Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
Citystate Centre, 709 Shaw Boulevard, Pasig City
Call Center: (02) 8441-7442 | Trunkline: (02) 8441-7444
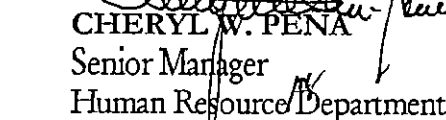www.philhealth.gov.ph

UNIVERSAL HEALTH CARE

10 May 2022

HRD MEMORANDUM
No. 2022- 05- 054

TO	:	ALL INTERESTED APPLICANTS
FROM	:	CHERYL W. PEÑA
		Senior Manager
		Human Resource Department

SUBJECT : <u>Notice of Vacancies (Job Order Positions)</u>

Attached is the Vacancies for Job Order positions in the Corporation with the corresponding item number, salary grade and qualifications standard, authorized for filling-in.

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 at the Human Resource Department (HRD) at Room 1506 15th floor CityState Center Bldg., 709 Shaw Blvd., Brgy. Oranbo, Pasig City or at email address recruitment@philhealth.gov.ph until **May 20, 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)**
3. Certificate of Performance Rating (latest rating period)

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 or CESB

    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*

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 7522 for queries on matters not covered by this advisory.

* downloadable from the PhilHealth website
** downloadable from www.csc.gov.ph

LIST OF VACANCIES
Job Order

Position Title:	**INFORMATION SYSTEMS ANALYST II (ISA II)**
Office Assignment:	**Information Technology Management Department (ITMD)**
Salary Grade:	**SG-16**
Daily Rate:	**Php. 1,831.85**
No. of Vacant Positions:	**3**
Contract Period	**May 2022 to December 31, 2022**
Qualifications:	**Education:** Bachelor's degree relevant to the job or BS Computer Science or BS Computer Engineering or IT Related Course **Work Experience:** One (1) year or more experience in software development; with experience in accounting/health/audit/security system; scrum or any agile methodology
Preference:	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.
Job Description:	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.

Position Title:	**INFORMATION SYSTEMS ANALYST III (ISA III)**
Office Assignment:	**Information Technology Management Department (ITMD)**
Salary Grade:	**SG-19**
Daily Rate:	**Php. 2,469.22**
No. of Vacant Positions:	**6**
Contract Period	**May 2022 to December 31, 2022**
Qualifications:	**Education:** Bachelor's degree relevant to the job or BS Computer Science or BS Computer Engineering or IT Related Course **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.
Preference:	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.
Job Description:	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.

LIST OF VACANCIES
Job Order

Position Title: Office Assignment: Salary Grade: Daily Rate: No. of Vacant Positions: Contract Period	**COMPUTER PROGRAMMER III (CP III)** **Information Technology Management Department (ITMD)** **SG-18** **Php. 2,216.56** **15** **May 2022 to December 31, 2022**
Qualifications:	Education: Bachelor's degree relevant to the job or BS Computer Science or BS Computer Engineering or IT Related Course 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.
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:	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.