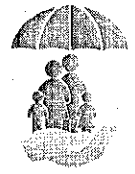




Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
Citystate Centre, 709 Shaw Boulevard, Pasig City
Call Center: (02) 8441-7442 | Trunkline: (02) 8441-7444
www.philhealth.gov.ph



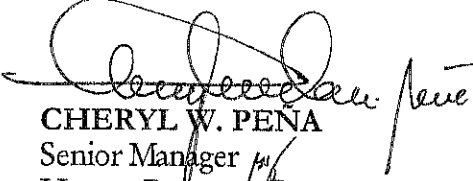
UNIVERSAL HEALTH CARE
LAKI-KUBAN AT KALINGA PASA SA LAHAT

25 January 2023

HRD MEMORANDUM

No. 2023- 01-225

TO : ALL INTERESTED APPLICANTS

FROM : 
CHERYL W. PENA
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 **February 6, 2023**.

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 1
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; and2) 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 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.); and2) 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 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:	Financial Analyst III Comptrollership Department 11 Php 2,835.66 1
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: 2 years of relevant experience Training: 8 hours of relevant training
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Provide advisory services: <ol style="list-style-type: none"> a. On the overall Financial Statement presentation; b. On the improvements of disclosures in the Notes to Financial Statements; c. In providing the test for adequacy of recognized insurance contract practices of Philippine Financial Reporting Standards (PFRS) 4 and PFRS 9 2) Provide technical assistance in reconciliation efforts to comply with Commission on Audit (COA) recommendations; and 3) Provide advice/inputs on the proper treatment of transaction to comply with PFRS.

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Social Insurance Officer II Corporate Information Security Department 9 Php 2,035.48 2
Qualification Standards:	Education: Bachelor's degree relevant to the job
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Conduct research on data privacy best practices; 2) Act as technical secretariat in the development of the Privacy and Protection Manual and Privacy Notice; 3) Review privacy impact assessments; 4) Review the endorsed Annual Privacy Impact Assessment Report; 5) Review data sharing agreements (from simple to complex); 6) Maintain an inventory of data sharing agreement and Non-Disclosure Agreements (NDAs); 7) Monitor security incident reports and breach; 8) Prepare the Annual Security Incident Report; 9) Prepare response to queries of Compliance Officers for Privacy (COPs) (from simple to complex); 10) Register/update data processing systems; 11) Draft simple to complex Memoranda, correspondences based on (Data Privacy Act) DPA provisions and security-related policies; 12) Prepare the Terms of Reference for the Engagement of Resource Person for Data Privacy Training; 13) Prepare, consolidate and compile all the required paperworks for documentation; 14) Prepare the Technical Specifications for the In-house Data Privacy Training for Data Privacy Officer (DPO) and COPs; 15) Propose for prospective external trainings of DPO and COP; 16) Assist and draft minutes of the meeting called by the DPO; 17) Attend meetings regarding Data Privacy (simple to complex/comprehensive) called by National Privacy Commission (NPC); 18) Review of received non-disclosure agreements (simple to complex); 19) Maintain an inventory executed non-disclosure agreements by the DPO; and 20) Respond to emails (complex).

LIST OF VACANCIES
Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Investments Specialist Treasury Department 10 Php 2,384.23 1
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: 1 year of relevant experience Training: 4 hours of relevant training
Duties and Responsibilities	<ol style="list-style-type: none">1) Assist in the conduct of hiring five (5) Local Fund Managers (LFMs);2) Daily monitoring of financial market indicators and preparation of reports re: Philippine Stock Exchange Composite Index (PHISIX) and global stock market; and3) Coordinate with LFMs on the submission of weekly reports for compliance

LIST OF VACANCIES Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Financial Analyst I Treasury Department (Accreditation Team/Standards Enforcement and Reconciliation Unit) 8 Php 1,752.06 1
Qualification Standards:	Education: Bachelor's degree relevant to the job
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Monitor the daily remittances of assigned ACAs; 2) Prepares the Daily Summary of ACAs Remittances for issuance of Official Receipts; 3) Conduct reconciliation of collection reports versus remittances of ACAs; 4) Determine the deficiencies and discrepancies between actual collections and remittances; 5) Bills ACAs and settlement banks for any penalties and interest imposed; 6) Coordinate with different operating units on the various verifications received from members and PROs; 7) Validate the premium payment requested for refund from PROs and LHIOs; 8) Account for dishonored checks issued and submit a summary report of MMG; 9) Prepare and submit mandatory reports to Management; and 10) Other tasks that may be assigned

LIST OF VACANCIES

Job Order

<p>Position Title: Office Assignment: Salary Grade: Daily Rate: No. of Vacant Positions:</p>	<p>Information Systems Analyst III Information Technology Management Department (ITMD) JG-11 Php. 2,835.66 13</p>
<p>Qualifications:</p>	<p>Education: Bachelor's degree relevant to the job or BS Computer Science or IT Related Course</p> <p>Experience: three (3) months or more experience in design and development of web-based or mobile applications</p>
<p>Preference:</p>	<ul style="list-style-type: none"> ▪ Higher level of experience in designing web-based applications or mobile applications ▪ Familiar in preparing diagrams or documenting using UML, BPMN, flowchart, ERD, data flow diagram and software architecture diagram ▪ Familiarity with JSON, FHIR
<p>Job Description:</p>	<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 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:	Computer Programmer III Information Technology Management Department (ITMD) JG-11 Php. 2,835.66 32
Qualifications:	Education: Bachelor's degree relevant to the job or BS Computer Science or IT Related Course Experience: three (3) months or more experience in development of web-based or mobile application
Preference:	<ul style="list-style-type: none"> ▪ Higher level of experience in frontend development, middle-tier development or backend development ▪ Familiarity with JSON/XML
Job Description:	<ol style="list-style-type: none"> 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.

LIST OF VACANCIES Job Order

Position Title: Office Assignment: Salary Grade: Daily Rate: No. of Vacant Positions:	Information Systems Analyst II Information Technology Management Department (ITMD) JG-10 Php. 2,384.23 6
Qualifications:	Education: Bachelor's degree Experience: One (1) month or more experience in development or quality testing
Preference:	<ul style="list-style-type: none"> ▪ Higher level of experience in software testing manual and/or automated; ▪ Familiarity or knowledge in creating test plan, test scenarios and test case
Job Description:	<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 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.

LIST OF VACANCIES Job Order

Position Title: Office Assignment: Salary Grade: Daily Rate: No. of Vacant Positions:	Social Insurance Assistant I (PAIMS) Member Management Group JG-6 Php. 1,215.71 3
Qualifications:	Education: Bachelor's degree relevant to the job (degrees in the field of financial, business management or marketing) Experience: 1 year of relevant experience (marketing, sales, financial or accounts management experience) Training: 8 hours of relevant training
Job Description:	<ol style="list-style-type: none">1) Augments the existing Collection Section/LHIO; and2) Handles the account management and monitoring relative to collection functions of Direct and Indirect Contributors and Overseas Filipinos

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 1
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).

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.