



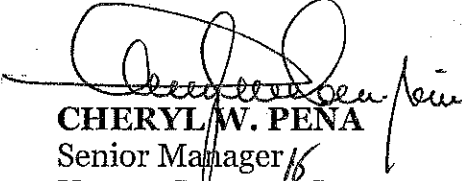
Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
Citystate Centre, 709 Shaw Boulevard, Pasig City
(02) 8441-7442 www.philhealth.gov.ph
PhilHealthOfficial teamphilhealth

8 January 2024

HRD MEMORANDUM

No. 2024- 01-046

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 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 rspjoborder.philhealth@gmail.com with the subject line format: Application to vacant Job Order <Position Title> until **January 18, 2024**.

List of requirements to be submitted:

Internal Applicant: (existing permanent, coterminous and casual employees)

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. Certificate of eligibility/rating/license (if any)
 - a. Certificate of 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

Proof of eligibility - report of rating/license/certificate of admission to the Bar/certificate of eligibility/eligibility card (original copy, authenticated copy, certified true copy, photocopy, scanned copy, or site/screen capture of the eligibility using the Civil Service Eligibility Verification System (CSEV), Professional Regulation Commission's Licensure Examination and Registration System (LERIS), or Supreme Court of the Philippines Lawyer's List.

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:	Accountant III Comptrollership Department 11 Php 2,835.66 2
Qualification Standards:	Education: Bachelor's degree in Commerce/Business Administration major in Accounting Experience: 2 years of relevant experience Training: 8 hours of relevant training Eligibility: RA 1080 (CPA)
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Coordinates with PRO Accountants to ensure that all benefit claims and premium contributions transactions are properly recorded and accounted in the Subsidiary Ledgers; 2. Collaborates with PRO Accountants to ensure that all benefit claims and premium contributions transactions are recorded and reconciled in the books of PhilHealth and the Health Facilities and employers, respectively, at any given period; 3. Provides guidance on the database clean-up and adjustment based on the recommendation of PROs; 4. Provides guidance on all system enhancements affecting financial reports and transactions; 5. Discusses findings and other issues related to policy with concern offices; 6. Submits reports to the Corporate Planning Department as reference of the latter in providing "one single truth" data to concerned government entities/agencies/legislators and other stakeholders; 7. Prepares reports and presentations for the management; and 8. Perform other duties and tasks assigned by the supervisor.

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Financial Analyst I Comptrollership Department 8 Php 1,752.06 4
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: None required Training: None required
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Consolidates reports submitted by the PROs; 2. Analyzes Subsidiary Ledgers, schedules and reports submitted by the PROs; 3. Coordinates with PROs Financial Analysts to address all reconciling items identified during the reconciliation process; 4. Assists PROs in coordinating with concerned offices in the head office to fast-track resolution of unresolved reconciling items and job requests, if necessary; 5. Reports findings and other issues related to policy to immediate supervisor 6. Prepares consolidated status reports for submission to the Corporate Planning Department; and 7. Perform other duties and tasks assigned by the supervisor.

LIST OF VACANCIES Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Social Insurance Analyst I Task Force Informatics 8 Php 1,752.06 2
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: None required Training: None required
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 users 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

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 3
Qualification Standards:	Education: Bachelor's degree Experience: 1 month. experience in development of quality testing Training: None required
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 users 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

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Social Insurance Analyst I Project Management Team - Claims 8 Php 1,752.06 2
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: None required Training: None required
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Reconciles the accounts of pending claims of Health Facilities (HFs); 2. Coordinates with PROs in relation to any issues of the HF accounts reconciliation; 3. Monitors and facilitates accomplishment of Accounts Reconciliation Summary Report; 4. Assists in the monitoring of claims status reports; 5. Submits periodic accomplishment reports to the management; and 6. Performs other additional tasks as may be deemed necessary.