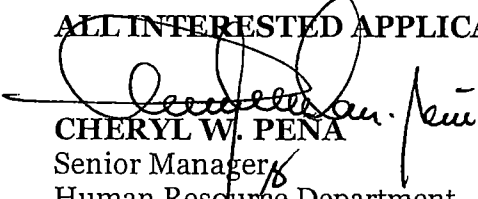


03 June 2025

**HRD MEMORANDUM**No. 2025 - 06-008

**TO :** **ALL INTERESTED APPLICANTS**

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

**SUBJECT :** **Notice of Vacant First and Second Level Permanent Positions (Rank-and-File) in the PhilHealth Regional Offices (PROs)**

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)<sup>1</sup>.

Those interested to apply 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/accepted<sup>2</sup>:**

- 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 PRO HRU 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).

<sup>1</sup> Corporate Order No. 2020-0020 Subject: PhilHealth's Merit Selection Plan(MSP)

<sup>2</sup> Ibid, Item V.G.3.

**Internal Applicant** (existing permanent and casual employees):

1. Application Form;
2. Properly accomplished and updated 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, 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 System<sup>1</sup> [LERIS], or Supreme Court of the Philippines [SC] Lawyer's List<sup>2</sup>)<sup>3</sup>

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 PRO HR Unit 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 requirements<sup>4</sup> listed above to the concerned PhilHealth Regional Offices (PROs) or through their respective emails with the subject line format: Application to Vacant <Position Title> <Item No.>. **Applications sent to other HR email addresses shall not be considered valid submission.**

**Deadline of submission of application is until 16 June 2025.**

---

<sup>3</sup> 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

<sup>4</sup> 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 PRO CAR**

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 I (Republication)	40-04-0003	(SG 22)/ JG 12	83,966	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		PhilHealth Regional Office CAR	Under general supervision, the Medical Specialist I shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers
2	Social Insurance Officer III	48-03-0046	(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		PhilHealth Regional Office CAR	Under general supervision, the Social Insurance Officer II shall be responsible for providing services in any of the following areas: a) marketing/advocacy to or collection management of small-sized organized groups/private and government agencies; b) benefit payment computation; and member data management.
3	Social Insurance Officer I	48-01-0075	(SG 11)/ JG 8	32,121	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office CAR	Under general supervision, the Social Insurance Officer II shall be responsible for providing services in any of the following areas: a) marketing/advocacy to or collection management of small-sized organized groups/private and government agencies; b) benefit payment computation; and member data management.

Qualified applicants are advised to send their complete application documents at PhilHealth Regional Office Car, AMinesview Satellite Building, Torres Street, Minesview, Baguio City or to email address **hr.procar@philhealth.gov.ph**. **Application Period: June 4, 2025 to June 16, 2025**.

**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO I**

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	Computer Maintenance Technologist I	56-01-0002	(SG 11)/ JG 8	32,121	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office I	Under general supervision of the ITO II, the CMT I shall be responsible for network management and PC trouble-shooting.

Qualified applicants are advised to send their complete application documents at PhilHealth Regional Office I, Akia Building, Old De Venecia Highway Dagupan City, Pangasinan or to email address **hr.pro1@philhealth.gov.ph**. **Application Period: June 4, 2025 to June 16, 2025.**

**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO II**

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	Chief Social Insurance Officer	48-06-0067	(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		PhilHealth Regional Office II Solano Service Office	Under general supervision, the Chief Social Insurance Officer shall be responsible for the supervision of program implementation in membership management and/or collection/contribution management.
2	Social Insurance Officer III	48-03-0060	(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		PhilHealth Regional Office II	Under general supervision, the Social Insurance Officer III shall be responsible for providing services in any of the following areas: a) marketing/advocacy to or collection management of medium-sized organized groups/private and government agencies; and b) review of benefit payment computation.
3	Social Insurance Officer II	48-02-0038	(SG 13)/ JG 9	37,317	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office II	Under general supervision, the Social Insurance Officer II shall be responsible for providing services in any of the following areas: a) marketing/advocacy to or collection management of small-sized organized groups/private and government agencies; b) benefit payment computation; and member data management.

Qualified applicants are advised to send their complete application documents at PhilHealth Regional Office II, The Builder's Place, Del Rosario St. Tuguegarao City, Cagayan or to email address **pro2hru@gmail.com**. **Application Period: June 4, 2025 to June 16, 2025**.

**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO III**

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 III	53-03-0008	(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		PhilHealth Regional Office III	Under general supervision, the Planning Officer IV provides the Regional Vice-President with technical assistance in the formulation and monitoring of operational and tactical plans of the PRO in relation to the overall Corporate Plan.
2	Special Investigator III	28-03-0027	(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		PhilHealth Regional Office III	Under general supervision, the Special Investigator III is responsible in the performance of investigative functions
3	Fiscal Controller I	32-01-0061	(SG 11)/ JG 8	32,121	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office III Gapan Service Office	Under general supervision, the Fiscal Controller I shall provide services on pre-audit/review of financial documents/reports, review of budget proposals and utilization, preparation of checks and cash reports.
4	Administrative Officer I	16-01-0032	(SG 11)/ JG 8	32,121	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office III - Branch B	Under general supervision, the Administrative Officer I shall be responsible for the records management function in the PRO.
5	Administrative Officer I	16-01-0034	(SG 11)/ JG 8	32,121	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office III Aurora Service Office	Under general supervision, the Administrative Officer I shall be responsible for the records management function in the PRO.

Qualified applicants are advised to send their complete application documents at PhilHealth Regional Office III, PhilHealth Bldg., Lazatin Blvd., San Agustin, San Fernando City, Pampanga or to email address **hr.pro3@philhealth.gov.ph**. **Application Period: June 4, 2025 to June 16, 2025**

**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO IV-A**

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	Social Insurance Officer II	48-02-0044	(SG 13)/ JG 9	37,317	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IV-A	Under general supervision, the Social Insurance Officer II shall be responsible for providing services in any of the following areas: a) marketing/advocacy to or collection management of small-sized organized groups/private and government agencies; b) benefit payment computation; and member data management.
2	Social Insurance Officer I	48-01-0133	(SG 11)/ JG 8	32,121	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IV-A	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).

Qualified applicants are advised to send their complete application documents at PhilHealth Regional Office IV-A, Lucena Grand Central Terminal, Brgy. Ilayang Dupay, Lucena City or to email address **hrpro4a.recruitment@philhealth.gov.ph**. **Application Period: June 4, 2025 to June 16, 2025**.

**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO IV-B**

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	Social Insurance Officer II	48-02-0060	(SG 13)/ JG 9	37,317	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IV-B	Under general supervision, the Social Insurance Officer II shall be responsible for providing services in any of the following areas: a) marketing/advocacy to or collection management of small-sized organized groups/private and government agencies; b) benefit payment computation; and member data management.
2	Social Insurance Officer II	48-02-0059	(SG 13)/ JG 9	37,317	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IV-B	Under general supervision, the Social Insurance Officer II shall be responsible for providing services in any of the following areas: a) marketing/advocacy to or collection management of small-sized organized groups/private and government agencies; b) benefit payment computation; and member data management.

Qualified applicants are advised to send their complete application documents at PhilHealth Regional Office IV-B, Xentro Mall Batangas City, Diversion Road, Brgy. Alangilan, Batangas City, Batangas or to email address **hr.pro4b@philhealth.gov.ph**. **Application Period:** June 4, 2025 to June 16, 2025.



**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO VI**

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	Chief Social Insurance Officer	48-06-0099	(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		PhilHealth Regional Office VI Antique Service Office	Under general supervision, the Chief Social Insurance Officer shall be responsible for the supervision of program implementation in membership management and/or collection/contribution management.
2	Human Resource Management Officer III	22-03-0011	(SG 18)/ JG 11	51,987	Bachelor's degree	8 hours of relevant training	2 years relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office VI	Under general supervision, the HRM Officer III shall be responsible for the implementation of the human resource management and development program in the PRO consistent with the corporate HR policies, strategies and plans.
3	Social Insurance Officer I	48-01-0172	(SG 11)/ JG 8	32,121	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office VI	Under general supervision, the Social Insurance Officer II shall be responsible for providing services in any of the following areas: a) marketing/advocacy to or collection management of small-sized organized groups/private and government agencies; b) benefit payment computation; and member data management.

Qualified applicants are advised to send their complete application documents at PhilHealth Regional Office VI, Gaisano Capital Building, Luna Street, Lapaz, Iloilo City or to email address [hr.pro6@philhealth.gov.ph](mailto:hr.pro6@philhealth.gov.ph). **Application Period: June 4, 2025 to June 16, 2025.**

**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO VII**

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 I	40-04-0019	(SG 22)/ JG 12	83,966	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		PhilHealth Regional Office VII	Under general supervision, the Medical Specialist I shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers
2	Social Insurance Officer II	48-02-0082	(SG 13)/ JG 9	37,317	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office VII	Under general supervision, the Social Insurance Officer II shall be responsible for providing services in any of the following areas: a) marketing/advocacy to or collection management of small-sized organized groups/private and government agencies; b) benefit payment computation; and member data management.
3	Legal Assistant I	26-01-0013	(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		PhilHealth Regional Office VII	Under general supervision, the Legal Assistant I performs administrative services and paralegal support to Attorney IV.

Qualified applicants are advised to send their complete application documents at PhilHealth Regional Office VII, 7th and 8th Floor, Skytower, N. Escario Street corner Acacia Street, Cebu City or to email address **recruitment.pro7@philhealth.gov.ph**. **Application Period: June 4, 2025 to June 16, 2025**.

**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO VIII**

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	Social Insurance Officer II	48-02-0094	(SG 13)/ JG 9	37,317	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office VIII Tacloban Service Office	Under general supervision, the Social Insurance Officer II shall be responsible for providing services in any of the following areas: a) marketing/advocacy to or collection management of small-sized organized groups/private and government agencies; b) benefit payment computation; and member data management.

Qualified applicants are advised to send their complete application documents at PhilHealth Regional Office VIII, Congressman Mate Avenue, Brgy. 91, Abucay, Tacloban City, Leyte or to email address **velascow@philhealth.gov.ph**. **Application Period:** June 4, 2025 to June 16, 2025.

**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO IX**

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	Administrative Officer IV (Republication)	16-04-0016	(SG 22)/ JG 12	83,966	Bachelor's degree	16 hours of relevant training	3 years relevant experience	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IX	Under general supervision, the Administrative Officer IV shall be responsible the supervision of the human resource management and physical infrastructure management in the PRO/Branch.
2	Special Investigator III (Republication)	28-03-0045	(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		PhilHealth Regional Office IX	Under general supervision, the Special Investigator III is responsible in the performance of investigative functions in the PRO.
3	Fiscal Examiner A (Republication)	33-01-0062	(SG 13)/ JG 9	37,317	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IX	Under general supervision, the Fiscal Examiner A shall perform various finance-related jobs.
4	Personnel Specialist I (Republication)	23-01-0004	(SG 13)/ JG 9	37,317	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IX	Under general supervision, the Personnel Specialist I shall assist in the compensation management, performance management and employee relations function in the PRO
5	Social Insurance Officer II (Republication)	48-02-0106	(SG 13)/ JG 9	37,317	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IX Zamboanga Del Sur Service Office	Under general supervision, the Social Insurance Officer II shall be responsible for providing services in any of the following areas: a) marketing/advocacy to or collection management of small-sized organized groups/private and government agencies; b) benefit payment computation; and member data management.
6	Administrative Officer I (Republication)	16-01-0060	(SG 11)/ JG 8	32,121	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IX Zamboanga Del Sur Service Office	Under general supervision, the Administrative Officer I shall be responsible for the records management function in the PRO.
7	Fiscal Controller I (Republication)	32-01-0098	(SG 11)/ JG 8	32,121	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IX	Under general supervision, the Fiscal Controller I shall provide services on pre-audit/review of financial documents/reports, review of budget proposals and utilization, preparation of checks and cash reports.

**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO IX**

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)		
8	Social Insurance Officer I (Republication)	48-01-0197	(SG 11)/ JG 8	32,121	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office IX	Under general supervision, the Social Insurance Officer II shall be responsible for providing services in any of the following areas: a) marketing/advocacy to or collection management of small-sized organized groups/private and government agencies; b) benefit payment computation; and member data management.

Qualified applicants are advised to send their complete application documents at PhilHealth Regional Office IX, BGIDC Corporate Center, Gov. Lim Ave., Zamboanga City or to email address **hru.pro9@philhealth.gov.ph**. **Application Period: June 4, 2025 to June 16, 2025**.

**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO X**

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	Fiscal Controller I	32-01-0113	(SG 11)/ JG 8	32,121	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office X Ozamis Service Office	Under general supervision, the Fiscal Controller I shall provide services on pre-audit/review of financial documents/reports, review of budget proposals and utilization, preparation of checks and cash reports.
2	Fiscal Controller I	32-01-0108	(SG 11)/ JG 8	32,121	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office X	Under general supervision, the Fiscal Controller I shall provide services on pre-audit/review of financial documents/reports, review of budget proposals and utilization, preparation of checks and cash reports.
3	Chauffeur II	18-02-0034	(SG 6)/ JG 5	21,067	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96 - Cat. II)		PhilHealth Regional Office X	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.

Qualified applicants are advised to send their complete application documents at PhilHealth Regional Office X, 8F Gateway Tower 2, Limketkai Center, C.M. Recto Avenue, Cagayan de Oro City or to email address **hru.pro10@philhealth.gov.ph**. **Application Period: June 4, 2025 to June 16, 2025.**

**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO XI**

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	41-03-0026	(SG 25)/ JG 13	101,959	Doctor of Medicine	8 hours of relevant training	2 years relevant experience	RA 1080		PhilHealth Regional Office XI	Under general supervision, the Medical Specialist IV shall be responsible for ensuring the delivery of health care services to NHIP covering, accreditation and quality assurance and claims processing.
2	Division Chief IV	07-00-0047	(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		PhilHealth Regional Office XI	Under general supervision, the Division Chief IV shall be responsible for the overall supervision, coordination and performance management of Service Offices or Field Units. It shall ensure compliance of Field units with policies, guidelines, systems and procedures.
3	Chief Social Insurance Officer	48-06-0037	(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		PhilHealth Regional Office XI	Under general supervision, the Chief Social Insurance Officer shall be responsible for the supervision of program implementation in membership management and/or collection/contribution management.

Qualified applicants are advised to send their complete application documents at PhilHealth Regional Office XI, Valgosons Bldg., Bolton Ext., Poblacion District, Davao City or to email address [pro11.recruitment@philhealth.gov.ph](mailto:pro11.recruitment@philhealth.gov.ph)/ [pro11.hrapplications@gmail.com](mailto:pro11.hrapplications@gmail.com). Application Period: June 4, 2025 to June 16, 2025.

**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO XII**

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 I	40-04-0037	(SG 22)/ JG 12	83,966	Doctor of Medicine	4 hours of relevant training	1 year relevant experience	RA 1080		PhilHealth Regional Office XII	Under general supervision, the Medical Specialist I shall be perform either medical evaluation of claims or evaluation of accreditation of health care providers
2	Social Insurance Officer III	48-03-0161	(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		PhilHealth Regional Office XII Kidapawan Service Office	Under general supervision, the Social Insurance Officer III shall be responsible for providing services in any of the following areas: a) marketing/advocacy to or collection management of medium-sized organized groups/private and government agencies; and b) review of benefit payment computation.
3	Computer Maintenance Technologist I (Republication)	56-01-0017	(SG 11)/ JG 8	32,121	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office XII	Under general supervision of the ITO II, the CMT I shall be responsible for network management and PC trouble-shooting.

Qualified applicants are advised to send their complete application documents at PhilHealth Regional Office XII, CSA I Building Cor. Zulueta Street, General Santos Drive, City of Koronadal, South Cotabato or to email address [hru.region12@philhealth.gov.ph](mailto:hru.region12@philhealth.gov.ph). **Application Period: June 4, 2025 to June 16, 2025 .**



**LIST OF VACANT FIRST AND SECOND LEVEL POSITIONS (RANK AND FILE) IN PRO CARAGA**

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	Special Investigator II	28-02-0071	(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		PhilHealth Regional Office CARAGA	Under general supervision, the Special Investigator II shall provide assistance in the investigative functions in the PRO involving simple to moderately complex cases.
2	Social Insurance Officer II	48-02-0139	(SG 13)/ JG 9	37,317	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PhilHealth Regional Office CARAGA San Francisco Service Office	Under general supervision, the Social Insurance Officer II shall be responsible for providing services in any of the following areas: a) marketing/advocacy to or collection management of small-sized organized groups/private and government agencies; b) benefit payment computation; and member data management.

Qualified applicants are advised to send their complete application documents at PhilHealth Regional Office Caraga, AB Calo Bldg., JC Aquino Ave., Libertad, Butuan City or to email address [hru.procaraga@philhealth.gov.ph](mailto:hru.procaraga@philhealth.gov.ph). **Application Period: June 4, 2025 to June 16, 2025.**