

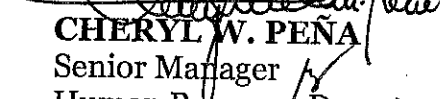


01 August 2023

HRD MEMORANDUM

No. 2023-02-018

TO : ALL INTERESTED APPLICANTS

FROM : 
CHERYL W. PEÑA
Senior Manager
Human Resource Department

SUBJECT : Notice of Vacancies of Job Order Positions Under the Information Technology Management Department

Attached is the list of vacancies for Job Order positions (Reposting) in the Corporation under the Information Technology Management Department with the corresponding job grade and qualification standards, 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>.

These vacancies are open to all applicants including those coming from the Regions. Hired regional applicants may be provided option for a Work-from-home set up.

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 (if any)
 - 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: Job Grade: Daily Rate: No. of Vacant Positions:	Computer Programmer III Information Technology Management Department 11 Php 2,835.66 29
Qualification Standards:	Education : Bachelor's degree relevant to the job or BS Computer Science or IT-related Course Experience: 3 months experience in development or web-based or mobile applications Training : None Required Eligibility : None Required
Preference:	Should have available resources for Work-from-Home environment which will contain the following: <ol style="list-style-type: none"> a. Headset with microphone & noise-cancelling feature b. HD webcam or built-in camera c. Stable DSL/Broadband/fiber internet connection (at least 5 mbps) d. Desktop or laptop <ul style="list-style-type: none"> • at least Windows 10, Intel Core i3 or equivalent • active and updated anti-virus • active operating system and patches e. Quiet productive environment
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Actively participates in software development projects based on assigned role; 2. Creates/program secure front-end applications, web services/ APIs and backend based on existing implemented standards; 3. Develop system flowchart and performs technical documentation such as configuration a/ 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 bug-free, updated and registered in implemented versioning system; and 7. Perform other duties and tasks assigned by the supervisor.

LIST OF VACANCIES Job Order (Reposting)

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Information Systems Analyst II Information Technology Management Department 10 Php 2, 384.23 2
Qualification Standards:	Education : Bachelor's degree Experience: 1 month experience in development or quality testing Training : None Required Eligibility : None Required
Preference:	Should have available resources for Work-from-Home environment which will contain the following: <ol style="list-style-type: none"> a. Headset with microphone & noise-cancelling feature b. HD webcam or built-in camera c. Stable DSL/Broadband/fiber internet connection (at least 5 mbps) d. Desktop or laptop <ul style="list-style-type: none"> • at least Windows 10, Intel Core i3 or equivalent • active and updated anti-virus • active operating system and patches e. Quiet productive environment
Duties and Responsibilities	<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 bug-free, 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 and walkthrough; 6. Provides support to operational units on the use of developed applications; and 7. Perform other duties and tasks assigned by the supervisor.

LIST OF VACANCIES Job Order (Reposting)

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Information Systems Analyst III Information Technology Management Department 11 Php 2,835.66 9
Qualification Standards:	Education : Bachelor's degree relevant to the job or BS Computer Science or IT-related Course Experience: 3 months experience in development or web-based or mobile applications Training : None Required Eligibility : None Required
Preference:	Should have available resources for Work-from-Home environment which will contain the following: <ol style="list-style-type: none"> a. Headset with microphone & noise-cancelling feature b. HD webcam or built-in camera c. Stable DSL/Broadband/fiber internet connection (at least 5 mbps) d. Desktop or laptop <ul style="list-style-type: none"> • at least Windows 10, Intel Core i3 or equivalent • active and updated anti-virus • active operating system and patches e. Quiet productive environment
Duties and Responsibilities	<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 process for improvements; 7. Monitors and reports project progress and ensures design and systems complies to business and client needs; 8. Assists/performs programming tasks as required; and 9. Perform other duties and tasks assigned by the supervisor.