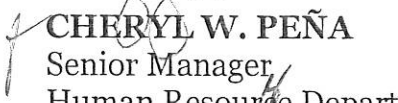


28 June 2024

**HRD MEMORANDUM**No. 2024-06-230**TO : ALL INTERESTED APPLICANTS****FROM :**  **CHERYL W. PEÑA**  
Senior Manager,  
Human Resource Department**SUBJECT : Notice of Vacancies of Job Order Positions (Reposting)**

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 [rspjoborder.philhealth@gmail.com](mailto:rspjoborder.philhealth@gmail.com) with the subject line format: Application to vacant <Position Title> until **July 11, 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

Position Title:	<b>Medical Specialist III</b>
Item No./s:	<b>JO-22-03149</b>
Office Assignment:	<b>Benefits Development and Research Department</b>
Job Grade:	<b>12</b>
Daily Rate:	<b>Php 4,579.97</b>
No. of Vacant Positions:	<b>1</b>
Qualification Standards:	<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)
Preference/s:	<ul style="list-style-type: none"> <li>• Preferably with working knowledge on health financing, benefits development and design of provider payment mechanism</li> <li>• Familiarity with policy analysis</li> <li>• Knowledge on the following: research methodologies, evidence-based medicine (EBM), health technology assessment (HTA), clinical epidemiology, health economics/pharmacoeconomics, public health, biostatistics, costing methodologies</li> <li>• Proficient policy development skills</li> <li>• Excellent technical writing skills</li> <li>• Excellent oral and written communication skills</li> <li>• Proficient in Microsoft Office</li> <li>• Proficient project management skills</li> <li>• Proficient negotiation skills</li> </ul>
Duties and Responsibilities	<ol style="list-style-type: none"> <li>1) Provides technical support in evidence review and policy planning and development on costing, DRGs, global budget and co-payment; and</li> <li>2) Provides technical support in evidence review and policy planning and development on relevant work for COVID-19.</li> </ol>

Application period: **July 01, 2024 to July 11, 2024**

## LIST OF VACANCIES

### Job Order

Position Title: Item No./s: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	<b>Senior Social Insurance Specialist</b> <b>JO-22-03150/ JO-22-03151</b> <b>Benefits Development and Research Department</b>  <b>11</b> <b>Php 2,835.66</b> <b>2</b>
Qualification Standards:	<b>Education:</b> Bachelor's degree relevant to the job <b>Experience:</b> 2 years relevant experience <b>Training:</b> 8 hours of relevant training <b>Eligibility:</b> None required
Preference/s:	<ul style="list-style-type: none"> <li>• Familiarity with policy research and policy analysis, background in health policy, health financing, or health economics</li> <li>• Excellent technical writing skills</li> <li>• Preferably with medical or allied health background, economics, data science or statistics</li> <li>• Proficient in policy development skills</li> <li>• Proficient project management skills</li> <li>• Excellent oral and written communication skills</li> <li>• Proficient in Microsoft Office</li> </ul>
Duties and Responsibilities	<ol style="list-style-type: none"> <li>1) Provides analytics support on relevant work for COVID-19 (ex. processing of itemized billings, outcomes review, etc.); and</li> <li>2) Provides analytics support on relevant work for costing, DRGs, global budget, and co-payment; secondary support for primary care as needed.</li> </ol>

Application period: **July 01, 2024 to July 11, 2024**

## LIST OF VACANCIES

### Job Order

Position Title: Item No./s: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	<b>Social Insurance Specialist</b> <b>JO-22-03152/ JO-22-03153/ JO-22-03154/ JO-22-03155</b> <b>Benefits Development and Research Department</b>  <b>10</b> <b>Php 2,384.23</b> <b>4</b>
Qualification Standards:	<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
Preference/s:	<ul style="list-style-type: none"> <li>• Familiarity with policy research and policy analysis, background in health policy, health financing, or health economics</li> <li>• Excellent technical writing skills</li> <li>• Preferably with medical or allied health background, economics, data science or statistics</li> <li>• Proficient in policy development skills</li> <li>• Excellent oral and written communication skills</li> <li>• Proficient in Microsoft Office</li> </ul>
Duties and Responsibilities	<p>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</p> <p>2) Provides technical support in planning and conducting externalization activities for all outputs on analytics and policies (i.e., stakeholder consultations response documents, etc.).</p>

Application period: **July 01, 2024 to July 11, 2024**