

25 March 2024

HRD MEMORANDUMNo. 2024-03-191**TO : ALL INTERESTED APPLICANTS****FROM :** 
CHERYL W. PENA
Senior Manager
Human Resource Department**SUBJECT : Notice of Vacancies of Job Order Positions (Re-posting)**

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, 15th floor CityState Center Bldg., 709 Shaw Blvd., Brgy. Oranbo, Pasig City** or email rspjoborder.philhealth@gmail.com the subject line format: Application to vacant <Position Title>.

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 (Re-posting)

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Position: Item No:	Information Systems Analyst III Information Technology Management Department under ICT Planning and Policy and Standards Division (ICT PLANNING) 11 Php 2,835.66 1 JO-19-03065
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 an available resource to perform duties and responsibilities: Desktop or laptop a. at least Windows 10, Intel Core i3 or equivalent b. active and updated anti-virus c. active operating system and patches
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Analyzes requirements and develops/prepares Information and Communications Technology (ICT) strategic and operational plans, PhilHealth Enterprise Architecture, 3-year Information System Strategic Plan (ISSP), and the other operational plans and ICT-related strategic plans of the Department. 2. Assists in the preparation, updating and maintenance of inventory of PhilHealth's license/software assets. 3. Assists in the identification of annual resource requirements of the Section and the Department, in coordination with the Budget Officer Designate. 4. Assists in the monitoring of the implementation of PhilHealth's Information System Strategic Plan (ISSP), such as procurement of ICT resources and projects. 5. Participates in/coordinates through technical working groups, planning meetings/workshops 6. Performs other related tasks that may be assigned or delegated by her/his superior.

LIST OF VACANCIES Job Order (Re-posting)

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Position: Item No:	Information Systems Analyst III Information Technology Management Department under ICT Planning and Policy and Standards Division (ICT PROCUREMENT SUPPORT) 11 Php 2,835.66 1 JO-19-03066
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 an available resource to perform duties and responsibilities: Desktop or laptop a. at least Windows 10, Intel Core i3 or equivalent b. active and updated anti-virus c. active operating system and patches
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Analyzes requirements and formulates ICT policies, standards, guidelines, and procedures/process flows and coordinates with concerned offices/units. 2. Conducts studies and researches, reviews on industry-accepted and global ICT standards for possible adoption by the Corporation. 3. Assists in the supervision on the arrangement of / conduct of writeshops, orientations, and meetings related to IT polices and standards formulation 4. Assists in the identification of resource requirements needed for the formulation of corporate ICT policies and standards and resource requirements of the Section. 5. Formulates/reviews Standard Specifications of common-use/office IT resources 6. Prepares tools for the monitoring of compliance to ICT policies and standards 7. Evaluates/prepares Requests for Change of Specifications, Terms of References, memoranda, presentation materials, correspondences and other documentation. 8. Ensures the confidentiality and reliability of corporate data, proprietary information, and intellectual property. 9. Participates in/coordinates through technical working groups, planning meetings/workshop 10. Performs other related tasks that may be assigned or delegated by her/his superior.

LIST OF VACANCIES Job Order (Re-posting)

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Position: Item No:	Information Systems Analyst III Information Technology Management Department under ICT Planning and Policy and Standards Division (ICT POLICY) 11 Php 2,835.66 1 JO-19-03067
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 an available resource to perform duties and responsibilities: Desktop or laptop a. at least Windows 10, Intel Core i3 or equivalent b. active and updated anti-virus c. active operating system and patches
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Analyzes requirements and formulates ICT policies, standards, guidelines, and procedures/process flows and coordinates with concerned offices/units. 2. Conducts studies and researches, reviews on industry-accepted and global ICT standards for possible adoption by the Corporation. 3. Assists in the supervision on the arrangement of / conduct of writeshops, orientations, and meetings related to IT polices and standards formulation 4. Develops ICT resource assessment tools/templates for monitoring the performance of information systems and projects of the Department, analysis of trends and deviations. 5. Assists in the identification of resource requirements needed for the formulation of corporate ICT policies and standards and resource requirements of the Section. 6. Formulates/reviews Standard Specifications of common-use/office IT resources 7. Prepares tools for the monitoring of compliance to ICT policies and standards 8. Evaluates/prepares Requests for Change of Specifications, Terms of References, memoranda, presentation materials, correspondences and other documentation. 9. Ensures the confidentiality and reliability of corporate data, proprietary information, and intellectual property. 10. Participates in/coordinates through technical working groups, planning meetings/workshop 11. Performs other related tasks that may be assigned or delegated by her/his superior.

LIST OF VACANCIES Job Order (Re-posting)

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Position: Item No:	Information Systems Analyst III Information Technology Resource Management Division (NETWORK ADMINISTRATION) 11 Php 2,835.66 1 JO-19-03063
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 an available resource to perform duties and responsibilities: Desktop or laptop a. at least Windows 10, Intel Core i3 or equivalent b. active and updated anti-virus c. active operating system and patches
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Assists in the administration, management and monitoring of the performance of network, server systems and software packages. 2. Assists in monitoring the completion of operating systems and database projects and assesses operational conditions of the division and in implementing timely and appropriate courses of action. 3. Installs, configures and maintains the Corporation's LAN/WAN servers and workstations and assists in managing the performance of a multiple hardware and software platform interface at the most complex level. 4. Assists in the observation of network systems and databases and in resolving network problems and offers technical assistance to users. 5. Assists in the acquisition, installation and maintenance of the Corporation's local area networks and wide area networks and recommends the use of new products and services to the top management. 6. User support to all other divisions/units of the Corporation in the areas of IT Services, systems designs, hardware and performance. 7. Prepare short range operational objectives, strategies, action plans and annual budget of the Section/Unit 8. Assists in the establishment and maintenance of linkages with external agencies performing functions necessary for the efficient and effective management of programs/projects and activities of the office/department 9. Assists in the monitoring of performance of the Section/Unit against plans/target, determine performance gaps, and take

appropriate courses of action to ensure prompt and proper solution to lessen/eliminate these gaps

10. Continuously review the work processes of the Section/Unit and recommend change/s to improve and optimize its performance
11. Recommend and/or take appropriate actions to continuously develop knowledge, skills, and abilities
12. Performs other related tasks that may be assigned or delegated by her/his superior.

LIST OF VACANCIES

Job Order (Re-posting)

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Position: Item No:	Information Systems Analyst III Information Technology Resource Management Division (DATABASE ADMINISTRATION) 11 Php 2,835.66 1 JO-19-03064
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 an available resource to perform duties and responsibilities: Desktop or laptop a. at least Windows 10, Intel Core i3 or equivalent b. active and updated anti-virus c. active operating system and patches
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Assists in the administration and management of database server systems and software packages of the Corporation and collects information to analyze and evaluate existing or proposed system. 2. Installation and testing of database manage systems and ensuring their proper operations. 3. Defines and ensures the implementation of systems security and control of procedures for the database. 4. Researches, plans, installs, configures, troubleshoots, maintains and upgrades hardware and software interfaces with the operating system. 5. Assists in the installation and maintenance of data integrity and security in all databases, communication networks and other related facilities. 6. User support to all other divisions/units of the Corporation in the areas of database resources for development and production 7. Prepare short range operational objectives, strategies, action plans and annual budget of the Section/Unit 8. Assists in the establishment and maintenance of linkages with external agencies performing functions necessary for the efficient and effective management of programs/projects and activities of the office/department 9. Assists in the monitoring of performance of the Section/Unit against plans/target, determine performance gaps, and take appropriate courses of action to ensure prompt and proper solution to lessen/eliminate these gaps

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| | <ol style="list-style-type: none">10. Reviews the work processes of the Section/Unit and recommend change/s to improve and optimize its performance11. Recommends and/or take appropriate actions to continuously develop knowledge, skills, and abilities12. Performs other related tasks that may be assigned or delegated by her/his superior. |
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LIST OF VACANCIES Job Order (Re-posting)

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Position: Item No:	Information Systems Analyst III Information Technology Resource Management Division (TECHNICAL SUPPORT SERVICES) 11 Php 2,835.66 2 JO-19-03068; JO-19-03069
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 an available resource to perform duties and responsibilities: Desktop or laptop d. at least Windows 10, Intel Core i3 or equivalent e. active and updated anti-virus f. active operating system and patches
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Investigates hardware problems and performs major and minor system hardware and communication connection repairs. 2. Assists in the operation and monitoring of all activities related to the operations and maintenance of mainframe computer and other operating systems using established procedures. 3. Installs, assembles and configures computers, monitors, network infrastructure and peripherals such as printers, scanners and related hardware. 4. Troubleshoots and resolves hardware, software, and connectivity problems, including user access and component configuration. 5. Responds to inquiries and requests for assistance with the Corporation's operating systems, networks and databases. 6. Assists in the planning, design, research and acquisition of new or upgraded hardware and software systems and maintains current knowledge of hardware, software and network technology and recommends modifications as necessary. 7. Conducts simple to complex ICT seminars/trainings to users and monitors the effectiveness of ICT-related training. 8. Documents system problem resolutions for future reference and prepares management information reports/correspondences. 9. Performs other related tasks that may be assigned or delegated by her/his superior.