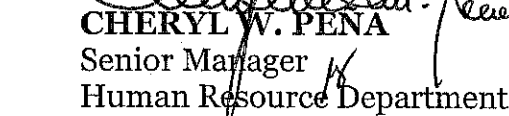


7 February 2024

**HRD MEMORANDUM**No. 2024-02-031**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 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, 15<sup>th</sup> floor CityState Center Bldg., 709 Shaw Blvd., Brgy. Oranbo, Pasig City** or email [recruitment@philhealth.gov.ph](mailto:recruitment@philhealth.gov.ph) with the subject line format: Application to vacant <Position Title> until **February 19, 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:**

List of requirements to be submitted:

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. 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

<b>Position Title:</b> <b>Office</b> <b>Assignment:</b> <b>Job Grade:</b> <b>Daily Rate:</b> <b>No. of Vacant Positions:</b>	<b>FINANCIAL ANALYST I</b> <b>Project Management Team for Primary Care Provider Networks (PMT-PCPN), OEVP/COO</b> <b>8</b> <b>Php 1,752.06</b> <b>9</b>
<b>Qualification Standards:</b>	<b>Education:</b> Bachelor's degree relevant to the job <b>Experience:</b> None required <b>Training:</b> None required <b>Eligibility:</b> None required
<b>Duties and Responsibilities</b>	<ol style="list-style-type: none"> <li>1) Assists in the overall implementation of PhilHealth Sandbox Konsulta;</li> <li>2) Drafts memoranda and other communication letters and ensures that all supporting documents undergo completed staff work (CSW);</li> <li>3) Documents meeting/discussion/dialogue proceedings as may be assigned by the Supervisor;</li> <li>4) Coordinates activities of the Project Management Team for Primary Care Provider Networks (PMT-PCPN) with PROs/LHIOs/Branches and other concerned PhilHealth offices;</li> <li>5) Assists in the management, implementation, and monitoring of the PCPN IT System, as well as coordinate and prepare all requirements for system enhancements; and</li> <li>6) Performs other related tasks that may be assigned or delegated by the Head of the PMT-PCPN.</li> </ol>

<b>Position Title:</b> <b>Office</b> <b>Assignment:</b> <b>Job Grade:</b> <b>Daily Rate:</b> <b>No. of Vacant Positions:</b>	<b>MEDICAL SPECIALIST III</b> <b>Project Management Team for Primary Care (Konsulta), OEVP/COO</b> <b>12</b> <b>Php 4,579.97</b> <b>2</b>
<b>Qualification Standards:</b>	<b>Education:</b> Doctor of Medicine <b>Experience:</b> 2 years relevant experience <b>Training:</b> 8 hours of relevant training <b>Eligibility:</b> RA 1080 (Medicine)
<b>Duties and Responsibilities</b>	<ol style="list-style-type: none"> <li>1) Assists in the development and enhancement of benefits and its guideline and procedures for benefit availment and delivery;</li> <li>2) Conducts pilot testing and assist in the implementation of approved benefit related policies and programs;</li> <li>3)* Assists in the conduct of related researches and studies;</li> <li>4) Develops system specifications and design of the implementation of the approved new and enhanced benefits to facilitate benefit payment;</li> <li>5) Acts as a resource person in the information campaign of new and enhanced benefits packages;</li> <li>6) Ensures proper implementation of the project of the office based on the approval of the policies and guidelines;</li> <li>7) Analyze medical data trends, identifying anomalies or irregularities, and providing insights for quality improvement;</li> <li>8) Communicate policy changes and updates to relevant stakeholders within the healthcare environment.</li> <li>9) Assists in the preparation of work and financial plan of the department; and</li> <li>10) Performs other related tasks that may be assigned or delegated by the Team Head of the Project Management Team for Primary Care.</li> </ol>

<b>Position Title:</b> <b>Office</b> <b>Assignment:</b> <b>Job Grade:</b> <b>Daily Rate:</b> <b>No. of Vacant Positions:</b>	<b>INFORMATION TECHNOLOGY OFFICER III</b> <b>Project Management Team for Primary Care (Konsulta), OEVP/COO</b> <b>12</b> <b>Php 4,579.97</b> <b>1</b>
<b>Qualification Standards:</b>	<b>Education:</b> Master's Degree <b>Experience:</b> 4 years in position/s involving management and supervision <b>Training:</b> 24 hours of training in management and supervision <b>Eligibility:</b> None required
<b>Duties and Responsibilities</b>	<ol style="list-style-type: none"> <li>1) Conducts a comprehensive analysis of the existing PhilHealth Konsulta system to identify areas for improvement and enhancement;</li> <li>2) Collaborate with stakeholders to gather requirements for system modification and new features;</li> <li>3) Design and propose effective solutions to enhance the functionality and performance of the PhilHealth Konsulta system;</li> <li>4) Lead the development and implementation of system enhancements, ensuring adherence to coding standards and best practices ;</li> <li>5) Utilize appropriate programming languages and tools to create robust and scalable solutions;</li> <li>6) Collaborate with the development team to troubleshoot and resolve any issues during the implementation phase;</li> <li>7) Develop and implement a comprehensive testing plan to ensure the reliability and accuracy of system enhancements;</li> <li>8) Conduct thorough testing, including unit testing, integration testing, and user acceptance testing, to identify and address any bugs or issues;</li> <li>9) Create and maintain detailed technical documentation for all system enhancements, ensuring that it is accessible to relevant stakeholders;</li> <li>10) Implement and enforce security measures to safeguard the integrity and confidentiality of the PhilHealth Konsulta system;</li> <li>11) Ensure compliance with relevant data protection and privacy regulations; and</li> <li>12) Performs other related tasks that may be assigned or delegated by the Team Head of the Project Management Team for Primary Care.</li> </ol>

<b>Position Title:</b> <b>Office</b> <b>Assignment:</b> <b>Job Grade:</b> <b>Daily Rate:</b> <b>No. of Vacant Positions:</b>	<b>INFORMATION SYSTEMS ANALYST II</b> <b>Project Management Team for Primary Care (Konsulta),</b> <b>OEVP/COO</b> <b>10</b> <b>Php 2,384.23</b> <b>4</b>
<b>Qualification Standards:</b>	<b>Education:</b> Bachelor's degree relevant to the job <b>Experience:</b> 1 year of relevant experience <b>Training:</b> 4 hours of relevant training <b>Eligibility:</b> None required
<b>Duties and Responsibilities</b>	<ol style="list-style-type: none"> <li>1) Actively participates in software development project based on assigned role;</li> <li>2) Develops and documents software quality acceptance metrics, test cases, scenarios and scripts;</li> <li>3) Conducts software evaluation and tests to ensure that products are bug-free, secure with acceptable performance and compliant to business, client and regulatory requirements;</li> <li>4) Develops user documentation and assist in the conduct of user training, orientation and walkthrough;</li> <li>5) Provides support to the operational units on the use of developed applications;</li> <li>6) Collaborates with the development team to troubleshoot and resolve any issues during the implementation phase;</li> <li>7) Implement and enforce security measures to safeguard the integrity and confidentiality of the PhilHealth Konsulta system;</li> <li>8) Ensure compliance with relevant data protection and privacy regulations; and</li> <li>9) Performs other related tasks that may be assigned or delegated by the Team Head of the Project Management Team for Primary Care.</li> </ol>

<b>Position Title:</b> <b>Office Assignment:</b> <b>Job Grade:</b> <b>Daily Rate:</b> <b>No. of Vacant Positions:</b>	<b>SOCIAL INSURANCE OFFICER III</b> <b>Project Management Team for Primary Care (Konsulta), OEVP/COO</b> <b>10</b> <b>Php 2,384.23</b> <b>8</b>
<b>Qualification Standards:</b>	<b>Education:</b> Bachelor's degree relevant to the job <b>Experience:</b> 1 year of relevant experience <b>Training:</b> 4 hours of relevant training <b>Eligibility:</b> None required
<b>Duties and Responsibilities</b>	<ol style="list-style-type: none"> <li>1) Assists in the development and enhancement of benefits and its guideline and procedures for benefits availment and delivery;</li> <li>2) Conducts pilot testing and assist in the implementation of approved benefit related policies and programs;</li> <li>3) Assists in the conduct of related researches and studies;</li> <li>4) Develops system specifications and design of the implementation of the approved new and enhanced benefits to facilitate benefit payment;</li> <li>5) Acts as a resource person in the information campaign of new and enhanced benefits packages;</li> <li>6) Ensures proper implementation of the project of the office based on the approval of the policies and guidelines;</li> <li>7) Assists in the preparation of work and financial plan of the department; and</li> <li>8) Performs other related tasks that may be assigned or delegated by the Team Head of the Project Management Team for Primary Care.</li> </ol>

<b>Position Title:</b> <b>Office Assignment:</b> <b>Job Grade:</b> <b>Daily Rate:</b> <b>No. of Vacant Positions:</b>	<b>ADMINISTRATION SERVICES ASSISTANT B</b> <b>(Administrative Assistant III)</b> <b>Project Management Team for Primary Care (Konsulta),</b> <b>OEVP/COO</b> <b>7</b> <b>Php 1,365.11</b> <b>1</b>
<b>Qualification Standards:</b>	<b>Education:</b> Bachelor's degree relevant to the job <b>Experience:</b> 1 year of relevant experience <b>Training:</b> 4 hours of relevant training <b>Eligibility:</b> None required
<b>Duties and Responsibilities</b>	<ol style="list-style-type: none"> <li>1) Receives and records in a logbook (or any records-keeping device) all incoming and outgoing communications, reports, and documents to and from the office;</li> <li>2) Ensures that all communications are received and/or forwarded to concerned accountable officers/personnel;</li> <li>3) Establishes and maintains a systematic and updated filing system of documents of Office/Department;</li> <li>4) Maintains inventory of office supplies and materials;</li> <li>5) Handles timely and accurate requisition/replenishment of office supplies and materials;</li> <li>6) Ensures proper storage and timely distribution of office supplies and materials to all staff within the office;</li> <li>7) Prepares various administrative documents as directed; and</li> <li>8) Performs other related tasks that may be assigned or delegated by the Team Head of the Project Management Team for Primary Care.</li> </ol>



<b>Position Title:</b> <b>Office Assignment:</b> <b>Job Grade:</b> <b>Daily Rate:</b> <b>No. of Vacant Positions:</b>	<b>SOCIAL INSURANCE ASSISTANT I</b> <b>Project Management Team for Primary Care (Konsulta), OEVP/COO</b> <b>6</b> <b>Php 1,215.71</b> <b>3</b>
<b>Qualification Standards:</b>	<b>Education:</b> Completion of two years studies in college <b>Experience:</b> 1 year of relevant experience <b>Training:</b> 4 hours of relevant training <b>Eligibility:</b> None required
<b>Duties and Responsibilities</b>	<ol style="list-style-type: none"> <li>1) Assists in the implementation of PhilHealth Konsulta;</li> <li>2) Prepares, types reports, memoranda, communications and other documents of the team;</li> <li>3) Ensures that all supporting documents are complete and other requirements complied with before they are forwarded for action/decision;</li> <li>4) Documents meeting/discussion/dialogue proceedings as may be assigned by the Supervisor;</li> <li>5) Assists in related activities of the Project Management Team for Primary Care; and</li> <li>6) Performs other related tasks that may be assigned or delegated by the Team Head of the Project Management Team for Primary Care.</li> </ol>