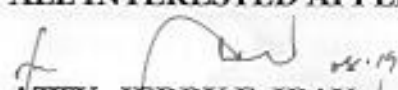




August 19, 2024

TO : ALL INTERESTED APPLICANTS

FROM :  **ATTY. JERRY F. IBAY**
Regional Vice President

SUBJECT : Notice of Vacancies of Job Order Positions

Attached is the list of anticipated vacancies for Job Order positions in the Corporation with the corresponding salary grade and qualifications standard, 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 HR Unit 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 Unit (HRU) at PhilHealth Regional Office IV-B, XentroMall Batangas City, Diversion Road, Alangilan, Batangas City** or email recruitment.pro4b@gmail.com with the subject line format: Application to vacant «Position Title» until **August 30, 2024**.

ADV 2024-08-014

Approved for Posting

DATE: 8/21/2024 

List of requirements to be submitted:

Internal Applicant:

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:

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
 - a. 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
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 HR Unit at (043) 723-9237 local 5217 for queries on matters not covered by this advisory.

LIST OF VACANCIES

Job Order

ADN 2024-08-014

Application Period: August 19 – 30, 2024

Approved for Posting

DATE: 8/21/2024 *[Signature]*

<p>Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:</p>	<p>Information Systems Analyst II ITMS 10 Php 2,384.23 1</p>
<p>Qualification Standard (QS):</p>	<p>Education: Bachelor's Degree relevant to the job Work Experience: 1 year of relevant experience Training: Four (4) hours of relevant training Eligibility: None Required</p>
<p>Duties and Responsibilities</p>	<ul style="list-style-type: none"> a) Strengthen the implementation of PhilHealth KonSulTa <ul style="list-style-type: none"> ✓ Familiarize the current existing policy ✓ Ensure there is a mutual comprehension and conformity on the KonSulTa system application woks across the PRO and LHIOs ✓ Keep up to date with the current advisory implementation of the policy ✓ Familiarize the process essential to PhilHealth KonSulTa b) Conduct and report rapid assessment <ul style="list-style-type: none"> ✓ Conduct a comprehensive rapid assessment of relevant areas or issues pertinent to the PhilHealth KonSulTa scope of work, analyzing data and findings to identify key insights and recommendations. Prepare a detailed report outlining assessment results, insights, and proposed actions. c) Complete the rapid assessment report. <ul style="list-style-type: none"> ✓ Compile and finalize the rapid assessment report, ensuring that all relevant information, analyses, and recommendations are accurate documented and presented in a clear and organize manner. d) System Analysis <ul style="list-style-type: none"> ✓ Conduct detailed analysis of existing information systems to identify inefficiencies and areas for improvement. ✓ Assist in design and development of PhilHealth KonSulTa system specifications, diagrams, and flowcharts to enhance current systems or create new ones. e) System Implementation and Maintenance <ul style="list-style-type: none"> ✓ Oversee the installation and configuration of software and hardware systems in relation to PhilHealth KonSulTa related applications.

LIST OF VACANCIES

Job Order

Application Period: August 19 – 30, 2024

	<ul style="list-style-type: none">✓ Perform regular system maintenance, updates, and patches to ensure smooth operation.✓ To do troubleshooting of system issues and implement solutions to prevent recurrence for facilities and PhilHealth KonSulTa affiliated facilities. <p>f) User Support and Training</p> <ul style="list-style-type: none">✓ Provide technical support and guidance to system users across the regional office assigned, including the LHIOs and KonSulTa Package Providers.✓ Assist or propose the conduct of training sessions and create user manuals to facilitate effective use of information systems.✓ Respond to user inquiries and issues promptly, ensuring minimal disruption to operations. <p>g) System Security and Compliance</p> <ul style="list-style-type: none">✓ Implement and monitor security measures to protect data and systems from unauthorized access and cyber threats.✓ Ensure compliance with relevant laws, regulations, and organizational policies regarding data privacy and information security.✓ Conduct regular audits and assessments to identify and mitigate security vulnerabilities. <p>h) Project Management</p> <ul style="list-style-type: none">✓ Assist or participate in projects related to PhilHealth KonSulTa system development, upgrades, and integrations.✓ Coordinate with various departments and external vendors to ensure project objectives are met on time and within budget.✓ Monitor project progress, prepare status reports, and escalate issues as needed. <p>i) Documentation and Compliance</p> <ul style="list-style-type: none">✓ Maintain comprehensive documentation of PhilHealth KonSulTa systems, processes, and procedures.✓ Ensure that all IT documentation in relation to PhilHealth KonSulTa is up-to-date and accessible to relevant stakeholders.✓ Assist in the development and enforcement of IT policies and procedures.
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LIST OF VACANCIES Job Order

Application Period: August 19 – 30, 2024

<p>Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:</p>	<p>Social Insurance Officer III HCDMD - BAS 10 Php 2,384.23 1</p>
<p>Qualification Standard (QS):</p>	<p>Education: Bachelor's Degree relevant to the job Work Experience: 1 year of relevant experience Training: Four (4) hours of relevant training Eligibility: None Required</p>
<p>Duties and Responsibilities</p>	<ul style="list-style-type: none"> a) Strengthen the implementation of PhilHealth KonSulTa <ul style="list-style-type: none"> ✓ Familiarize the current existing policy PhilHealth KonSulTa ✓ Ensure there is a mutual comprehension and conformity in policy implementation across the PRO and LHIOs ✓ Keep up to date with the current advisory and implementation of the policy ✓ Familiarize the process essential to PhilHealth KonSulTa b) Conduct and report rapid assessment <ul style="list-style-type: none"> ✓ Conduct a comprehensive rapid assessment of relevant areas or issues pertinent to the PhilHealth KonSulTa scope of work, analyzing data and findings to identify key insights and recommendations. Prepare a detailed report outlining assessment results, insights, and proposed actions. c) Complete the rapid assessment report. <ul style="list-style-type: none"> ✓ Compile and finalize the rapid assessment report, ensuring that all relevant information, analyses, and recommendations are accurately documented and presented d) Provide necessary assistance to KonSulTa Package Providers <ul style="list-style-type: none"> ✓ Assist KPP in issues regarding PhilHealth KonSulTa implementation, such as but not limited to orientation, information dissemination, accreditation, request for payment of services, monitoring of compliance to the standard of the Corporation, endorsement of issues to the appropriate offices and monitoring for updates.

LIST OF VACANCIES

Job Order

Application Period: August 19 – 30, 2024

	<ul style="list-style-type: none">e) Monitoring of KonSulTa Data<ul style="list-style-type: none">✓ Develop and maintain a system for tracking all essential PhilHealth KonSulTa related documentation, including but not limited to list of accredited KPPs, registered members, beneficiaries benefit availment, SAP generated and paid per tranches, manpower, catchment population and annual capacity for each KPPs.f) Coordinate with LHIOs KonSulTa Point Person<ul style="list-style-type: none">✓ Provide and/or request assistance in managing KPPs (data, policy implementation, issues, etc.)g) Draft communication to internal/external stakeholders<ul style="list-style-type: none">✓ Create a clear and concise communication addressing key updates, announcements, or directives for internal and/or external stakeholders, ensuring timely dissemination of relevant information.h) Draft short issuances e.g, clarificatory memo, advisory.<ul style="list-style-type: none">✓ Prepare brief and precise documents such as clarificatory memos or advisories to provide guidance or clarification on specific policies, procedures, or issues, ensuring accuracy and adherence to relevant guidelines.i) Document meetings, discussion and write the Minutes of Meeting with highlights of meetings
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LIST OF VACANCIES

Job Order

Application Period: August 19 – 30, 2024

<p>Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:</p>	<p>Administration Services Assistant C Field Operations Division 6 Php 1,215.71 1</p>
<p>Qualification Standard (QS):</p>	<p>Education: Bachelor's Degree relevant to the job Work Experience: 1 year of relevant experience Training: Four (4) hours of relevant training Eligibility: None Required</p>
<p>Duties and Responsibilities</p>	<ul style="list-style-type: none"> a) Strengthen the implementation of PhilHealth KonSulTa <ul style="list-style-type: none"> ✓ Familiarize the current existing policy of PhilHealth KonSulTa ✓ k) Keep up to date with the current advisory and implementation of the policy ✓ Familiarize the process essential to PhilHealth KonSulTa b) Streamlined Documentary Management <ul style="list-style-type: none"> ✓ Develop and maintain a system for tracking all essential team documentation, including daily time records, training certificates, travel authorizations, meeting minutes, and other engagement records. ✓ Regularly review and update the documentation system to ensure accuracy and completeness. ✓ Maintain a centralized repository (physical or electronic) for all team documentation, ensuring easy access and retrieval for authorized personnel. c) Enhanced Team Engagement and Awareness <ul style="list-style-type: none"> ✓ Proactively create and distribute calendar invites with detailed information for upcoming trainings, travel, meetings, and other team engagements. ✓ Utilize multiple communication channels (e.g., email, internal messaging platforms) to remind team members of deadlines, important dates, and upcoming events. ✓ Maintain a centralized information hub (e.g., bulletin board, online platform) to display upcoming deadlines, training schedules, and other relevant team information. ✓ Track team member participation in trainings, meetings, and other engagements, and report on overall attendance to relevant authorities

LIST OF VACANCIES

Job Order

Application Period: August 19 – 30, 2024

	<p>when required.</p> <p>d) Manage Team Supplies, Project Procurement, and Venue Leases</p> <ul style="list-style-type: none">✓ Maintain an inventory of essential office supplies for the team.✓ Manage the distribution of supplies to team members based on established procedures and needs.✓ Assist in identifying and researching required materials, equipment, or services for project implementation.✓ Conduct vendor analysis and comparisons based on price, quality, and delivery time. •✓ Develop and manage a system for identifying potential venues for team meetings, events, or project-related activities.✓ Conduct thorough research and canvass pricing options from various reputable venues matching project requirements (location, size, amenities). <p>e) Prepares various administrative documents as directed.</p> <ul style="list-style-type: none">✓ Prepare various administrative documents, such as meeting minutes, personnel orders, reports, reimbursements, procurements and travel requests, as directed by supervisors.✓ Ensure all documents are accurate, formatted correctly, and submitted within designated deadlines.
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LIST OF VACANCIES

Job Order

Application Period: August 19 – 30, 2024

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Social Insurance Assistant I Public Affairs Unit 6 Php 1,215.71 2
Qualification Standard (QS):	Education: Completion of two (2) years studies in college Work Experience: 1 year of relevant experience Training: Four (4) hours of relevant training 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, 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) Develop and implement social media strategies to increase brand awareness and engagement for PhilHealth Regional office; d) Create and manage social media content (images, videos and info-graphics); e) Monitor and analyze social media metrics to measure the effectiveness of campaigns and make data driven decisions; f) Engage with followers and respond to comments, inquiries, and feedback in a timely manner; g) Collaborate with other teams, such as marketing and communications to ensure brand consistency across all social media platforms; h) Keep up to date with the latest social media trends, tools and best practices; i) Research and identify opportunities for partnerships and collaborations with influencers and relevant organizations; j) Manage social media advertising campaigns; k) Track and report on key performance indicators (KPIs). to evaluate the success of social media efforts; l) Ensure compliance with relevant laws, regulations and policies in the use of social media platforms; and m) Performs other duties that may be assign and delegated by the direct supervisor or other higher authorities within the Department.