

Place of Assignment :	PhilHealth Regional Office V
Position Title :	Social Insurance Officer II
Plantilla Item No. :	48-02-0065
Salary/Job/Pay Grade :	(SG 13)/ JG 9
Monthly Salary :	Php 37,317.00
Eligibility :	Career Service (Professional)/ Second Level Eligibility
Education :	Bachelor's degree relevant to the job
Training :	None required
Work Experience :	None required

Competency :**Instructions/Remarks :**

Interested and qualified applicants should signify their interest in writing by accomplishing the Application Form which can be downloaded at www.philhealth.gov.ph/about_us/vacancies. Attach the following documents to the application letter and send to the address below not later than 1/23/2023.

Documents:

1. Application Form which can be downloaded at https://www.philhealth.gov.ph/about_us/vacancies/;
2. Properly accomplished, updated and notarized Personal Data Sheet (PDS) or CS Form No. 212, Revised 2017 with recent passport sized photo and Work Experience Sheet (WES) which can be downloaded at https://www.philhealth.gov.ph/about_us/vacancies/;
3. Authenticated certificate of eligibility/rating/license: 3.1 Certificate of Eligibility issued by the CSC or CESB; or 3.2 Valid professional license and certificate of registration issued by PRC/SC; or 3.3 Valid licenses issued by authorized regulatory agencies.
4. Certificate of Performance Rating for the Present Position (for a period of 1 year), if employed;
5. Copies of Scholastic Records/Academic Records ? Transcript of Records and diploma or certification from the Department of Education (DepEd) and/or Commission on Higher Education (CHED) on the authenticity and equivalency of the subjects/courses taken;
6. Copies of certificates of Training attended;
7. Sworn Declaration/Identification of Relatives which can be downloaded at https://www.philhealth.gov.ph/about_us/vacancies/;
8. Certification of No Conflict of Interest which can be downloaded at https://www.philhealth.gov.ph/about_us/vacancies/; and
9. Non Disclosure Agreement Form which can be downloaded at https://www.philhealth.gov.ph/about_us/vacancies/.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

JUDY P. ACABADO

Administrative Officer II/ HRU Head

PhilHealth Regional Office V ANST 3 Bldg., Alternate Road, Legaspi

hr.pro5@philhealth.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : January 10, 2023

Closing Date : January 23, 2023