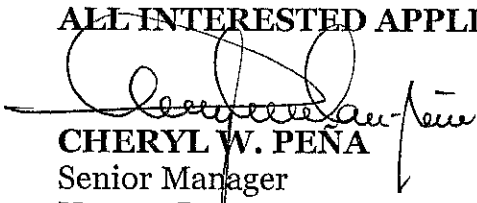


22 July 2024

HRD MEMORANDUMNo. 2024-07131**TO : ALL INTERESTED APPLICANTS**
FROM : CHERYL W. PEÑA
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, 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 <Position Title> until **August 01, 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
 - a. Valid Professional license or Certificate of Registration issued by the PRC/SC
 - b. 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:	Auditing Systems Specialist II Internal Audit Group - Task Force IT Audit 10 Php 2,384.23 2
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: None required
Duties and Responsibilities	General Description: <ol style="list-style-type: none"> a) Has broad knowledge in Information and Communication Technology (ICT) concepts and procedures with considerable amount of practical/working knowledge gained through experience; b) Develops application programs and/or scripts for data extraction, data analytics and data mining; c) Analyzes business process/program, checks internal controls implemented, evaluates internal control gaps, issues, problems and assess possible solutions using technical experience, judgment, and precedents; and d) Performs assignments and typically receives instruction direction and moderate level of guidance from the Supervising Auditing Systems Specialist. Specific Description: <ol style="list-style-type: none"> a) Audit Engagement Planning duties and responsibilities: <ul style="list-style-type: none"> • Familiarizes with the objectives, processes, risks and controls of the audit area, and developing in consultation with the audit team the strategy and approach in conducting the audit; • Completes the audit in the least time necessary, without compromising its quality and is directed to the key issues that matter most; • Validates the audit results of the strategic planning to determine if there are relevant changes in the control

Application period: **July 22, 2024 to August 1, 2024**

LIST OF VACANCIES

Job Order

component, systems and processes for consideration by the supervisors;

- Identifies and understands the program and project, system and processes of the audit area; provides inputs to the audit objective, scope, criteria, and evidence; develops the audit engagement work program; and recommends resources required for the audit; and
- Develops application programs and/or scripts for data extraction, data analytics and data mining.

b) Audit Execution duties and responsibilities:

- Performs the audit techniques and procedures enumerated in the audit engagement work program to gather data and pieces of evidence to achieve the stated audit objective/s, provides inputs if there is the need to revise the audit engagement work program, and submit the revisions, if any, to the Supervising Auditing Systems Specialist;
- At any point during the audit, prepares the working paper that will be the basis of an interim report to communicate observations, issues, and problems that may affect the conduct of the audit and expose the Corporation issues, and problems that may affect the conduct of the audit and expose the organization to considerable risks to be included in the audit report;
- Participates in the entry conference; and
- Participates in the entry conference, conducts compliance audit (gather and analyze evidence, compare conditions with criteria, determines the probable cause(s), and prepare working papers), conducts system/process audit (gather and analyze evidence, compares conditions with criteria, and determines root cause(s), and prepare working papers);
- Performs data analytics and data mining using any Computer Assisted Auditing Tools and Techniques (CAATTs) to detect gaps in the automated processes, deficiencies, irregularities, and/or fraud using the recorded transactions; and
- Participates in the exit conference to discuss the highlights of the audit observations with the auditee and/or the responsible official who has sufficient knowledge about the audit area; gets the auditee's comments (management comments) and insights about the significant audit issues validating the audit observations; considers auditee comments to arrive at workable recommendations and

Application period: July 22, 2024 to August 1, 2024

LIST OF VACANCIES

Job Order

obtain the auditee's commitment towards performing remedial actions; records auditee's comments/responses in the audit observations sheet and integrated into the draft report.

c) Audit Reporting duties and responsibilities:

- Develops audit observations for consideration of the supervisors by analyzing the pieces of evidence gathered for each of the audit elements, which are sufficient, reliable and relevant to the audit objectives; compare the conditions (factual and evidentiary conditions such as the current state/practices or what is obtaining, and their effects) with the audit criteria, and determine the causes of non-compliance;
- Assess and presents the significance of the observations, and determines the probable cause/s and the root cause/s in terms of the criteria, condition, conclusion, and cause;
- Develops audit recommendation for consideration of the supervisors: a) to provide courses of action as the basis for improving internal controls which are clear, based on the science of facts, conditions and evidence and on practicable, incontestable, and workable solutions that can stand alone and address the issue(s) at hand; and b) management/legal remedies to avoid occurrence (preventive action) or avoid recurrence (corrective action) of control weaknesses and incidences;
- Prepares working papers which set out the observations in appropriate format; provides the sufficient evidence gathered to arrive at the audit observations and the recommendations.

d) Audit Follow-up duties and responsibilities:

- Conducts follow-up, monitoring, and feedback activities to validate the extent and adequacy of preventive/corrective actions taken by the Management to address the audit recommendations specifically on the inadequacies identified during the audit;
- Requires Management/Auditee to inform Group Manager of the status of implementation of approved audit observations and recommendations;
- Verifies the implementation of the audit recommendations that may be part of a subsequent audit and increase the probability that recommendations will be implemented; and

Application period: July 22, 2024 to August 1, 2024

LIST OF VACANCIES

Job Order

	<ul style="list-style-type: none">• Monitors implementation of approved audit observations and recommendations; determines and recommends the status of audit recommendations either as not implemented, partially implemented, fully implemented or on-going; and• Prepares audit monitoring/follow-up working paper. <p>e) Performs other related duties and responsibilities that may be assigned or required.</p>
--	--

Application period: **July 22, 2024 to August 1, 2024**

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Auditing Systems Specialist I Internal Audit Group - Task Force IT Audit 9 Php 2,035.48 2
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: None required Training: None required Eligibility: None required
Duties and Responsibilities	General Description: a) Has broad knowledge in Information and Communication Technology (ICT) concepts and procedures with considerable amount of practical/working knowledge gained through experience; b) Solves problems in straightforward situations; analyzes possible solutions using technical experience, judgment, and precedents; c) Works under supervision and direction from the Supervising Auditing Systems Specialist; and d) Performs a variety of routine tasks or assignments and uses existing procedures to solve standard problems. Specific Description: a) Audit Engagement Planning duties and responsibilities: <ul style="list-style-type: none"> • Familiarizes with the objectives, processes, risks and controls of the audit area, and developing in consultation with the audit team the strategy and approach in conducting the audit; • Completes the audit in the least time necessary, without compromising its quality and is directed to the key issues that matter most; • Validates the audit results of the strategic planning to determine if there are relevant changes in the control component, systems and processes for consideration by the supervisors; and • Identifies and understands the program and project, system and processes of the audit area; provides inputs to the audit objective, scope, criteria, and evidence; develops the audit

Application period: **July 22, 2024 to August 1, 2024**

LIST OF VACANCIES

Job Order

engagement work program; and recommends resources required for the audit.

b) Audit Execution duties and responsibilities:

- Performs the audit techniques and procedures enumerated in the audit engagement work program to gather data and pieces of evidence to achieve the stated audit objective/s, provides inputs if there is the need to revise the audit engagement work program, and submit the revisions, if any, to the Supervising Auditing Systems Specialist;
- At any point during the audit, prepares the working paper that will be the basis of an interim report to communicate observations, issues, and problems that may affect the conduct of the audit and expose the Corporation issues, and problems that may affect the conduct of the audit and expose the organization to considerable risks to be included in the audit report;
- Participates in the entry conference; and
- Participates in the entry conference, conducts compliance audit (gather and analyze evidence, compare conditions with criteria, determines the probable cause(s), and prepare working papers), conducts system/process audit (gather and analyze evidence, compares conditions with criteria, and determines root cause(s), and prepare working papers);
- Performs data analytics and data mining using any Computer Assisted Auditing Tools and Techniques (CAATTs) to detect gaps in the automated processes, deficiencies, irregularities, and/or fraud using the recorded transactions; and
- Participates in the exit conference to discuss the highlights of the audit observations with the auditee and/or the responsible official who has sufficient knowledge about the audit area; gets the auditee's comments (management comments) and insights about the significant audit issues validating the audit observations; considers auditee comments to arrive at workable recommendations and obtain the auditee's commitment towards performing remedial actions; records auditee's comments/responses in the audit observations sheet and integrated into the draft report.

c) Audit Reporting duties and responsibilities:

- Develops audit observations for consideration of the supervisors by analyzing the pieces of evidence gathered for

LIST OF VACANCIES

Job Order

	<p>each of the audit elements, which are sufficient, reliable and relevant to the audit objectives; compare the conditions (factual and evidentiary conditions such as the current state/practices or what is obtaining, and their effects) with the audit criteria, and determine the causes of non-compliance;</p> <ul style="list-style-type: none"> • Assess and presents the significance of the observations, and determines the probable cause/s and the root cause/s in terms of the criteria, condition, conclusion, and cause; • Develops audit recommendation for consideration of the supervisors: a) to provide courses of action as the basis for improving internal controls which are clear, based on the science of facts, conditions and evidence and on practicable, incontestable, and workable solutions that can stand alone and address the issue(s) at hand; and b) management/legal remedies to avoid occurrence (preventive action) or avoid recurrence (corrective action) of control weaknesses and incidences; • Prepares working papers which set out the observations in appropriate format; provides the sufficient evidence gathered to arrive at the audit observations and the recommendations. <p>d) Audit Follow-up duties and responsibilities:</p> <ul style="list-style-type: none"> • Conducts follow-up, monitoring, and feedback activities to validate the extent and adequacy of preventive/corrective actions taken by the Management to address the audit recommendations specifically on the inadequacies identified during the audit; • Requires Management/Auditee to inform Group Manager of the status of implementation of approved audit observations and recommendations; • Verifies the implementation of the audit recommendations that may be part of a subsequent audit and increase the probability that recommendations will be implemented; and • Monitors implementation of approved audit observations and recommendations; determines and recommends the status of audit recommendations either as not implemented, partially implemented, fully implemented or on-going; and • Prepares audit monitoring/follow-up working paper. <p>e) Performs other related duties and responsibilities that may be assigned or required.</p>
--	--

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Social Insurance Officer I Creative Arts and Design Team, Corporate Marketing Department 8 Php 1,752.06 2
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: None required Training: None required Eligibility: None required
Duties and Responsibilities	a) Assists in the development/revision of layout design of information materials/marketing collaterals (i.e. basic photo editing using Adobe Photoshop); hence having basic skills/knowledge on the Adobe software is preferred; b) Researches on current trends on digital/social media content marketing; c) Assists in conceptualizing and developing content for digital/social media marketing; d) Assists in the development of audio-video presentations; e) Assists in photo/video shoot for corporate materials; f) Assists in the inventory, documentation and proper organization and storage of photos and videos and other creative digital assets of the Corporation; and g) Performs other related duties and responsibilities as may be assigned.

Application period: **July 22, 2024 to August 1, 2024**

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Social Insurance Officer I Corporate Marketing Department 8 Php 1,752.06 4
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: None required Training: None required Eligibility: None required
Duties and Responsibilities	a) Prepares/drafts basic memoranda, letters, reports, presentations and other forms of correspondence as may be assigned (hence, having skills in technical/business/content writing is preferred); b) Assists in the development of information materials/marketing collaterals; c) Researches on current marketing and branding trends and other needed data/information as may be necessary; d) Proposes concepts for information/marketing collaterals and marketing events and activities; e) Assists in the preparation and conduct of corporate marketing and promotional events; f) Assists in the monitoring of implementation of marketing activities and brand compliance; and g) Performs other related duties and responsibilities as may be assigned.

Application period: **July 22, 2024 to August 1, 2024**

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Social Insurance Assistant I Corporate Marketing Department 6 Php 1,215.71 1
Qualification Standards:	Education: Completion of two years studies in college Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: None required
Duties and Responsibilities	a) Assists in the preparation, organization and documentation of meetings and other office activities; b) Assists in the preparation of reports, presentations and other forms of correspondence as may be assigned; c) Assists in the preparation and monitoring of procurement documents/activities; d) Assists in the organization, storage, distribution/dissemination and inventory of information materials/marketing collaterals; e) Assists in the preparation and conduct of corporate marketing and promotional events; and f) Handles/assists in other administrative tasks of the Department.

Application period: **July 22, 2024**to **August 1, 2024**

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Social Insurance Officer I Corporate Communications Department 8 Php 1,752.06 3
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: None required Training: None required Eligibility: None required
Duties and Responsibilities	<ol style="list-style-type: none"> a) Assists in the preparation of public relations materials including drafting of news releases, fact sheets, articles, broadcast scripts, advertorials, and speeches; b) Assists in drafting policies, strategies, and responses relative to corporate issues on public affairs; c) Provides support in organizing and conducting promotional events such as press conferences, kapihan, banquets, exhibits, product or service fairs, athletic events, and other corporate events; d) Assists in review and monitoring the content, production, and distribution of communication materials including print ads, briefers, column articles, as well as digital materials such as art cards, banners, reels, videos, etc.; e) Responds to requests for information from media personnel and the public; f) Assists in the distribution of promotional materials including flyers, brochures, and press kits; disseminates information via the appropriate information and media channels; g) Conceptualizes/produces content, layout, and design of basic communication materials such as print ads, briefers, column articles, advisories, ear ads, art cards, banners, reels, videos, etc.; h) Assists in news monitoring and transcription of interviews; i) Assists in crafting of quote cards, excerpts, photo stories, etc. for corporate events and activities; and j) Performs other duties that may be assigned and delegated by the direct supervisor or other higher authorities within the Department.

Application period: **July 22, 2024 to August 1, 2024**

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Social Insurance Assistant I Corporate Communications Department 6 Php 1,215.71 1
Qualification Standards:	Education: Completion of two years studies in college Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: None required
Duties and Responsibilities	a) Assists in the preparation of public relations materials including drafting of news releases, fact sheets, articles, newsletter articles, broadcast scripts, advertorials, and speeches; b) Provides administrative support for promotional special events such as press conferences, banquets, exhibits, product or service fairs, athletic events, and other corporate events; c) Collates, organizes, and establishes a file of promotional and communication materials such as, but not limited to, corporate magazine, brochures, flyers, press releases, print ads, briefers, column articles etc.; d) Drafts correspondences in response to inquiries and requests for information from media personnel and the public; e) Assists in the distribution of promotional and communication materials including flyers, brochures, and press kits; disseminates information via the appropriate information and media channels; f) Handles photo and audio-video documentation of corporate events and maintains photo library and video footage files for documented events; g) Edits video footages taken of corporate events for dispatch to media offices; h) Electronically edits photos taken during corporate events for website upload, photo release, and social media posting; i) Drafts captions for photos taken of corporate events for public and media release purposes; and j) Performs other duties that may be assigned and delegated by the direct supervisor or other higher authorities within the Department.

Application period: **July 22, 2024 to August 1, 2024**

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Social Insurance Officer I Social Health Insurance Academy 8 Php 1,752.06 1
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: None required Training: None required Eligibility: None required
Duties and Responsibilities	a) Technical support in the conduct of SHInES; b) Develop/enhance/update IEC materials and presentation materials used during the conduct of SHInES; c) Act as program documenter and welfare coordinator during the conduct of SHInES; d) Facilitate pre and post program requirements; e) Prepares after program assessment with recommendations; f) Technical writing/communication to internal and external clients; g) Records management.

Application period: **July 22, 2024 to August 1, 2024**

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Social Insurance Officer I Social Health Insurance Academy 8 Php 1,752.06 1
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: None required Training: None required Eligibility: None required
Duties and Responsibilities	a) Technical support in module development of materials for the academe; b) Conducts research and gather information materials as reference for module development; c) Develop/enhance/update learning modules/materials intended for the academe; d) Act as program documenter and welfare coordinator during skills developmental programs conducted by SHIA; e) Facilitate pre and post program requirements; f) Prepares after program assessment with recommendations; g) Technical writing/communication to internal and external clients; h) Records management; i) Conducts monitoring of SHIA initiated programs (Internal Speaker's Bureau, TWG-Curriculum Development, etc.)

Application period: **July 22, 2024 to August 1, 2024**

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Social Insurance Assistant I Social Health Insurance Academy 6 Php 1,215.71 1
Qualification Standards:	Education: Completion of two years studies in college Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: None required
Duties and Responsibilities	a) Records Management; <ul style="list-style-type: none"> • Receiving and outgoing of documents • Evaluate documents before sending it out • Document Tracking System management • Filing of all SHIA documents b) Records Officer Designate; c) Property and Supply Officer Designate; d) SHIA Training Room Management.

Application period: **July 22, 2024 to August 1, 2024**

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Social Insurance Officer I Secretariat for Bids and Awards Committee (SBAC) 8 Php 1,752.06 3
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: None required Training: None required Eligibility: None required
Duties and Responsibilities	<p>To be assigned in the following teams:</p> <ul style="list-style-type: none"> • Procurement Planning, Policy Training and Monitoring Team (PPPTMT)-SBAC- • Secretariat Services Team (SST)-SBAC; and • Contract Management Team (CMT)-SBAC. <p>a) Drafts/types reports, memoranda, correspondences, minutes of the meeting and other documents of the office;</p> <p>b) Ensures that all supporting documents are complete and other requirements are complied with before they are forwarded to the supervisor/Head of Office for action/decision; and</p> <p>c) Assist in organizing and documenting meetings called for by the supervisor/Head of Office</p>

Application period: **July 22, 2024 to August 1, 2024**

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Administration Services Assistant C Secretariat for Bids and Awards Committee (SBAC) 6 Php 1,215.71 4
Qualification Standards:	Education: Completion of two years studies in college Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: None required
Duties and Responsibilities	To be assigned in the following teams: <ul style="list-style-type: none"> • Procurement Planning, Policy Training and Monitoring Team (PPPTMT)-SBAC- • Secretariat Services Team (SST)-SBAC; and • Contract Management Team (CMT)-SBAC. a) Assist in drafting reports, memoranda, correspondences and other documents of the office; b) Ensures that all supporting documents are complete and other requirements are complied with before they are forwarded to the supervisor/Head of Office for action/decision; and c) Assist in organizing and documenting meetings called for by the supervisor/Head of Office.

Application period: **July 22, 2024 to August 1, 2024**

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Clerk III Secretariat for Bids and Awards Committee (SBAC) 5 Php 1,081.14 3
Qualification Standards:	Education: Completion of two years studies in college Experience: None required Training: None required Eligibility: None required
Duties and Responsibilities	<p>To be assigned in the following teams:</p> <ul style="list-style-type: none"> • Document Monitoring Unit (DMU)-SBAC • Procurement Planning, Policy Training and Monitoring Team (PPPTMT)-SBAC • Contract Management Team (CMT)-SBAC. <p>a) Assist in the receiving and outgoing of all procurement documents, memoranda, correspondence;</p> <p>b) Prepares various administrative documents as directed;</p> <p>c) Ensures that all communications are received and/or forwarded to concerned accountable officers/personnel; and</p> <p>d) Performs other duties as may be assigned.</p>

Application period: **July 22, 2024 to August 1, 2024**

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Attorney IV Fact-Finding Investigation and Enforcement Department 12 Php 4,579.97 2
Qualification Standards:	Education: Bachelor of Laws Experience: 2 years relevant experience Training: 8 hours of relevant training Eligibility: RA 1080 (Law)
Duties and Responsibilities	a) Conduct of fact-finding investigations; b) Conduct of health care provider inspections; c) Preparation of Complaint Affidavits; d) Review of Complaint Affidavits drafted by Special Investigators; e) Preparation of Fact-Finding Investigation Reports; f) Review of Fact-Finding Investigation Reports drafted by Special Investigators; and g) Perform other tasks/ assignments assigned by the Senior Manager of FFIED.

Application period: **July 22, 2024 to August 1, 2024**

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Special Investigator III Prosecution Department 11 Php 2,835.66 2
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: 2 years relevant experience Training: 8 hours of relevant training Eligibility: None required
Duties and Responsibilities	a) Provides technical and administrative support to handling lawyers in the conduct of preliminary investigation and evaluation of administrative complaints filed against Health Care Providers (HCPs) and Member; b) Conducts research/investigation relative to administrative complaints filed against HCPs and Members; c) Prepares/drafts Resolution on administrative complaints filed against HCPs and Members; d) Performs complete staff work in the preparation and drafting of Formal Charge against HCPs and Members; and e) Performs other tasks that are assigned to a Job Order Contractor as deemed necessary

Application period: **July 22, 2024 to August 1, 2024**

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Attorney IV Protests and Appeals Review Department (PARD) 12 Php 4,579.97 2
Qualification Standards:	Education: Bachelor of Laws Experience: 2 years relevant experience Training: 8 hours of relevant training Eligibility: RA 1080 (Law)
Duties and Responsibilities	a) Responsible for providing legal support to the Protests and Appeals Review Department (PARD); reviews and analyzes documents such as notes, memoranda, circulars, correspondences, orders, reports, briefs, and arguments based on statutory laws or decision; b) Review Resolutions prior the recommendation of the Division Chief (DC) and approval of the Senior Manager; and c) Performs such other functions as may be assigned by the Division Chief and Department Manager.

Application period: **July 22, 2024 to August 1, 2024**

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Legal Researcher III Protests and Appeals Review Department (PARD) 11 Php 2,835.66 6
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: 2 years relevant experience Training: 8 hours of relevant training Eligibility: None required
Duties and Responsibilities	a) Prepares drafts of legal documents such as resolutions, notes, memoranda, circulars correspondences, orders, reports, briefs, and arguments based on statutory laws or decision; b) Researches and studies legal records and documents to gather data applicable to appeals on denied claims; and c) Performs other duties as may be assigned by the Division Chief (DC) and Department Manager.

Application period: **July 22, 2024 to August 1, 2024**

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Medical Specialist III Protests and Appeals Review Department (PARD) 12 Php 4,579.97 7
Qualification Standards:	Education: Doctor of Medicine Experience: 2 years relevant experience Training: 8 hours of relevant training Eligibility: RA 1080 (Medicine)
Duties and Responsibilities	a) Reviews and evaluates appeals on denied claims according to policies and rules and submits recommendations for review of the Medical Officer VII; b) Ensures that all appeals are evaluated as regards medical aspect within guidelines and policies of the Corporation; c) Validates eligibility requirements and other indicators required before and after medical evaluation review; d) Establishes facts/information needed in deciding and recommends measures on what action to take on submitted claims; e) Formulates and suggests measures to improve the process and policies in appeals review; f) Conducts direct contact with appellants for more in-depth medical opinion; and g) Performs such other functions as may be assigned by the Division Chief and Department Manager.

Application period: **July 22, 2024 to August 1, 2024**

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Social Insurance Assistant I Protests and Appeals Review Department (PARD) 6 Php 1,215.71 1
Qualification Standards:	Education: Completion of two years studies in college Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: None required
Duties and Responsibilities	<p>a) Provides administrative assistance to the PARD Division (A/B) and performs a variety of administrative tasks:</p> <ul style="list-style-type: none"> • Receives docketed appealed claims from Admin-Docketing Section. • Prepares various administrative documents as directed. • Drafts deficiency letters for appealed claims with deficient medical records as requested by the Medical Specialists and prepares pertinent documents and transmittal for release to PRID-Records Section. • Prepares annexes as needed <p>b) Performs day-to-day operational work which typically involves recording and routing of documents:</p> <ul style="list-style-type: none"> • Establishes and maintains a systematic and updated filing system of documents of Office • Ensures that all supporting documents are complete and other requirements complied with before they are forwarded to the concerned personnel. • Prepares and photocopy claim documents and Resolution depending on the number of copy furnish and appeal decision. <p>c) Performs other tasks as may be assigned.</p>

Application period: **July 22, 2024 to August 1, 2024**

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Medical Specialist III PhilHealth Plus, OEVP/COO 12 Php 4,579.97 2
Qualification Standards:	Education: Doctor of Medicine Experience: 2 years relevant experience Training: 8 hours of relevant training Eligibility: RA 1080 (Medicine)
Duties and Responsibilities	<p>The Medical Doctors sought for the position will be tasked to perform the following, among other related activities:</p> <ul style="list-style-type: none"> a) Policy and/or technical writing; b) Policy Review; c) Performs complete staff work in the preparation and drafting of policy, reports, memoranda, correspondences and other documents relevant to policy crafting and communication; d) Represent the Corporation in matters concerned with PhilHealth Plus; e) Perform Networking and Health Care Facilities (HCF) engagement; and f) Perform other tasks as instructed by the Head of PhilHealth Plus.

Application period: **July 22, 2024 to August 1, 2024**

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Research Specialist (Research Assistant) PhilHealth Plus, OEVP/COO 10 Php 2,384.23 2
Qualification Standards:	Education: Bachelor's degree Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: None required
Duties and Responsibilities	Under general supervision, the researcher shall, among other related activities: a) Conduct research activities related to the development of PhilHealth Plus policy and operations; b) Shall assist the MS III in policy drafting; c) Perform complete staff work in the preparation and drafting of policy drafts, reports, memoranda, correspondences and other documents relevant to policy crafting and communication; d) Coordinate with internal and external stakeholders pertaining to the development of PhilHealth Plus; and e) Perform other tasks as instructed by the Head of PhilHealth Plus.

Application period: **July 22, 2024 to August 1, 2024**

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Information Systems Analyst II PhilHealth Plus, OEVP/COO 10 Php 2,384.23 3
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: 1 year relevant experience Training: 4 hours of relevant training Eligibility: None required
Duties and Responsibilities	Under general supervision the Data Analyst shall, among others: a) Develop the system requirements for PhilHealth Plus processing; b) Perform complete staff work in the preparation and drafting of forms, reports, memoranda, correspondences and other documents relevant to IT processes of the Corporation; c) Coordinate with ITMD all data management and IT concerns of the PhilHealth Plus Team and PhilHealth Plus itself; and d) Perform other tasks as instructed by the Head of PhilHealth Plus.

Application period: **July 22, 2024 to August 1, 2024**

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Financial Analyst I PhilHealth Plus, OEVP/COO 8 Php 1,752.06 1
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: None required Training: None required Eligibility: None required
Duties and Responsibilities	Under general supervision, the financial analyst will be: a) Handling banking and finance related matters pertaining to health insurance operations, among others; b) Coordinating with offices of the Finance Management Sector re: banking, finance, budget related matters pertaining to the operations of PhilHealth Plus and its office; c) Performing other tasks as instructed by the Head of PhilHealth Plus.

Application period: **July 22, 2024 to August 1, 2024**

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Social Insurance Assistant I PhilHealth Plus, O EVP/COO 6 Php 1,215.71 4
Qualification Standards:	Education: Completion of two years studies in college Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: None required
Duties and Responsibilities	<p>Under general supervision, the Social Insurance assistant I shall conduct marketing activities for PhilHealth Plus such as but not limited to the following:</p> <ul style="list-style-type: none"> a) Information Education Campaign (IEC) similar to reach out activities; b) negotiate with possible clients/agencies re: getting PhilHealth Plus for their agency; c) Prepare marketing strategies related to potential members' appreciation and acceptance of PhilHealth Plus; d) Handle design of events and marketing paraphernalia; e) Coordinate with Corporate Marketing and the Corporate Affairs Group re: marketing, promotional, event needs of PhilHealth Plus; and f) f) Perform other tasks as instructed by the Head of PhilHealth Plus.

Application period: **July 22, 2024 to August 1, 2024**

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Clerk III PhilHealth Plus, OEVP/COO 5 Php 1,081.14 2
Qualification Standards:	Education: Completion of two years studies in college Experience: None required Training: None required Eligibility: None required
Duties and Responsibilities	Under general supervision, the logistics / admin personnel shall handle: a) Administrative concerns such as budgeting, planning, filing, records keeping, routing of documents, and basic communication writing, among others; b) HR concerns such as DTR transmittal; leave filing, among others; c) property/supplies management; and d) d) other tasks as instructed by the Head of PhilHealth Plus.

Application period: **July 22, 2024 to August 1, 2024**