



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

Citystate Centre, 709 Shaw Boulevard, Pasig City
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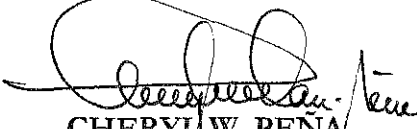
UNIVERSAL HEALTH CARE
PILIHEALTH AT KALINGA PARA SA LAHAT

03 October 2022

HRD MEMORANDUM

No. 2022-10-60

TO : ALL INTERESTED APPLICANTS

FROM : 
CHERYL W. PEÑA
Senior Manager
Human Resource Department

SUBJECT : Notice of Vacancies of Job Order Positions

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, 15th floor CityState Center Bldg., 709 Shaw Blvd., Brgy. Oranbo, Pasig City or email recruitment@philhealth.gov.ph with the subject line format: Application to vacant <Position Title> until **October 13, 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

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Medical Specialist III Benefits Development and Research Department 12 Php 4,579.97 2
Qualification Standards:	Education: Doctor of Medicine Eligibility: RA 1080 (Physician)
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Provides technical support in evidence review and policy planning and development on costing, DRGs, global budget and co-payment; and 2) Provides technical support in evidence review and policy planning and development on relevant work for COVID-19.

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Senior Social Insurance Specialist Benefits Development and Research Department 11 Php 2,835.66 2
Qualification Standards:	Education: Bachelor's degree relevant to the job Work Experience: 2 years of relevant experience Training: 8 hours of relevant training
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Provides analytics support on relevant work for COVID-19 (ex. processing of itemized billings, outcomes review, etc.); and 2) Provides analytics support on relevant work for costing, DRGs, global budget, and co-payment; secondary support for primary care as needed.

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Social Insurance Specialist Benefits Development and Research Department 10 Php 2,384.23 4
Qualification Standards:	Education: Bachelor's degree relevant to the job Work Experience: 1 year of relevant experience Training: 4 hours of relevant training
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Provides technical support in evidence review and policy planning and development on cross-cutting pieces (i.e., UIS, network, contracting, third party accreditation, primary care, etc.); and 2) Provides technical support in planning and conducting externalization activities for all outputs on analytics and policies (i.e., stakeholder consultations response documents, etc.).

LIST OF VACANCIES Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Information Technology Officer III Office of the Chief Information Officer 13 Php 5,891.62 1
Qualification Standards:	Education: Masteral degree Work Experience: 4 years in position involving management and supervision Training: 24 hours of training in management and supervision
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Provide overall assistant in the management and supervision of the following NHDR activities and/or tasks: <ol style="list-style-type: none"> a) Execution, monitoring, evaluation of the plans and performance of the NHDR in the context of the UHC implementation, and reporting achievements and status of the NHDR's plans and targets; b) Review and/or updating of the NHDR workplan and NHDR Framework and Operational Guidelines; c) Review and/or updating of the structure, roles and responsibilities of concerned agencies or offices to ensure accountability, transparency, and effective leadership in the establishment, operations, and maintenance of the NHDR; d) Identification and development of relevance policies, guidelines, and standard operating procedures to support the NHDR establishment and implementation; e) Development of the NHDR Ethics Framework to strengthen public trust in the submission and processing of health and health-related data; f) Continuing review and/or updating of the standard health and health-related data to be submitted to the NHDR; g) Checking the completeness and accuracy of the standard registries and other needed codes through the NHDR to facilitate the mandatory adoption and use of national health data standards for interoperability; h) Defining and evaluation models of dataset submission to the NHDR; i) Defining and developing relevant policies, protocols, formats and standards needed to implement a National Trust Framework for the NHDR; j) Identification and defining the eHealth Services and Applications that can be implemented using the NHDR; k) Monitoring of the implementation of the Centralized Online Integrated HIS Registration and Status Monitoring System, and Centralized Online Standards Conformance and Interoperability Validation System by the Area and Regional IT Team; l) Defining and/or updating the Business Intelligence Analytics Framework for a unified data analysis and reporting between the DOH and PhilHealth; m) Identification and defining the data and/or reports to the public; and n) Technical assistance needed for procurement of the PHSDAS, like public-private partnership, outsourcing, or others. 2) Assist the Project Team Leaders in achieving their assigned activities/tasks; and 3) Perform other relevant tasks as may be assigned.

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Information Technology Officer II Office of the Chief Information Officer 12 Php 4,579.97 3
Qualification Standards:	Education: Bachelor's degree relevant to the job Work Experience: 4 years of relevant experience Training: 24 hours of relevant training
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Provide team leadership, supervise, and coordinate the works of all personnel under his/her team to ensure that the assigned scope of assignment is carried through; 2) Provide, implement, and monitor strategies and methodologies to ensure the quality of the team's outputs or deliverables; 3) Execute, monitor, and evaluate the team's plan and performance; and reporting achievements and status of the plans and targets; 4) Review and evaluate inputs and outputs of the team as per scope of assignments; and 5) Perform other relevant tasks as may be assigned.

LIST OF VACANCIES Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Information Systems Analyst III Office of the Chief Information Officer 11 Php 2,835.66 3
Qualification Standards:	Education: Bachelor's degree relevant to the job or BS Computer Science or IT Related Course Work Experience: three (3) months or more experience in design and development of web-based or mobile applications
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Identify, develop, and/or update relevant policies, guidelines, standard operating procedures, and/or protocols; 2) Review and/or update applicable standard data sets, data models, data dictionaries, and/or reports; 3) Review the completeness and accuracy of the standard registries and other applicable codes for interoperability; 4) Define, model, draw, chart, describe, and/or write frameworks, use cases, processes or workflows, technical materials as applicable to assigned scope of assignment; 5) Conduct research pertaining to scope of assignment, if needed; 6) Write detailed documentation as assigned; and 7) Perform other relevant tasks as may be assigned

LIST OF VACANCIES Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Information Systems Analyst II Office of the Chief Information Officer 10 Php 2,384.23 3
Qualification Standards:	Education: Bachelor's degree Work Experience: One (1) month or more experience in development or quality testing
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Assist or provide inputs to the Senior System Analyst in the following: <ol style="list-style-type: none"> a) Identification, development, and/or updating of relevant policies, guidelines, standard operating procedures, and/or protocols b) Review and/or updating of applicable standard data sets, data models, data dictionaries, and/or reports c) Review of the completeness and accuracy of the standard registries and other applicable codes for interoperability d) Defining, modeling, drawing, charting, describing, and/or writing frameworks, use cases, processes or workflows, technical materials as applicable to assigned scope of assignment e) Conduct of research pertaining to scope of assignment, if needed. f) Writing of detailed documentation as assigned. 2) Perform other relevant tasks as may be assigned.

LIST OF VACANCIES Job Order

Position Title:	Administrative Assistant III
Office Assignment:	Office of the Chief Information Officer
Job Grade:	7
Daily Rate:	Php 1,365.11
No. of Vacant Positions:	3
Qualification Standards:	Education: Completion of two (2) years studies in college Work Experience: 2 years of relevant experience Training: 8 hours of relevant training
Duties and Responsibilities	<ol style="list-style-type: none">1) Perform administrative support and clerical functions; and2) Perform other relevant tasks as may be assigned.

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Attorney IV Office of the Corporate Secretary 12 Php 4,579.97 6
Qualification Standards:	Education: Bachelor of Laws Work Experience: 1 year of relevant experience Training: 8 hours of relevant training Eligibility: RA 1080 (Bar)
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Provides Provide legal assistance and advice to the particular Appointive Board Member in the delivery of his/her function as member of the PhilHealth Board and the Committees under the PhilHealth Board; 2) Conducts legal research, investigations and coordination on specific legal concerns related to the delivery of functions of the Appointive Board Member; and 3) Other tasks which the particular Board Member may assign.

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Financial Analyst I Office of the Senior Vice President – Fund Management Sector 8 Php 1,752.06 5
Qualification Standards:	Education: Bachelor's degree relevant to the job Work Experience: None required Training: None required
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Augments the personnel complement needed by the OSVP-FMS in pursuit of sound fiscal management reforms; and 2) Improves fund management processes and efficient reporting mechanism.

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Research Assistant (COVID-19 Expert Panel and Program Management Team) Office of the Senior Vice President – Health Finance Policy Sector 10 Php 2,384.23 2
Qualification Standards:	Education: Bachelor's degree Work Experience: 1 year of relevant experience Training: 4 hours of relevant training
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Supports the COVID-19 Expert Panel in performing their day-to-day functions; 2) Conducts researches and studies on the enhancement of the various benefit packages for COVID-19; and 3) Provides technical and administrative support to the Expert Panel.

LIST OF VACANCIES Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Social Insurance Officer I Organization and Systems Development Office 8 Php 1,752.06 4
Qualification Standards:	Education: Bachelor's degree relevant to the job Work Experience: None required Training: None required
Duties and Responsibilities	1) Augments the personnel complement needed by OSDO in the effective and efficient implementation of reorganization and PhilHealth Social Health Insurance Management System (PSHIMS).