Relations Officer IV	45-04-0001	(SG 22)/ JG 12	83,966	Bachelor's degree	16 hours of relevant training	3 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Corporate Communication Department (Public Affairs Department)	Under general supervision, the Public Relations Officer IV shall be prepare, implement and monitor implementation of public relations strategies on ensuring synergistic implementation of the Corporate Communications 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)		
10	Public Relations Officer I	45-01-0002	(SG 11)/ JG 8	32,121	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		Corporate Communication Department (Public Affairs Department)	Under general supervision, the Public Relations Officer I shall provide administrative support in the conduct of activities in ensuring synergistic implementation of corporate Communication Plan.
11	Administrative Officer III	16-03-0023	(SG 18)/ JG 11	51,987	Bachelor's degree	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Physical Resources and Infrastructure Department	Under general supervision, the Administrative Officer III shall be responsible in coordinating the development of physical resource allocation and procurement standards as well as the evaluation of physical resource requirements and allocation of physical resources to various organization units of the corporation.
12	Administrative Officer III	16-03-0005	(SG 18)/ JG 11	51,987	Bachelor's degree	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		Physical Resources and Infrastructure Department	Under general supervision, the Administrative Officer III shall supervise the receipt and issuance of equipment, semi-expendable and non-expendable properties of the Corporation. He/She shall likewise ensure that all necessary documents have been satisfied prior to its distribution.
13	Administrative Officer I	16-01-0008	(SG 11)/ JG 8	32,121	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		Physical Resources and Infrastructure Department	Under general supervision, the Administrative Officer I of the General Support & Allied Services Team is responsible for the repairs, maintenance and disposal of printing equipment, including procurement of services for the repair and maintenance.
14	Clerk III	20-03-0018	(SG 6)/ JG 5	21,067	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Physical Resources and Infrastructure 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.

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)		
15	Fiscal Controller III	32-03-0005	(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		Comptrollership Department	Under general supervision, the Fiscal Controller III shall be responsible in the following: - preparation of monthly budgetary reports. - assist the Fiscal Controller IV to ensure that budget utilization is consistent with the Corporate Operating Budget (COB) and applicable laws, rules and regulations. - review, analysis and consolidation of budget proposals / reports submitted by different Cost Centers of the Corporation. - 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 Corporation.
16	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.
17	Information Systems Analyst II	55-02-0025	(SG 16)/ JG 10	45,959	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Professional)/ Second Level Eligibility		Corporate Information Security Department	Under general supervision, the Information Systems Analyst II shall provide technical inputs and assist in project and incident management, promoting employee awareness, and timely monitoring.

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)		
18	Legal Researcher III	27-03-0002	(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		Protest and Appeals Review Department	Under general supervision, gathers legal data and assists in preparation of arguments, briefing, drafts of administrative complaints, and other legal documents necessary for cases under investigations.
19	Legal Assistant I	26-01-0026	(SG 10)/ JG 7	25,027	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional)/ Second Level Eligibility		Internal Legal Department	Under general supervision, the Legal Assistant I performs administrative services and paralegal support.
20	Legal Assistant I	26-01-0022	(SG 10)/ JG 7	25,027	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional)/ Second Level Eligibility		Fact-Finding, Investigation & Enforcement Department	Under general supervision, the Legal Assistant I performs administrative services and paralegal support.
21	Legal Assistant I	26-01-0001	(SG 10)/ JG 7	25,027	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional)/ Second Level Eligibility		Prosecution Department	Under general supervision, the Legal Assistant I performs administrative services and paralegal support.
22	Administration Services Assistant C	15-03-0072	(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		Social Health Insurance Academy (Training Institute)	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.
23	Auditing Systems Specialist II	13-02-0002	(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		Financial Audit Department	Under general supervision, the Auditing Systems Specialist II of the Financial Audit Department performs difficult and responsible professional internal auditing and other related work.

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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)		
24	Clerk III	20-03-0003	(SG 6)/ JG 5	21,067	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Financial Audit 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.
25	Senior Social Insurance Specialist	49-02-0018	(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		Accreditation Department	Under general supervision, Senior Social Insurance Specialist shall assist in the development of guidelines to implement policies of accreditation. He/she shall provide technical assistance in the conduct of capability building support and social marketing activities for new and enhanced accreditation policies.
26	Senior Social Insurance Specialist (republication)	49-02-0008	(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		Marketing and Collection Department (under Member Management Group)	Under general supervision, the Senior Social Insurance Specialist shall head the team assigned to develop and monitor a specific project/s in any of the following NHIP processes: marketing, collection, member relations, benefit availment

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: MAR 06 2025 to MAR 17 2025.