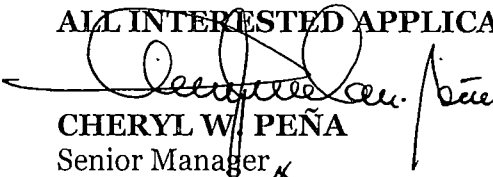


15 May 2025

HRD MEMORANDUM

No. 2025 - 05-091

TO : ALL INTERESTED APPLICANTS

FROM : 
CHERYL W. PEÑA
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 MAY 26 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 IV (republication)	41-03-0034	(SG 25)/ JG 13	108,013	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		Standards and Monitoring Department (to be assigned in Task Force Informatics)	Under general supervision, the Medical Specialist IV of the Policy Research & Standards Development Division shall be responsible for the developing quality assurance and accreditation policies, and conducting related researches.
2	Senior Social Insurance Specialist (republication)	49-02-0011	(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		Standards and Monitoring Department (to be assigned in Task Force Informatics)	Under general supervision, the Senior Social Insurance Specialist of the Health Informatics Section shall assist in the management and maintenance of medical-related databases used in the development of health-related policies and guidelines.
3	Social Insurance Analyst I	50-01-0001	(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 Policy Research & Standards Development Division shall provide technical and administrative assistance in the development of quality assurance and accreditation policies for professional Health Care Providers (HCPs).
4	Executive Assistant III	10-03-0008	(SG 20)/ JG 11	68,326	Bachelor's degree	8 hours of training	2 years experience	Career Service (Professional)/ Second Level Eligibility		Office of the First Vice President For The Mindanao Area (to be assigned in OAVP-Area I)	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.

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	Division Chief IV (republication)	07-00-0007	(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		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 Division Chief IV is responsible for managing all networks, databases, operating systems and software packages and internet services and applications, organizing, directing, coordinating and controlling the activities of the information technology resources to achieve established objective and targets.</p> <p>The Information Technology Resource Management Division is primarily responsible for:</p> <ul style="list-style-type: none"> a. Installation and maintaining the data integrity and security in all databases, communication networks and other related facilities; b. Administration, management and monitoring of the performance of server systems and software packages; c. Management of internet/intranet and e-mail related services, servers and applications; d. Setting of standards and specifications for IT services, systems, hardware and software procurement and maintenance contracts in coordination with concerned units; e. Management, evaluation and monitoring of the utilization of ICT Resources; f. Providing administrative and technical support on the use of networks, databases, operating systems and software packages and internet services to all organization units in coordination with the IT Security & Help Desk.
6	Information Technology Officer III (republication)	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	<p>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</p>

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	Information Systems Analyst II	55-02-0024	(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	Provide technical inputs and assist in project and incident management, promoting employee awareness, and timely monitoring
8	Information Systems Analyst II	55-02-0020	(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.
9	Administration Services Assistant C	15-03-0103	(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		Corporate Information Security 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	Administration Services Assistant C	15-03-0084	(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		Arbitration Office	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.
11	Administration Services Officer II	14-02-0002	(SG 13)/ JG 9	37,317	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		Physical Resources and Infrastructure Department	Under general supervision, the Administrative Services Officer II shall be responsible for the recording and reporting of utilization for supplies and materials of various offices. As a related task, he/she shall also conduct regular inventories to ensure that supplies and materials are replenished and readily available as planned.
12	Administration Services Assistant C	15-03-0075	(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.

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)		
13	Fiscal Controller III (republication)	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.
14	Fiscal Controller III	32-03-0006	(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		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.

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 II	32-02-0019	(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		Comptrollership Department	<p>Under general supervision, the Fiscal Controller II shall be directly in charge in monitoring and analysis of the corporate budget of various costs. He/she shall assist the Fiscal Controller III in the discharge of the following functions:</p> <ul style="list-style-type: none"> - preparation of monthly budgetary reports on the status of Corporate Operating Budget in the Head Office. - provide technical and administrative assistance to ensure that budget utilizations are consistent with the Corporate Operating Budget (COB) and applicable laws, rules and regulations. - review and documentation of proposals submitted by all organizational units of the corporation. - 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 Examiner A	33-01-0024	(SG 13)/ JG 9	37,317	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 Examiner A shall assist Fiscal Controller III in delivering comprehensive financial plan. He/she shall provide technical assistance to the Fiscal Controller II to ensure that he/she can effectively and efficiently discharge his/her functions as official of the Finance Planning Team.</p>
17	Fiscal Examiner A	33-01-0021	(SG 13)/ JG 9	37,317	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 Examiner A shall assist Fiscal Controller III in delivering comprehensive financial plan. He/she shall provide technical assistance to the Fiscal Controller II to ensure that he/she can effectively and efficiently discharge his/her functions as official of the Finance Planning Team.</p>

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	Fiscal Examiner A	33-01-0023	(SG 13)/ JG 9	37,317	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Comptrollership Department	Under general supervision, the Fiscal Examiner A shall assist Fiscal Controller III in delivering comprehensive financial plan. He/she shall provide technical assistance to the Fiscal Controller II to ensure that he/she can effectively and efficiently discharge his/her functions as official of the Finance Planning Team.
19	Fiscal Controller II	32-02-0002	(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 Fiscal Controller II shall assist in monitoring collections and remittances of all collecting partners. He/she shall provide assistance to the Fiscal Controller III to ensure that he/she can effectively and efficiently discharge his/her functions as official of the Remittance Unit.
20	Fiscal Examiner A	33-01-0003	(SG 13)/ JG 9	37,317	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		Treasury Department	Under general supervision, the Fiscal Examiner A shall conduct reconciliation of all collection transaction. He/she shall provide assistance to the Fiscal Controller II to ensure that he/she can effectively and efficiently discharge his/her functions as official of the Remittance Unit.
21	Human Resource Management Officer II	22-02-0002	(SG 15)/ JG 10	43,711	Bachelor's degree	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.

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)		
22	Human Resource Management Officer I	22-01-0005	(SG 11)/JG 8	32,121	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		Human Resource Department	Under general supervision, the Human Resource Management Officer I, shall provide technical services in the areas including sourcing of applicants, administration of employment tests, processing of employment papers, payroll updating, training facilitation, management of minor work-life balance projects and HRIS management.
23	Senior Auditing Systems Specialist	13-03-0006	(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		Operations Audit Department	Under general supervision, the Senior Auditing Systems Specialist of the Operations Audit Department supervises and participates in the conduct of internal audit work; performs other related work.
24	Administration Services Assistant C	15-03-0003	(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		Operations Audit 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.
25	Clerk III	20-03-0009	(SG 6)/JG 5	21,067	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		Secretariat For The Bids and Awards Committee	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.
26	Senior Social Insurance Officer	48-05-0002	(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		Special Programs Department	Under general supervision, the Senior Social Insurance Officer shall provide services as team leader managing specific account/s in any of the following areas: membership and marketing, accreditation of institutional and professional healthcare providers, collection management and benefit payment.

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)		
27	Social Insurance Assistant I	51-01-0009	(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		Special Programs Department	Under general supervision, the Social Insurance Assistant I shall provide assistance in the preparation of documents for membership enrollment/registration, distribution of information materials, screening of benefit payment claims and application for accreditation of Professional Healthcare Providers.

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: MAY 13 2025 to MAY 26 2025.