



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



February 17, 2020

CORPORATE MEMORANDUM

No. 2020-0019

Notice of Vacancies (Casual Position)

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

Application Form (Annex D) together with Personal Data Sheet (revised 2017), curriculum vitae, recent ID picture, certificate of eligibility, copies of diploma, Transcript of Records, training certificates, employment certificates, Sworn Declaration/ Identification of Relatives in PhilHealth, Certification of No Conflict of Interest, and Non-Disclosure Agreement Form shall be directly submitted to **Human Resource Department (HRD)** at Room 1507 15th floor CityState Center Bldg., 709 Shaw Blvd., Brgy. Oranbo, Pasig City.

Application period: MAR 04 2020 to MAR 16 2020

After such period, no applications shall be entertained. Further, only applicants with complete documents shall be considered for evaluation.

You may contact HRD at 8441-7442 local 7522 for further queries.

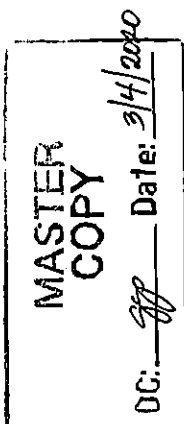

BGEN. RICARDO C. MORALES, AFP (RET) FICDP
President and Chief Executive Officer (CEO)



LIST OF VACANCIES

CASUAL

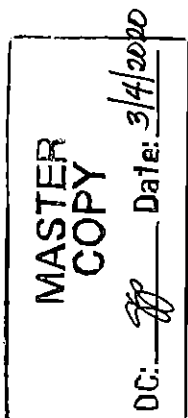
Position, SG: Item No.: Organizational Unit:	Social Insurance Assistant I (SG – 8) CAS-0001-0014 Corporate Action Center – Corporate Affairs Group
	Education: Completion of two (2) years studies in college Work Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: Career Service (Subprofessional)/ First Level Eligibility
Job Description:	Duties and Responsibilities of the Position: <ol style="list-style-type: none"> 1. Handle a variety of functions, including customer service and technical support; 2. Ensure customer satisfaction by providing a prompt, efficient and courteous answer to all inquiries; 3. Answers inquiries by clarifying desired information; researching, locating, and providing information; 4. Resolves problems by clarifying issues by researching and exploring answers, giving alternative and implementing solutions and escalating unresolved problems; 5. Fulfills requests by clarifying desired information; completing transactions and forwarding requests; 6. Keeps equipment operational by following established procedures and reporting malfunctions; 7. Report complicated issues using action slips to document all complaints; 8. Perform other duties that may be assigned and delegated by the supervisor.



LIST OF VACANCIES

CASUAL

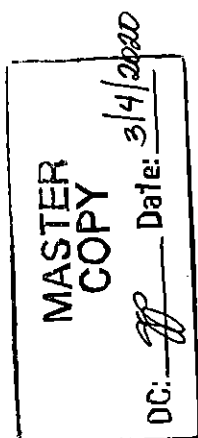
Position, SG: Item No.: Organizational Unit:	Social Insurance Assistant I (SG – 8) CAS-0001-0019 Corporate Action Center – Corporate Affairs Group
	Education: Completion of two (2) years studies in college Work Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: Career Service (Subprofessional)/ First Level Eligibility
Job Description:	Duties and Responsibilities of the Position: <ol style="list-style-type: none">1. Handle a variety of functions, including customer service and technical support;2. Ensure customer satisfaction by providing a prompt, efficient and courteous answer to all inquiries;3. Answers inquiries by clarifying desired information; researching, locating, and providing information;4. Resolves problems by clarifying issues by researching and exploring answers, giving alternative and implementing solutions and escalating unresolved problems;5. Fulfills requests by clarifying desired information; completing transactions and forwarding requests;6. Keeps equipment operational by following established procedures and reporting malfunctions;7. Report complicated issues using action slips to document all complaints;8. Perform other duties that may be assigned and delegated by the supervisor.



LIST OF VACANCIES

CASUAL

Position, SG: Item No.: Organizational Unit:	Social Insurance Assistant I (SG – 8) CAS-0100-0112 Office of the Chief Information Officer
	Education: Completion of two (2) years studies in college Work Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: Career Service (Subprofessional)/ First Level Eligibility
Preference:	Graduate in Computer Science, Information Technology or any course related to the job
Job Description:	Duties and Responsibilities of the Position: 1. Received / route incoming and outgoing documents; 2. Logs all documents of the section for easy tracking; 3. Monitors status of documents transmitted; 4. Keeps and maintain storage for efficient management of record; and 5. Performing of variety of Clerical Duties in the discharge of the official function of the Office



LIST OF VACANCIES

CASUAL

Position, SG: Item No.: Organizational Unit:	Social Insurance Officer I (SG – 11) CAS -0100-0092 Information Technology Management Department
	Education: Bachelor's degree relevant to the job Work Experience: None required Training: None required Eligibility: Career Service (Professional)/ Second Level Eligibility
Preference:	<ol style="list-style-type: none"> 1. Knowledge in Systems Development Life Cycle (SDLC) and Relational Database Management System (RDBMS) 2. Familiar with different programming language, application programming and database management System 3. Familiarity in Scrum Methodology is an advantage 4. Preferably with skills in JAVA Programming, PHP language or .NET, use of frameworks and mobile development
Job Description:	Duties and Responsibilities of the Position: <ol style="list-style-type: none"> 1. Performs Software Development Fundamentals and General Programming Skills, Analyzing Information, Problem Solving, Software Algorithm Design, Quality Assurance and Design. 2. Assists in general planning regarding technology IT policies and standards, technology and system required to maintain the Corporation's operations and competitiveness. 3. Assists in the development of standards and specifications for IT services, systems, hardware and software procurement and maintenance contracts in coordination with concerned units. 4. Analyzes current IT operational plans and standards to study in relation to the modification and implementation of new guidelines, procedures and monitoring tools 5. Performs other related tasks as may be assigned or delegated by the Division Chief of the ISMD.

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DC: *JG* Date: 3/4/2020

LIST OF VACANCIES

CASUAL

Position, SG: Item No.: Organizational Unit:	Social Insurance Officer I (SG – 11) CAS -0100-0093 Information Technology Management Department
	Education: Bachelor's degree relevant to the job Work Experience: None required Training: None required Eligibility: Career Service (Professional)/ Second Level Eligibility
Preference:	<ol style="list-style-type: none"> 1. Knowledge in Systems Development Life Cycle (SDLC) and Relational Database Management System (RDBMS) 2. Familiar with different programming language, application programming and database management System 3. Familiarity in Scrum Methodology is an advantage 4. Preferably with skills in JAVA Programming, PHP language or .NET, use of frameworks and mobile development
Job Description:	Duties and Responsibilities of the Position: <ol style="list-style-type: none"> 1. Performs Software Development Fundamentals and General Programming Skills, Analyzing Information, Problem Solving, Software Algorithm Design, Quality Assurance and Design. 2. Assists in general planning regarding technology IT policies and standards, technology and system required to maintain the Corporation's operations and competitiveness. 3. Assists in the development of standards and specifications for IT services, systems, hardware and software procurement and maintenance contracts in coordination with concerned units. 4. Analyzes current IT operational plans and standards to study in relation to the modification and implementation of new guidelines, procedures and monitoring tools 5. Performs other related tasks as may be assigned or delegated by the Division Chief of the ISMD.

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DC: JP Date: 3/4/2020

LIST OF VACANCIES

CASUAL

Position, SG: Item No.: Organizational Unit:	Social Insurance Officer I (SG – 11) CAS -0100-0102 Information Technology Management Department
	Education: Bachelor's degree relevant to the job Work Experience: None required Training: None required Eligibility: Career Service (Professional)/ Second Level Eligibility
Preference:	<ol style="list-style-type: none">1. Knowledge in Systems Development Life Cycle (SDLC) and Relational Database Management System (RDBMS)2. Familiar with different programming language, application programming and database management System3. Familiarity in Scrum Methodology is an advantage4. Preferably with skills in JAVA Programming, PHP language or .NET, use of frameworks and mobile development
Job Description:	Duties and Responsibilities of the Position: <ol style="list-style-type: none">1. Performs Software Development Fundamentals and General Programming Skills, Analyzing Information, Problem Solving, Software Algorithm Design, Quality Assurance and Design.2. Assists in general planning regarding technology IT policies and standards, technology and system required to maintain the Corporation's operations and competitiveness.3. Assists in the development of standards and specifications for IT services, systems, hardware and software procurement and maintenance contracts in coordination with concerned units.4. Analyzes current IT operational plans and standards to study in relation to the modification and implementation of new guidelines, procedures and monitoring tools.5. Performs other related tasks as may be assigned or delegated by the Division Chief of the ISMD.

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DC: *[Signature]* Date: 3/4/2020

LIST OF VACANCIES

CASUAL

Position, SG: Item No.: Organizational Unit:	Social Insurance Officer II (SG – 13) CAS -0100-0076 Information Technology Management Department
	Education: Bachelor's degree relevant to the job Work Experience: None required Training: None required Eligibility: Career Service (Professional)/ Second Level Eligibility
Preference:	<ol style="list-style-type: none">1. Knowledge in Systems Development Life Cycle (SDLC) and Relational Database Management System (RDBMS)2. Familiar with different programming language, application programming and database management System3. Familiarity in Scrum Methodology is an advantage4. Preferably with skills in JAVA Programming, PHP language or .NET, use of frameworks and mobile development
Job Description:	Duties and Responsibilities of the Position: <ol style="list-style-type: none">1. Performs Software Development Fundamentals and General Programming Skills, Analyzing Information, Problem Solving, Software Algorithm Design, Quality Assurance and Design.2. Assists in general planning regarding technology IT policies and standards, technology and system required to maintain the Corporation's operations and competitiveness.3. Assists in the development of standards and specifications for IT services, systems, hardware and software procurement and maintenance contracts in coordination with concerned units.4. Analyzes current IT operational plans and standards to study in relation to the modification and implementation of new guidelines, procedures and monitoring tools5. Performs other related tasks as may be assigned or delegated by the Division Chief of the ISMD.

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DC: *gff* Date: 3/4/2020

LIST OF VACANCIES

CASUAL

Position, SG: Item No.: Organizational Unit:	Social Insurance Officer II (SG – 13) CAS -0100-0077 Information Technology Management Department
	Education: Bachelor's degree relevant to the job Work Experience: None required Training: None required Eligibility: Career Service (Professional)/ Second Level Eligibility
Preference:	1. Familiar with different programming language, application programming and database management systems 2. Preferably experienced in basic programming in PYTHON
Job Description:	Duties and Responsibilities of the Position: 1. Installs, configures and upgrades operating systems and software using standard business and administrative packages. 2. Assists in the operation and monitoring of all activities related to the operations and maintenance of network operating systems, databases and other ICT resources. 3. Assists in the conduct of feasibility studies and design and implementation of new or modified operating systems and programs. 4. Responds to inquiries and requests for assistance with the Corporation's operating system, networks and databases. 5. Performs other related tasks as may be assigned or delegated by the Division Chief of the ITRMD.

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DC: JF Date: 3/4/2020