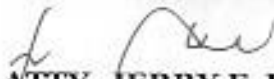


August 22, 2024

TO : ALL INTERESTED APPLICANTS

FROM : 
ATTY. JERRY F. IBAY
Regional Vice President


SUBJECT : **Erratum in the Notice of Vacancies of Job Order Positions dated August 19, 2024 with Application Period: August 19 – 30, 2024**

Please be informed of the modifications of the duties and responsibilities of the following positions that has been posted at the bulletin boards of PRO and LHIOs and at the social media, through the Notice of Vacancies of Job Order Positions dated August 19, 2024 with application period August 19 – 30, 2024:

Place of Assignment	Position Title and Job Grade
HCDMD - BAS	Social Insurance Officer III, JG - 10
ITMS	Information System Analyst II, JG-10
FOD	Administrative Services Assistant C, JG - 6

Attached is the List of Vacancies of Job Order with revised duties and responsibilities.

For information and guidance.

APV 2024-08-015
Approved for Posting
Date: 8/30/2024 Signed: 

LIST OF VACANCIES

Job Order

Application Period: August 16 – 29, 2024

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions:	Information Systems Analyst II ITMS 10 Php 2,384.23 1
Qualification Standard (QS):	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
Modified Duties and Responsibilities	<ol style="list-style-type: none"> 1. <i>Familiarizes the current existing policies related to PhilHealth KonSulTa monitoring</i> 2. <i>Familiarizes the process essential to PhilHealth KonSulTa availment and payment</i> 3. <i>Participates in the conduct and report rapid assessment of PhilHealth KonSulTa</i> 4. <i>System Analysis</i> <ol style="list-style-type: none"> a. <i>Conducts detailed analysis of existing information systems to identify inefficiencies and areas for improvement.</i> b. <i>Assists in design and development of PhilHealth KonSulTa system specifications, diagrams, and flowcharts to enhance current systems or create new ones</i> 5. <i>System Implementation and Maintenance</i> <ol style="list-style-type: none"> a. <i>Oversees the installation and configuration of software and hardware systems in relation to PhilHealth KonSulTa related applications.</i> b. <i>Performs regular system maintenance, updates, and patches to ensure smooth operation.</i> c. <i>Troubleshoots system issues and implement solutions to prevent recurrence for facilities and PhilHealth KonSulTa affiliated facilities.</i> 6. <i>User Support and Training</i> <ol style="list-style-type: none"> a. <i>Provide technical support and guidance to system users across the regional office assigned, including the LHIOs and KonSulTa Package Providers.</i> b. <i>Assist or propose the conduct of training sessions and create user manuals to facilitate effective use of information systems.</i>

LIST OF VACANCIES

Job Order

Application Period: August 16 – 29, 2024

	<p>c. <i>Respond to user inquiries and issues promptly, ensuring minimal disruption to operations.</i></p>
	<p>7. <i>System Security and Compliance</i></p> <p>a. <i>Implements and monitor security measures to protect data and systems from unauthorized access and cyber threats.</i></p>
	<p>b. <i>Ensures compliance with relevant laws, regulations, and organizational policies regarding data privacy and information security.</i></p> <p>c. <i>Conducts regular audits and assessments to identify and mitigate security vulnerabilities.</i></p> <p>8. <i>Project Management</i></p> <p>a. <i>Assists or participate in projects related to PhilHealth KonSulTa system development, upgrades, and integrations.</i></p> <p>b. <i>Coordinates with various departments and external vendors to ensure project objectives are met on time and within budget.</i></p> <p>c. <i>Monitors project progress, prepare status reports, and escalate issues as needed.</i></p> <p>9. <i>Documentation and Compliance</i></p> <p>a. <i>Maintain comprehensive documentation of PhilHealth. KonSulTa systems, processes, and procedures.</i></p> <p>b. <i>Ensure that all IT documentation in relation to PhilHealth KonSulTa is up-to-date and accessible to relevant stakeholders.</i></p> <p>c. <i>Assist in the development and enforcement of IT policies and procedures.</i></p> <p>10. <i>When necessary, extracts and generates of other KonSulTa data/report (registration, FPE etc.) at the PRO level</i></p> <p>11. <i>Informs Central Office of the KonSulTa issues through the OS ticketing system, and monitors their progress, and updates appropriate PRO office</i></p>

LIST OF VACANCIES

Job Order

Application Period: August 16 – 29, 2024

Position Title:
Office Assignment:
Job Grade:
Daily Rate:
No. of Vacant Positions:

Social Insurance Officer III
HCDMD - BAS
10
Php 2,384.23
1

Qualification Standard (QS):

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

Modified Duties and Responsibilities

- I. *Pursues, retains, and updates knowledge on PhilHealth KonSulTa and related policies, standard operating procedures, processes including claims processing, system, and functions.*
 1. *Familiarizes with the PhilHealth KonSulTa policies and other policies affecting KonSulTa implementation.*
 2. *Familiarizes the processes essential to PhilHealth KonSulTa implementation.*
 3. *Familiarizes with the various offices/divisions in the Central Office and PROs who have roles in the implementation of PhilHealth KonSulTa.*
 4. *Familiarizes with claims processing of PhilHealth, the PhilHealth KonSulTa SOPs and the related systems for payment.*
- II. *Process PhilHealth KonSulTa payment in accordance with the existing SOPs, WINS, and other issuances*
 1. *Performs SAP generation.*
 2. *Evaluates SAP ledger and registration master list*
 3. *Cancels SAP if with discrepancy*
 4. *Endorses "good" SAP to BDVS generation unit*
 5. *Generates forms (PABN, BDVS) that are necessary for- payment and submit them with attachments for approval of payment*
 6. *Perform SAP cancellation when applicable.*
- III. *Monitoring of Implementation and Performance of Providers*
 1. *Participates in the conduct and report of rapid assessment*

LIST OF VACANCIES

Job Order

Application Period: August 16 – 29, 2024

	<p>2. <i>Compiles and finalizes the rapid assessment report</i></p> <p><i>IV. Assistance to Clients</i></p> <p>1. <i>Assists health care providers who seek assistance from PRO regarding payment and performance issues</i></p> <p>2. <i>Assist beneficiaries who seek assistance from PRO regarding their benefit availment.</i></p> <p>3. <i>When necessary, orients providers and beneficiaries</i></p> <p><i>V. Monitors KonSulTa Data</i></p> <p>1. <i>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.</i></p> <p><i>VI. Coordinates with LHIOs KonSulTa Point Person</i></p> <p>1. <i>Provides and/or requests assistance in managing KPPs (data, policy implementation, Issues, etc.)</i></p> <p><i>VII. Documentation and Admin Support</i></p> <p>1. <i>Drafts communication to internal/external stakeholders for review and approval of HCDMD</i></p> <p>2. <i>Documents meetings, • discussion and write the Minutes of Meeting with highlights of meetings conducted by HCDMD</i></p>
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LIST OF VACANCIES

Job Order

Application Period: August 16 – 29, 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>Modified Duties and Responsibilities</p>	<ol style="list-style-type: none"> 1. Strengthen the implementation of PhilHealth KonSulTa <ul style="list-style-type: none"> • Familiarize the current existing policy of PhilHealth KonSulTa • Keep up to date with the current advisory and implementation of the policy • Familiarize the process essential to PhilHealth KonSulTa 2. Documents meetings at the FOD level related to PhilHealth KonSulTa 3. Coordination with LHIOs in the PhilHealth KonSulTa implementation 4. Collects and consolidate report of social marketing from LHIOS, for submission to the Central Office 5. Drafts communication related to PhilHealth KonSulTa from FOD to Internal and external stakeholders. 6. Liaises between FOD, BAS, AQAS, IT to address PhilHealth KonSulTa Issues