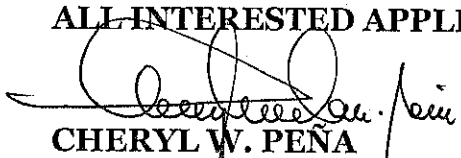


19 September 2024

**HRD MEMORANDUM**No. 2024-09-127**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 **September 30, 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 Positions (Reposting)

<b>Position Title:</b> <b>Item No./s:</b> <b>Office Assignment:</b> <b>Job Grade:</b> <b>Daily Rate:</b> <b>No. of Vacant Positions:</b>	<b>Auditing Systems Specialist II</b> <b>JO-24-HDOFC0001</b> <b>JO-24-HDOFC0002</b> <b>Internal Audit Group - Task Force IT Audit</b>  <b>10</b> <b>Php 2,384.23</b> <b>2</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>	<b>General Description:</b> <ol style="list-style-type: none"> <li>a) Has broad knowledge in Information and Communication Technology (ICT) concepts and procedures with considerable amount of practical/working knowledge gained through experience;</li> <li>b) Develops application programs and/or scripts for data extraction, data analytics and data mining;</li> <li>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</li> <li>d) Performs assignments and typically receives instruction direction and moderate level of guidance from the Supervising Auditing Systems Specialist.</li> </ol> <b>Specific Description:</b> <ol style="list-style-type: none"> <li>a) Audit Engagement Planning duties and responsibilities:               <ul style="list-style-type: none"> <li>• 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;</li> <li>• Completes the audit in the least time necessary, without compromising its quality and is directed to the key issues that matter most;</li> <li>• 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;</li> <li>• 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</li> </ul> </li> </ol>

## LIST OF VACANCIES

### Job Order Positions (Reposting)

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|  | <ul style="list-style-type: none"> <li>• Develops application programs and/or scripts for data extraction, data analytics and data mining.</li> </ul> <p>b) Audit Execution duties and responsibilities:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• 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;</li> <li>• Participates in the entry conference; and</li> <li>• 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);</li> <li>• 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</li> <li>• 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.</li> </ul> <p>c) Audit Reporting duties and responsibilities:</p> <ul style="list-style-type: none"> <li>• 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;</li> </ul> |
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## LIST OF VACANCIES

### Job Order Positions (Reposting)

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|  | <ul style="list-style-type: none"> <li>• 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;</li> <li>• 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;</li> <li>• 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.</li> </ul> <p>d) Audit Follow-up duties and responsibilities:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• Requires Management/Auditee to inform Group Manager of the status of implementation of approved audit observations and recommendations;</li> <li>• 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</li> <li>• 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</li> <li>• Prepares audit monitoring/follow-up working paper.</li> </ul> <p>e) Performs other related duties and responsibilities that may be assigned or required.</p> |
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