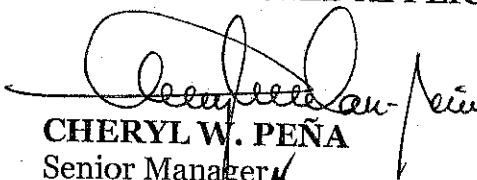


9 January 2025

HRD MEMORANDUMNo. 2025- 01- 086**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:

- Submitted beyond the publication/posting period;**
- Documents not properly filled-out; and/or,**
- 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 1505, 15th floor CityState Center Bldg., 709 Shaw Blvd., Brgy. Oranbo, Pasig City** or email recruitment@philhealth.gov.ph with the subject line format: Application to vacant Job Order <Position Title> until **January 20, 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: Office Assignment: Position Reference No. Job Grade: Daily Rate: No. of Vacant Positions:	Social Insurance Assistant I Member Management Group (to be assigned under the Special Programs Department) JO-22-03184 6 Php 1,215.71 1
Qualification Standards:	Education : Completion of 2 years studies in college Experience: 1 year of relevant experience Training : 4 hours of relevant training Eligibility : None required
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Assist in the implementation of PhilHealth Accounts Management and Monitoring System (PAMMS) for Overseas Filipinos; 2. Assist in related activities of the Special Programs Department; and 3. Perform other additional tasks as may be deemed necessary.

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions: Item No. :	Medical Specialist III PhilHealth UHC Surge Team, OPCEO (Sub-Team: Primary Care and Outpatient Benefits) 12 Php 4,579.97 1 JO-23-04219
Qualification Standards:	Education: Doctor of Medicine Experience: 2 years relevant experience Training: 8 hours of relevant training Eligibility: RA 1080 (Medicine)
Job Summary	Provide technical support in the development of policies on primary care and outpatient services, including all its support mechanism to include, but not limited to standard operating procedures, manual of operations, and IT systems.
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Function as a Medical Specialist III exclusively for the PHIC UHC Surge Team under the supervision of the Lead Head 2) Provide technical support in the development of policies on primary care and outpatient services, including all its support mechanisms to include, but not limited to standard operating procedures, manual of operations, and IT systems 3) Lead the development of the comprehensive outpatient benefit package of PhilHealth 4) Provide technical assistance to the implementation and monitoring of the roll out of these policies in the UHC integrated sandbox sites or the HCPN Demonstration sites 5) Participate or facilitate necessary internal and external stakeholder engagements related to the development of outpatient benefits 6) Attend and assist in activities related to the HCPN Demonstration Program 7) Perform other related tasks assigned by the Lead Head of the UHC Surge Team 8) Comply with the documentary requirements of the Human Resource Department (HRD) of PhilHealth upon hiring of this position and continually abide by other requirements as deemed necessary

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions: Item No. :	Medical Specialist III PhilHealth UHC Surge Team, OPCEO (Sub-team: Inpatient Benefits) 12 Php 4,579.97 1 JO-23-04220
Qualification Standards:	Education: Doctor of Medicine Experience: 2 years relevant experience Training: 8 hours of relevant training Eligibility: RA 1080 (Medicine)
Job Summary	Lead the development of UHC inpatient benefit through the Philippine DRG and GB payments, including all its support mechanism to include, but not limited to standard operating procedures, manual of operations, and IT systems.
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Function as a Medical Specialist III exclusively for the PHIC UHC Surge Team under the supervision of the Lead Head 2) Lead the development of UHC inpatient benefits through the Philippine Diagnosis-Related Groups (DRG) and Global Budget (GB) payments, including all its support mechanisms to include, but not limited to standard operating procedures, manual of operations, and IT systems 3) Provide implementation support in the pilot of Philippine DRGs, GB payments, and Shadow Billing of DRGs 4) Facilitate engagement of medical and surgical societies for the refining of Philippine DRGs and Implementation of an All Case Rates-Based Global Budget (GB) 5) Attend and participate in the necessary HCPN Demonstration-related activities. 6) Perform other related tasks assigned by the Lead Head of the UHC Surge Team 7) Comply with the documentary requirements of the Human Resource Department (HRD) of PhilHealth upon hiring of this position and continually abide by other requirements as deemed necessary by the HRD.

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions: Item No. :	CHIEF SOCIAL INSURANCE OFFICER (Chief Social Insurance Specialist, Supervising Health Program Officer) PhilHealth UHC Surge Team, OPCEO (Sub-Team: Primary Care and Outpatient Benefits) 12 Php 4,579.97 1 JO-23-04224
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: 4 years relevant experience Training: 24 hours of relevant training Eligibility: None required
Job Summary	Provide technical support in the development of UHC policies on primary care and outpatient services, including all its support mechanism to include, but not limited to standard operating procedures, manual of operations, and IT systems.
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Function as a Chief Social Insurance Officer (Chief Social Insurance Specialist, Supervising Health Program Officer) exclusively for the PHIC UHC Surge Team under the supervision of the Lead Head 2) Provide technical support in the development of UHC policies on primary care and outpatient services, including all its support mechanisms to include, but not limited to standard operating procedures, manual of operations, and IT systems. 3) Directly contribute to the development of the comprehensive outpatient benefit package of PhilHealth. 4) Directly provide technical assistance to the implementation of these policies in the UHC integrated sandbox sites or the HCPN Demonstration sites 5) Participate or facilitate necessary internal and external stakeholder engagements related to the development of outpatient benefits 6) Attend necessary activities related to the HCPN Demonstration Program 7) Perform other related tasks assigned by the Lead Head of the UHC Surge Team 8) Comply with the documentary requirements of the Human Resource Department (HRD) of PhilHealth upon hiring of this position and continually abide by other requirements as deemed necessary.

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions: Item No. :	CHIEF SOCIAL INSURANCE OFFICER (Chief Social Insurance Specialist, Supervising Health Program Officer) PhilHealth UHC Surge Team, OPCEO (Sub-Team: Inpatient Benefits) 12 Php 4,579.97 1 JO-23-04225
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: 4 years relevant experience Training: 24 hours of relevant training Eligibility: None required
Job Summary	Lead the development of UHC inpatient benefit through the Philippine DRG and GB payments, including all its support mechanism to include, but not limited to standard operating procedures, manual of operations, and IT systems.
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Function as a Chief Social Insurance Officer (Chief Social Insurance Specialist, Supervising Health Program Officer) exclusively for the PHIC UHC Surge Team under the supervision of the Lead Head 2) Lead the development of UHC inpatient benefits through the Philippine Diagnosis-Related Groups (DRG) and Global Budget (GB) payments, including all its support mechanisms to include, but not limited to standard operating procedures, manual of operations, and IT systems. 3) Provide implementation support in the pilot of Philippine DRGs, GB payments, and Shadow Billing of DRGs 4) Facilitate engagement of medical and surgical societies for the refining of Philippine DRGs and Implementation of an All Case Rates-Based Global Budget (GB) 5) Attend and participate in the necessary HCPN Demonstration-related activities. 6) Perform other related tasks assigned by the Lead Head of the UHC Surge Team 7) Comply with the documentary requirements of the Human Resource Department (HRD) of PhilHealth upon hiring of this position and continually abide by other requirements as deemed necessary by the HRD.

LIST OF VACANCIES

Job Order

Position Title:	CHIEF SOCIAL INSURANCE OFFICER (Chief Social Insurance Specialist, Supervising Health Program Officer)
Office Assignment:	PhilHealth UHC Surge Team, OPCEO Sub-team: Network Contracting and Payment Complement (HCPN Demonstration Implementation Team)
Job Grade:	12
Daily Rate:	Php 4,579.97
No. of Vacant Positions:	1
Item No. :	JO-23-04226
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: 4 years relevant experience Training: 24 hours of relevant training Eligibility: None required
Job Summary	Provide technical and operational support in the development, implementation, and monitoring of UHC policies for the HCPN Demonstration Program or the UHC integrated sandbox sites.
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Function as a Chief Social Insurance Officer (Chief Social Insurance Specialist, Supervising Health Program Officer) exclusively for the PHIC UHC Surge Team under the supervision of the Lead Head 2) Provide technical and operational support in the development, implementation, and monitoring of UHC policies for the HCPN Demonstration Program or the UHC integrated sandbox sites. 3) Oversee the implementation of all health financing reforms under the HCPN Demonstration Program, including all its support mechanisms to include, but not limited to standard operating procedures, manual of operations, and IT systems. 4) Participate or facilitate necessary internal and external stakeholder engagements related to the HCPN Demonstration Program. 5) Oversee all HCPN Demonstration - related activities. 6) Perform other related tasks assigned by the Lead Head of the UHC Surge Team 7) Comply with the documentary requirements of the Human Resource Department (HRD) of PhilHealth upon hiring of this position and continually abide by other requirements as deemed necessary.

LIST OF VACANCIES

Job Order

Position Title:	Supervising Social Insurance Officer (Supervising Health Program Officer)
Office Assignment:	PhilHealth UHC Surge Team, OPCEO (Sub-Team: Network Contracting and Payment Complement (HCPN Demonstration Implementation Team))
Job Grade:	12
Daily Rate:	Php 4,579.97
No. of Vacant Positions:	1
Item No. :	JO-23-04228
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: 3 years relevant experience Training: 16 hours relevant training Eligibility: None required
Job Summary	Provide technical and operational support in the development, implementation, and monitoring of UHC policies for the HCPN Demonstration Program or the UHC integrated sandbox sites.
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Function as a Supervising Social Insurance Officer (Supervising Health Program Officer) exclusively for the PHIC UHC Surge Team under the supervision of the Lead Head 2) Provide technical and operational support in the development, implementation, and monitoring of UHC policies for the HCPN Demonstration Program or the UHC integrated sandbox sites. 3) Assist in overseeing the implementation of all health financing reforms under the HCPN Demonstration Program, including all its support mechanisms to include, but not limited to standard operating procedures, manual of operations, and IT systems. 4) Assist the CSIO in the fulfillment of tasks related to the outputs of the team 5) Participate or facilitate necessary internal and external stakeholder engagements related to the HCPN Demonstration Program. 6) Facilitate all HCPN Demonstration - related activities. 7) Perform other related tasks assigned by the supervisor 8) Comply with the documentary requirements of the Human Resource Department (HRD) of PhilHealth upon hiring of this position and continually abide by other requirements as deemed necessary.

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions: Item No. :	Information Technology Officer III PhilHealth UHC Surge Team, OPCEO (Sub-Team: Information Technology and Digitalization) 12 Php 4,579.97 1 JO-23-04232
Qualification Standards:	Education: Master's Degree Experience: 4 years in position/s involving management and supervision Training: 24 hours of training in management and supervision Eligibility: None required
Job Summary	Lead the digitization portfolio of UHC benefits, such as the comprehensive outpatient benefit packages, Diagnosis-Related Groups and Global Budget.
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Function as an Information Technology Officer (ITO) III exclusively for the PHIC UHC Surge Team under the supervision of the Lead Head 2) Lead the digitization portfolio of UHC benefits, such as the comprehensive outpatient benefit package, diagnosis-related groups, and global budget. 3) Lead the system development and implementation of the digitization plans of PhilHealth, including but not limited to system instruction manuals. 4) Lead the engagement and liaison with external stakeholders (i.e. outsourcing, technical assistance, etc.) 5) Provide support related to information systems during the pilot implementation 6) Facilitate consultation with managers to define the function of the systems in the organization. 7) Ensure that the systems run smoothly by testing on a regular basis. 8) Prepare costs and benefits analysis on systems. 9) Choose and configure a system's hardware and software. 10) Perform other related tasks assigned by the Lead Head of the UHC Surge Team 11) Comply with the documentary requirements of the Human Resource Department (HRD) of PhilHealth upon hiring of this position and continually abide by other requirements as deemed necessary.

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions: Item No. :	Senior Social Insurance Officer (Senior Health Program Officer) PhilHealth UHC Surge Team, OPCEO (Sub-Team: Primary Care and Outpatient Benefits) 11 Php 2,835.66 1 JO-23-04235
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: 2 years relevant experience Training: 8 hours of relevant training Eligibility: None required
Job Summary	Provide technical and operational support in the development, implementation, and monitoring of UHC policies for the HCPN Demonstration Program or the UHC integrated sandbox sites.
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Function as a Senior Social Insurance Officer (Senior Health Program Officer) exclusively for the PHIC UHC Surge Team under the supervision of the Lead Head 2) Provide technical support in the development of UHC policies on primary care and outpatient services, including all its support mechanisms to include, but not limited to standard operating procedures, manual of operations, and IT systems. 3) Assist the Supervising Social Insurance Officer (Supervising Health Program Officer) in the fulfillment of tasks related to the outputs of the team 4) Assist in the development of the comprehensive outpatient benefit package of PhilHealth. 5) Provide technical assistance to the implementation of these policies in the UHC integrated sandbox sites or the HCPN Demonstration sites 6) Participate in internal and external stakeholder engagements related to the development of outpatient benefits 7) Attend necessary activities related to the HCPN Demonstration Program 8) Perform other related tasks assigned by the supervisor 9) Comply with the documentary requirements of the Human Resource Department (HRD) of PhilHealth upon hiring of this position and continually abide by other requirements as deemed necessary.

LIST OF VACANCIES

Job Order

Position Title: Office Assignment: Job Grade: Daily Rate: No. of Vacant Positions: Item No. :	Senior Social Insurance Officer (Senior Health Program Officer) PhilHealth UHC Surge Team, OPCEO (Sub-Team: Inpatient Benefits) 11 Php 2,835.66 3 JO-23-04236/ JO-23-04237/ JO-23-04238
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: 2 years relevant experience Training: 8 hours of relevant training Eligibility: None required
Job Summary	Provide technical support to the development of UHC inpatient benefits through the Philippine DRG and GB payments, including all its support mechanisms to include, but not limited to standard operating procedures, manual of operations, and IT systems.
Duties and Responsibilities	<ol style="list-style-type: none"> 1) To function as a Senior Social Insurance Officer (Senior Health Program Officer) exclusively for the PHIC UHC Surge Team under the supervision of the Lead Head 2) Provide technical support to the development of UHC inpatient benefits through the Philippine Diagnosis-Related Groups (DRG) and Global Budget (GB) payments, including all its support mechanisms to include, but not limited to standard operating procedures, manual of operations, and IT systems. 3) Provide implementation support in the pilot of Philippine DRGs, GB payments, and Shadow Billing of DRGs 4) Facilitate engagement of medical and surgical societies for the refining of Philippine DRGs and Implementation of an All Case Rates-Based Global Budget (GB) 5) Assist the Supervising Social Insurance Officer (Supervising Health Program Officer) in the fulfillment of tasks related to the outputs of the team 6) Attend and participate in the necessary HCPN Demonstration-related activities. 7) Perform other related tasks assigned by the supervisor 8) Comply with the documentary requirements of the Human Resource Department (HRD) of PhilHealth upon hiring of this position and continually abide by other requirements as deemed necessary by the HRD.

LIST OF VACANCIES

Job Order

Position Title:	Senior Social Insurance Officer (Senior Health Program Officer)
Office Assignment:	PhilHealth UHC Surge Team, OPCEO (Sub-Team: Information Technology and Digitilization)
Job Grade:	11
Daily Rate:	Php 2,835.66
No. of Vacant Positions:	1
Item No. :	JO-23-04240
Qualification Standards:	Education: Bachelor's degree relevant to the job Experience: 2 years relevant experience Training: 8 hours of relevant training Eligibility: None required
Job Summary	Directly contribute to the digitization portfolio of UHC benefits, such as the comprehensive outpatient benefit packages, Diagnosis-Related Groups and Global Budget.
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Function as a Senior Social Insurance Officer (Senior Health Program Officer) exclusively for the PHIC UHC Surge Team under the supervision of the Lead Head 2) Provide technical and operational support in the development, implementation, and monitoring of UHC policies for the HCPN Demonstration Program or the UHC integrated sandbox sites. 3) Assist in overseeing the implementation of all health financing reforms under the HCPN Demonstration Program, including all its support mechanisms to include, but not limited to standard operating procedures, manual of operations, and IT systems. 4) Assist the Supervising Social Insurance Officer (Supervising Health Program Officer) in the fulfillment of tasks related to the outputs of the team 5) Participate or facilitate necessary internal and external stakeholder engagements related to the HCPN Demonstration Program. 6) Facilitate all HCPN Demonstration - related activities. 7) Perform other related tasks assigned by the supervisor 8) Comply with the documentary requirements of the Human Resource Department (HRD) of PhilHealth upon hiring of this position and continually abide by other requirements as deemed necessary.

LIST OF VACANCIES

Job Order

Position Title:	Administration Services Assistant B (Administrative Assistant III)
Office Assignment:	PhilHealth UHC Surge Team, OPCEO (Sub-Team: Administrative Services)
Job Grade:	7
Daily Rate:	Php 1,365.11
No. of Vacant Positions:	1
Item No. :	JO-23-04244
Qualification Standards:	Education: Completion of two years studies in college Experience: 2 years relevant experience Training: 8 hours of relevant training Eligibility: None required
Job Summary	Provide administrative and clerical support to the team, including but not limited to filing and routing of documents, maintaining records, managing office supplies and inventory, and assisting in coordinating schedules and meetings.
Duties and Responsibilities	<ol style="list-style-type: none"> 1) Function as an Administrative Assistant III exclusively for the PHIC UHC Surge Team under the supervision of the Lead Head 2) Provide administrative and clerical support to the team, including but not limited to filing and routing of documents, maintaining records, managing office supplies and inventory, and assisting in coordinating schedules and meetings. 3) Perform other related tasks assigned by the supervisor 4) Comply with the documentary requirements of the Human Resource Department (HRD) of PhilHealth upon hiring of this position and continually abide by other requirements as deemed necessary.