



Republic of the Philippines  
**PHILIPPINE HEALTH INSURANCE CORPORATION**

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www.philhealth.gov.ph



UNIVERSAL HEALTH CARE  
KALUSUGAN AT KALINSA PARA SA LAHAT

07 September 2022

**HRD MEMORANDUM**

No. 2022-09-036

**TO : ALL INTERESTED APPLICANTS**

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

**SUBJECT : Notice of Vacancies of Job Order Positions (Reposting)**

Attached is the list of vacancies for Job Order positions (Reposting) in the Corporation with the corresponding salary grade and qualifications standard, authorized to be filled.

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

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 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).

Qualified applicants are advised to send their complete application documents, listed in the next page to the **Human Resource Department (HRD)** at Room 1506, 15<sup>th</sup> floor CityState Center Bldg., 709 Shaw Blvd., Brgy. Oranbo, Pasig City or email [recruitment@philhealth.gov.ph](mailto:recruitment@philhealth.gov.ph) with the subject line format: Application to vacant <Position Title> until **September 19, 2022**.



List of requirements to be submitted:

**Internal Applicant:**

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. Authenticated Certificate of eligibility/rating/license
  - a. Eligibility issued by the CSC
  - b. Valid Professional license or Certificate of Registration issued by the PRC/SC
  - c. Valid licenses issued by authorized regulatory agencies
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

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



# LIST OF VACANCIES

## Job Order (Reposting)

Position Title: Office Assignment: Salary Grade: Daily Rate: No. of Vacant Positions: Contract Period:	<b>INFORMATION SYSTEMS ANALYST III</b> <b>Information Technology Management Department (ITMD)</b> <b>SG-19</b> <b>Php. 2,469.22</b> <b>13</b> <b>October 2022 to December 31, 2022</b>
Qualifications:	<b>Education:</b> Bachelor's degree relevant to the job or BS Computer Science or IT Related Course  <b>Work Experience:</b> three (3) months or more experience in design and development of web-based or mobile applications
Preference:	<ul style="list-style-type: none"><li>▪ Higher level of experience in designing web-based applications or mobile applications</li><li>▪ Familiar in preparing diagrams or documenting using UML, BPMN, flowchart, ERD, data flow diagram and software architecture diagram</li><li>▪ Familiarity with JSON, FHIR</li></ul>
Job Description:	<ol style="list-style-type: none"><li>1. Actively participates in software development projects based on assigned role;</li><li>2. Conducts requirements elicitation;</li><li>3. Manages product backlog and sprint backlogs;</li><li>4. Develops system architecture and product design;</li><li>5. Prepares technical documentation based on sprint backlogs using UML and BPMN standards;</li><li>6. Evaluates design and processes for improvements;</li><li>7. Monitors and reports project progress and ensures timely product delivery; develops wireframes and ensures design and system complies to business and client needs;</li><li>8. Assists/performs programming tasks as required; and</li><li>9. Perform other duties and tasks as assigned by the supervisor.</li></ol>

# LIST OF VACANCIES

## Job Order (Reposting)

Position Title: Office Assignment: Salary Grade: Daily Rate: No. of Vacant Positions: Contract Period:	<b>COMPUTER PROGRAMMER III</b> <b>Information Technology Management Department (ITMD)</b> <b>SG-18</b> <b>Php. 2,216.56</b> <b>31</b> <b>October 2022 to December 31, 2022</b>
Qualifications:	<b>Education:</b> Bachelor's degree relevant to the job or BS Computer Science or IT Related Course  <b>Work Experience:</b> three (3) months or more experience in development of web-based or mobile application
Preference:	<ul style="list-style-type: none"><li>▪ Higher level of experience in frontend development, middle-tier development or backend development</li><li>▪ Familiarity with JSON/XML</li></ul>
Job Description:	<ol style="list-style-type: none"><li>1. Actively participates in software development projects based on assigned role;</li><li>2. Creates/programs secure front-end applications, web services/ APIs and backend based on existing implemented standards;</li><li>3. Develops system flowchart and performs technical documentation such as configuration/installation guides;</li><li>4. Participates in the conduct of design and code review sessions;</li><li>5. Recommends improvement to the design and program codes;</li><li>6. Ensures all builds are bugfree, updated and registered in the implemented versioning system; and</li><li>7. Perform other duties and tasks as assigned by the supervisor.</li></ol>

# LIST OF VACANCIES

## Job Order (Reposting)

Position Title: Office Assignment: Salary Grade: Daily Rate: No. of Vacant Positions: Contract Period:	<b>INFORMATION SYSTEMS ANALYST II</b> <b>Information Technology Management Department (ITMD)</b> <b>SG-16</b> <b>Php. 1,831.86</b> <b>6</b> <b>October 2022 to December 31, 2022</b>
Qualifications:	<b>Education:</b> Bachelor's degree <b>Work Experience:</b> One (1) month or more experience in development or quality testing
Preference:	<ul style="list-style-type: none"><li>▪ Higher level of experience in software testing manual and/or automated;</li><li>▪ Familiarity or knowledge in creating test plan, test scenarios and test case</li></ul>
Job Description:	<ol style="list-style-type: none"><li>1. Actively participates in software development projects based on assigned role;</li><li>2. Develops and documents software quality acceptance metrics, test cases, scenarios and scripts;</li><li>3. Produce test data;</li><li>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;</li><li>5. Develops user documentation and assists in the conduct of user training, orientation or walkthrough;</li><li>6. Provides support to operational units on the use of the developed applications; and</li><li>7. Perform other duties and tasks as assigned by the supervisor.</li></ol>