



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

Citystate Centre, 709 Shaw Boulevard, Pasig City
Call Center: (02) 8441-7442 | Trunkline: (02) 8441-7444
www.philhealth.gov.ph



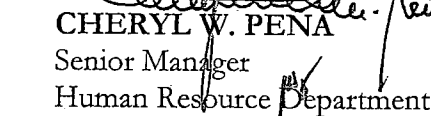
UNIVERSAL HEALTH CARE
KALUSUGAN AT KALINGA PARA SA LAHAT

September 14, 2021

HRD MEMORANDUM

No. 2021-09-011

TO : ALL INTERESTED APPLICANTS

FROM : 
CHERYL W. PENA
Senior Manager
Human Resource Department

SUBJECT : Notice of Vacancies (Job Order Positions)

Attached is the List of Vacancies for casual positions in the Corporation the corresponding item number, salary grade and qualification standard that are authorized to be filled.

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.

Qualified applicants are advised to send their complete application documents at the **Human Resource Department (HRD)** at **Room 1507 15th floor CityState Center Bldg., 709 Shaw Blvd., Brgy. Oranbo, Pasig City** or at email address recruitment@philhealth.gov.ph until **SEPTEMBER 24, 2021.**

List of requirements to be submitted.

Internal Applicant:

1. Application Form;
2. Personal Data Sheet (PDS) CS Form No. 212, Revised '2017 with Work Experience Sheet (WES)

External Applicant:

1. Application Form;
2. Personal Data Sheet (PDS) or CS Form No. 212, Revised 2017 with Work Experience Sheet (WES);
3. Original copy of 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 for positions involving practice of profession; or





Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

Citystate Centre, 709 Shaw Boulevard, Pasig City
Call Center: (02) 8441-7442 | Trunkline: (02) 8441-7444
www.philhealth.gov.ph



UNIVERSAL HEALTH CARE
KALUSUGAN AT KALINGA PARA SA LAHAT

- 3.3 Professional licenses or Certificate of Registration or Report of Rating issued by PRC/SC for positions not involving practice of profession
- 3.4 Valid licenses issued by authorized regulatory agencies
4. Certification of last year's Performance Rating in the Present Position (for applicants with work experience);
5. Clearances
 - 5.1 Valid National Bureau of Investigation (NBI) or Police Clearance
 - 5.2 Clearance from Money, Property and Work-related Accountabilities from former office (CS Form No. 7, s.-2017) – if applying from transfer from another government agency/office (to be submitted only upon request of the HRD/HRU)
6. Performance Rating – for a period of one (1) year (as applicable)
7. Certified True Copies of Scholastic Records/Academic Records – such as diploma and transcript of records 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.
8. Certified True Copies of certificates of Training Attended (applicants who will submit thru email or online shall be required to present the original copies of the documents during the scheduled interview).
9. Sworn Declaration/Identification of Relatives Form;
10. Certification of No Conflict of Interest Form; and
11. Non-disclosure Agreement Form.

Application documents submitted in the following instances shall no longer be considered/accepted:

- a. Submitted beyond the publication/posting period;
- b. Documents not properly filled-out; and/or,
- c. Incomplete attachments

You may contact HRD at (02) 8441-7442 local 7521 or 7522 for queries on matters not covered by this advisory.



List of Vacancies
Job Order

Position Title: Office Assignment: Salary Grade: Daily Rate: No. of Vacant Positions:	INFORMATION SYSTEMS ANALYST II (ISA II) Information Technology Management Department (ITMD) SG-16 Php. 1,831.85 10
Qualifications:	<p>Education: Bachelor's degree relevant to the job or BS Computer Science or BS Computer Engineering or IT Related Course</p> <p>Work Experience: One (1) year or more experience in software development; with experience in accounting/health/audit/security system; scrum or any agile methodology</p>
Preference:	<p>At least 6 months experience in software quality assurance or software testing; with at least six (6) months experience in automated testing using opensource tools; with one (1) year programming experience; knowledge/experience in front-end development using HTML, CSS, bootstrap, javascript, react/node js, JSF, Java EE; with one (1) year programmer experience.</p>
Job Description:	<ol style="list-style-type: none"> 1. Actively participates in software development projects based on assigned role; 2. Develops and documents software quality acceptance metrics, test cases, scenarios and scripts; 3. Produce test data; 4. Conducts software quality evaluation and tests to ensure that products are bugfree, secure with acceptable performance and compliant to business, client and regulatory requirements; 5. Develops user documentation and assists in the conduct of user training, orientation or walkthrough; 6. Provides support to operational units on the use of the developed applications; and 7. Perform other duties and tasks as assigned by the supervisor.

Job Order

Position Title: Office Assignment: Salary Grade: Daily Rate: No. of Vacant Positions:	INFORMATION SYSTEMS ANALYST III (ISA III) Information Technology Management Department (ITMD) SG-19 Php. 2,469.22 13
Qualifications:	<p>Education: Bachelor's degree relevant to the job or BS Computer Science or BS Computer Engineering or IT Related Course</p> <p>Work Experience: two (2) years or more experience in software development; with experience in accounting/health/audit/security system; scrum or any agile methodology; at least six (6) months experience as business analyst and/or developer; familiarity with JSON/XML formats.</p>
Preference:	<p>At least 6 months experience as Scrum Master of Project Manager; with scrum certification; with familiarity and/or experience in using JIRA, Confluence, Gliffy, Balsamiq; familiarity and/or experience in UI/UX design; familiarity and/or experience in UML and BPNM 2.0; knowledge and experience in multimedia design and development; knowledge/experience in front-end development using HTML, CSS, bootstrap, javascript, react/node js, JSF, Java EE; with one (1) year programmer experience; with certification/training on business analysis, project management scrum, object oriented analysis and design, BPNM, UML, UI/UX design.</p>
Job Description:	<ol style="list-style-type: none"> 1. Actively participates in software development projects based on assigned role; 2. Conducts requirements elicitation; 3. Manages product backlog and sprint backlogs; 4. Develops system architecture and product design; 5. Prepares technical documentation based on sprint backlogs using UML and BPMN standards; 6. Evaluates design and processes for improvements; 7. Monitors and reports project progress and ensures timely product delivery; develops wireframes and ensures design and system complies to business and client needs; 8. Assists/performs programming tasks as required; and 9. Perform other duties and tasks as assigned by the supervisor.

Job Order

Position Title: Office Assignment: Salary Grade: Daily Rate: No. of Vacant Positions:	COMPUTER PROGRAMMER III (CP III) Information Technology Management Department (ITMD) SG-18 Php. 2,216.56 33
Qualifications:	<p>Education: Bachelor's degree relevant to the job or BS Computer Science or BS Computer Engineering or IT Related Course</p> <p>Work Experience: two (2) years or more experience in software development as programmer; with experience in accounting/health/audit/security system; scrum or any agile methodology; at least one (1) year experience in front-end development using HTML, CSS, bootstrap, javascript, react/node js, JSF, Java EE, PHP, Codeigniter.</p>
Preference:	Knowledge and experience in API or web services development using Java EE, JSF, EJB in REST/SOAP environment; knowledge and experience in database scripting using stored procedures and packages; knowledge and experience in multimedia design and development; familiarity and/or experience with DevOps tools such as MAVEN, GIT; with DevOps certification/training; with certification and/or training on HTML, CSS, Bootstrap, Javascript, Java EE, PHP, CodeIgniter, Oracle PL/SQL, Frontend Development.
Job Description:	<ol style="list-style-type: none"> 1. Actively participates in software development projects based on assigned role; 2. Creates/programs secure front-end applications, web services/APIs and backend based on existing implemented standards; 3. Develops system flowchart and performs technical documentation such as configuration/installation guides; 4. Participates in the conduct of design and code review sessions; 5. Recommends improvement to the design and program codes; 6. Ensures all builds are bugfree, updated and registered in the implemented versioning system; and 7. Perform other duties and tasks as assigned by the supervisor.

Job Order

Position Title: Office Assignment: Salary Grade: Daily Rate: No. of Vacant Positions:	DATA ANALYST (DA) Task Force Informatics (TFI) SG-22 Php. 3,109.77 4
Qualifications:	<p>Education: Bachelor's degree relevant to the job or BS Computer Science or BS Computer Engineering or IT Related Course, Mathematics, Statistics and Economics</p> <p>Work Experience: two (2) years or more experience in data analysis with health insurance is an advantage; Data Modelling and reporting/visualization packages.</p>
Preference:	Ability to write comprehensive reports; strong verbal and written communication skills; and strong problem-solving skills with good attention to details.
Job Description:	<ol style="list-style-type: none"> 1. Develop and implement integrated strategies or tools that allow raw data to be transformed into meaningful insights for decision making and strategic planning; use data modelling and analysis techniques to discover more insights to guide strategic decisions and identify optimization opportunities for better analysis and utilization of data by the business process units; 2. Work with concerned business process units in the interpretation of data and analysis of results using appropriate process standards or methodologies towards the improvement of the corporate dashboards and reports; 3. Develop integrated fact sheets on a regular basis; 4. Identify patterns and trends in data sets in a holistic or integrated view; and 5. Perform other duties and tasks as assigned by the supervisor.