



JOB VACANCIES

Join our team at the University of the Philippines Manila-National Telehealth Center! We are currently hiring for the following positions:

- One (1) Project Manager (CLOSED)
- Five (5) Scrum Masters/Technical Project Coordinators
- Five (5) Lead Software Developers/Senior Software Engineers
- Three (3) Systems Analysts/Applied Research Analysts
- Five (5) Quality Assurance Personnel/Technical Evaluation Specialists
- Ten (10) Software Developers/Computer Programmers
- Five (5) Technical Documentation Specialists
- One (1) Administrative Lead Officer
- Two (2) Administrative Assistants (CLOSED)
- Four (4) Research Associates

Please check this document's sections for the ToRs of each position.

Application Process:

1. Letter of intent addressed to:

Arturo M. Ongkeko, Jr., MSc, RN
Director, National Telehealth Center
National Institutes of Health
University of the Philippines Manila
Ermita, Manila

2. Updated curriculum vitae with a summary of relevant projects
3. Names and contact details of at least three (3) professional references

Interested and qualified applicants are advised to submit the following documents to tinyurl.com/nthc-vacancies and are reviewed on a rolling basis.

Deadline of application: November 6, 2026

Updates to the vacancy are shared through the Center's Facebook page: fb.com/UPMTelehealth



TERMS OF REFERENCE

Position:	Project Manager
Project name:	Source Code Refactoring and Reusability Project, implemented by the University of the Philippines Manila (UPM) for the Philippine Health Insurance Corporation (PhilHealth)
Period covered:	Coterminous with the 12-month project period, subject to any approved extension
Salary:	ONE HUNDRED TWENTY-THREE THOUSAND ONE HUNDRED TWENTY-FOUR PESOS ONLY (Php 123,124.00) monthly, subject to applicable taxes and deductions
Status:	Project-based
Place of assignment:	On-site at the PhilHealth office designated for the Project
Reports to:	UPM Project Lead and Co-Leads (Program Leadership)

Roles and responsibilities

Planning and scheduling

1. Develop and maintain the Program Master Schedule, mapping each workstream's activities to Memorandum of Agreement (MOA) deliverables and milestone dates.
2. Coordinate with workstream (WS) leads in preparing workplans, sprint or squad plans, and resource schedules, and consolidate these into a single integrated plan.
3. Track progress against baseline and initiate re-planning when variances threaten a milestone.

Governance, coordination, and reporting

4. Serve as the day-to-day operational point of coordination between the UPM project team and PhilHealth counterparts, following the communication and escalation protocol set by the Project Lead and Co-Leads, escalating matters that require their decision.
5. Convene, at the direction of the Project Lead, regular meetings of the Project Lead and Co-Leads (at least biweekly) and weekly PM–WS lead meetings, coordinate the logistics of Steering Committee meetings, and serve as secretariat for each, including agenda, minutes, decision logs, and action tracking.
6. Prepare weekly status updates, monthly progress reports, and Steering Committee briefing materials.

Dependency, risk, and issue management

7. Maintain the dependency register of PhilHealth-side prerequisites per workstream (system and repository access, environments, data, documentation, counterpart personnel, and approvals) and follow these up formally.
8. Maintain the Risk and Issue Register, escalate items that threaten deliverables, and track mitigation actions to closure.
9. Keep dated, documentary records of delays and their causes, including PhilHealth-side dependencies that were not met, to support delay attribution, extension requests, and contract variation processes under the MOA.



Deliverables, quality, and acceptance

10. Manage the preparation, internal quality review, clearance by the Project Lead and Co-Leads, and submission of MOA deliverables, ensuring each submission package is complete and traceable to its acceptance criteria.
11. Track Steering Committee review periods, comments, and acceptance, and coordinate revisions with the responsible WS leads.
12. Ensure that project documentation is version-controlled and stored in the designated project repository.

Resources, finance, and administration

13. Coordinate with Admin/Finance on budget utilization tracking, billing milestones, and supporting documents for payment claims.
14. Support recruitment and onboarding of project personnel, including access provisioning, orientation, and signing of Conflict of Interest and confidentiality declarations.
15. Monitor timekeeping, attendance, and on-site rotation schedules of project personnel assigned to PhilHealth.

Compliance and capability transfer

16. Ensure that project activities comply with the Data Privacy Act of 2012 (RA 10173), PhilHealth information security policies, and applicable procurement rules under RA 12009 and its IRR.
17. Coordinate with WS5 so that capability-building activities are scheduled within delivery work and that PhilHealth counterpart participation is tracked.
18. Perform other related functions that the Project Lead may assign within the scope of the Project.

Expected outputs

Output	Frequency / timing
1. Program Master Schedule (baseline and updates)	Baseline within the inception period; updated at least monthly
2. Weekly status update	Weekly
3. Monthly progress and accomplishment report	Monthly
4. Risk and Issue Register; dependency register	Updated continuously; reviewed weekly
5. Minutes, decision logs, and action trackers of governance meetings	Within three (3) working days after each meeting
6. MOA deliverable submission packages and acceptance tracker	Per MOA milestone
7. Steering Committee briefing materials	Per Steering Committee meeting
8. End-of-engagement report and turnover of project records	Upon completion of the Project or the contract

Qualifications

Education

1. Bachelor's degree in Information Technology, Computer Science, Engineering, Business or Public Administration, or a related field. A graduate degree in a relevant field is an advantage.



Experience

2. At least five (5) years of progressive project management experience, of which at least three (3) years involve managing software development, systems modernization, or IT implementation projects.
3. Experience managing projects with multiple workstreams, external clients, and formal deliverable acceptance is required.
4. Experience with government ICT projects, health information systems, or PhilHealth processes is an advantage.

Certifications (preferred, not required)

5. PMP, PRINCE2, PMI-ACP, Certified ScrumMaster, or an equivalent recognized project management certification.

Competencies

6. Command of hybrid (plan-driven and agile) delivery, scheduling, and risk management.
7. Proficiency in project management and collaboration tools (e.g., MS Project, Jira, or equivalent) and in office productivity software.
8. Working understanding of the software development lifecycle, including testing, release, and transition practices.
9. Strong written and oral communication in English and Filipino, including preparation of executive-level reports.
10. Stakeholder management and negotiation skills appropriate to a multi-agency government setting.
11. Familiarity with the Data Privacy Act, government procurement, and COA documentation requirements is an advantage.

Schedules and appearances

1. The Project Manager holds office on-site at the PhilHealth office designated for the Project and observes PhilHealth's security, identification, and access policies.
2. Regular working hours follow the schedule agreed with the Project Lead; work beyond regular hours may be required during critical milestones, cutovers, or Steering Committee submissions.
3. Attendance at UPM-based meetings may be required as scheduled by the Project Lead.

Performance evaluation

Performance is evaluated regularly by the Project Lead and Co-Leads based on the timeliness and completeness of MOA deliverable submissions, accuracy and currency of the master schedule and registers, timeliness of reports and meeting documentation, closure rate of dependencies and issues, and feedback from WS leads and PhilHealth counterparts.



Confidentiality, conflict of interest, and ownership of work products

The Project Manager shall sign the Project's Conflict of Interest Declaration and confidentiality undertaking before assumption. All information, source code, credentials, and personal data accessed in the course of the engagement are confidential and shall be handled in accordance with RA 10173 and the MOA. All work products produced under this engagement are owned in accordance with the intellectual property provisions of the MOA.

Application requirements

1. Letter of intent addressed to:

Arturo M. Ongkeko, Jr., MSc, RN
Director, National Telehealth Center
National Institutes of Health
University of the Philippines Manila
Ermita, Manila

2. Updated curriculum vitae with a summary of relevant projects
3. Copies of transcript of records, diploma, and certifications
4. Names and contact details of at least three (3) professional references

Applications are submitted to tinyurl.com/nthc-vacancies and are reviewed on a rolling basis.

Updates to the vacancy are shared through the Center's Facebook page: fb.com/UPMTelehealth



TERMS OF REFERENCE

Position: **Scrum Masters (Technical Project Coordinators)**
Number of positions: **Five (5)**
Project Name: **Source Code Refactoring & Reusability / Legacy Upgrade, Network Architecture, and Systems-mentorship (LUNAS)**
Period Covered: **22 September 2026 to 21 September 2027**
Salary: **SG 20 (₱79,262.00 monthly), before taxes**
Status: **Project-Based (Full-Time)**

I. ROLES AND RESPONSIBILITIES

1. Iterative delivery facilitation

- a. Facilitate sprint planning, daily stand-ups, sprint reviews, and retrospectives for the assigned teams, including mixed teams of UPM and PhilHealth personnel.
- b. Maintain team backlogs and boards in the Program's work-tracking tool (Jira or the designated equivalent), with each work item traceable to a system module and an MOA deliverable.
- c. Remove impediments within the team's control and escalate the rest to the Workstream Lead or the Program Manager without delay.

2. Coordination and dependencies

- a. Coordinate task prioritization with the Workstream Leads and Lead Software Developers, and manage hand-offs between teams (for example, a validated WS2 specification before WS4 build begins).
- b. Identify team-level PhilHealth dependencies (system and repository access, environments, data, subject-matter experts) and log them, with dates, for the Program Manager's dependency register.
- c. Coordinate with WS5 so that co-development and mentorship sessions are planned within sprint capacity.

3. Quality gating and sequencing

- a. Maintain the gate checklist for each module and confirm that entry criteria (validated specification, documentation threshold, test baseline) are met before the module moves to the next stage.
- b. Escalate, rather than waive, any request to bypass a gate, and keep evidence of every gate decision.

4. Reporting

- a. Prepare team-level inputs to weekly status updates and monthly progress reports, covering progress against sprint goals, blockers, and gate status.
- b. Perform other related functions that the Program Manager may assign within the scope of the Program.



II. EXPECTED OUTPUTS

OUTPUT	FREQUENCY / TIMING
Sprint plans and maintained team backlogs	Every sprint
Sprint review and retrospective notes	Every sprint
Team impediment and dependency log	Updated continuously; reviewed weekly
Module gate checklists and gate decision records	At each gate
Team inputs to status and progress reports	Weekly and monthly
Turnover of boards, logs, and records	Upon completion of the engagement

III. QUALIFICATIONS

1. Mandatory

- Bachelor's degree in Information Technology, Engineering, Medicine, Nursing, Allied Health Professions, or Business; or a graduate degree (Master's or higher) in Health Informatics, Data Science, or a closely related discipline.
- At least three (3) years of experience coordinating iterative or incremental development in information systems projects.

2. Preferred

- Scrum or agile facilitation certification (e.g., Certified ScrumMaster, Professional Scrum Master) or equivalent formal training.
- Experience in government or health-sector IT program coordination.
- Familiarity with quality gating processes and multi-team dependency management.

3. Competencies

- Working command of Scrum and Kanban practice, and of the software development lifecycle including testing and release.
- Proficiency in Jira or an equivalent work-tracking tool.
- Facilitation and conflict-handling skills suited to mixed UPM and PhilHealth teams.
- Clear written and oral communication in English and Filipino.

IV. SCHEDULES AND APPEARANCES

- The Scrum Master holds office on-site at the PhilHealth office designated for the Project and observes PhilHealth's security, identification, and access policies.
- Regular working hours follow the schedule agreed with the Project Lead; work beyond regular hours may be required during critical milestones, cutovers, or Steering Committee submissions.
- Attendance at UPM-based meetings may be required as scheduled by the Project Lead.



V. PERFORMANCE EVALUATION

Performance is evaluated monthly by the Program Manager, with input from the Workstream Leads of the assigned teams, based on sprint predictability, timeliness of impediment and dependency escalation, accuracy and currency of team boards, completeness of gate records, and timeliness of reporting inputs.

VI. CONFIDENTIALITY, CONFLICT OF INTEREST, AND OWNERSHIP OF WORK PRODUCTS

The Scrum Master shall sign the Project's Conflict of Interest Declaration and confidentiality undertaking before assumption. All information, source code, credentials, and personal data accessed in the course of the engagement are confidential and shall be handled in accordance with RA 10173 and the MOA. All work products produced under this engagement are owned in accordance with the intellectual property provisions of the MOA.

VII. APPLICATION REQUIREMENTS

4. Letter of intent addressed to:

Arturo M. Ongkeko, Jr., MSc, RN
Director, National Telehealth Center
National Institutes of Health
University of the Philippines Manila
Ermita, Manila

5. Updated curriculum vitae with a summary of relevant projects
6. Names and contact details of at least three (3) professional references

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Deadline of application: November 6, 2026

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TERMS OF REFERENCE

Position: **Lead Software Developer (Senior Software Engineer)**
Number of positions: **Five (5)**
Project Name: **Source Code Refactoring & Reusability / Legacy Upgrade, Network Architecture, and Systems-mentorship (LUNAS)**
Period Covered: **22 September 2026 to 21 September 2027**
Salary: **SG 23 (₱109,567.00 monthly), before taxes**
Status: **Project-Based (Full-Time)**

I. ROLES AND RESPONSIBILITIES

1. Technical design and leadership
 - a. Serve as technical lead for assigned system modules and translate validated functional specifications into technical designs.
 - b. Lead the design and development of the service mediation layer, parallel replacement components, and continuity and recovery architecture as assigned under WS4.
 - c. Provide technical input to module disposition decisions (rehost, replatform, refactor, replace, retire, or retain) for decision by Program Leadership.
2. Safe change and code quality
 - a. Apply safe-change practices, including characterization tests before legacy logic is modified, incremental replacement, and parallel runs with the QA team.
 - b. Define and enforce coding standards and branching and versioning conventions in the PhilHealth code repository, and conduct code reviews for all changes in the assigned modules.
 - c. Ensure secure coding practice and compliance with PhilHealth cybersecurity policies.
3. Team leadership
 - a. Assign and supervise the work of the Software Developers in the squad, and estimate effort and plan sprints with the Scrum Master.
 - b. Escalate technical risks, defects with business impact, and PhilHealth-side dependencies to the WS4 Lead.
4. Co-development and capability transfer
 - a. Lead co-development (pair development) with PhilHealth IT staff and contribute to WS5 peer review sessions and design workshops.
 - b. Record technical decisions (architecture decision records, design notes, runbooks) in the repository so that modules can be handed over.
 - c. Perform other related functions that the WS4 Lead may assign within the scope of the Program.



II. EXPECTED OUTPUTS

OUTPUT	FREQUENCY / TIMING
Technical design for each assigned module	Before build of the module starts
Architecture decision records	As decisions are made
Code review records	Per merge request
Re-engineered components with automated tests	Per sprint or release
Handover documentation and runbook inputs	Per module transition
Co-development session records	Per session; summarized monthly

III. QUALIFICATIONS

1. Mandatory

- Bachelor's degree in Computer Science, Computer Engineering, Information Technology, Medicine, Nursing, Allied Health Professions, or a related field; or a graduate degree (Master's or higher) in Health Informatics, Data Science, or a closely related discipline.
- At least seven (7) years of experience in software design and development, including demonstrated leadership of development teams.
- Demonstrated proficiency in at least two (2) of the following: modern web application frameworks, database systems, API development, or systems integration.

2. Preferred

- Formal training in software architecture, secure development, or cloud-ready system design.
- Experience re-engineering legacy systems onto contemporary platforms.
- Teaching, mentoring, or supervisory experience in software development or an academic setting.
- Familiarity with health information systems or government ICT standards.

3. Competencies

- Ability to read, test, and safely change unfamiliar legacy code.
- Command of automated testing, Git-based workflows, and code review practice.
- Working knowledge of API and integration patterns.
- Ability to explain technical decisions to developers, business owners, and managers.

IV. SCHEDULES AND APPEARANCES

- The Lead Software Developer holds office on-site at the PhilHealth office designated for the Project and observes PhilHealth's security, identification, and access policies.
- Regular working hours follow the schedule agreed with the Project Lead; work beyond regular hours may be required during critical milestones, cutovers, or Steering Committee submissions.
- Attendance at UPM-based meetings may be required as scheduled by the Project Lead.



V. PERFORMANCE EVALUATION

Performance is evaluated monthly by the Assigned Workstream Lead, with concurrence of the Program Manager, based on timeliness and quality of module deliveries against plan, defect rates found in QA and parallel runs, completeness of design and handover documentation, code review turnaround, and feedback from PhilHealth co-development counterparts.

VI. CONFIDENTIALITY, CONFLICT OF INTEREST, AND OWNERSHIP OF WORK PRODUCTS

The Lead Software Developer shall sign the Project's Conflict of Interest Declaration (COI) and confidentiality undertaking (NDA) before assumption. All information, source code, credentials, and personal data accessed in the course of the engagement are confidential and shall be handled in accordance with RA 10173 and the MOA. All work products produced under this engagement are owned in accordance with the intellectual property provisions of the MOA.

VII. APPLICATION REQUIREMENTS

1. Letter of intent addressed to:

Arturo M. Ongkeko, Jr., MSc, RN
Director, National Telehealth Center
National Institutes of Health
University of the Philippines Manila
Ermita, Manila

2. Updated curriculum vitae with a summary of relevant projects
3. Names and contact details of at least three (3) professional references

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TERMS OF REFERENCE

Position: **Systems Analysts (Applied Research Analysts)**
Number of positions: **Five (5)**
Project Name: **Source Code Refactoring & Reusability / Legacy Upgrade, Network Architecture, and Systems-mentorship (LUNAS)**
Period Covered: **22 September 2026 to 21 September 2027**
Salary: **SG 19 (₱70,984.00 monthly), before taxes**
Status: **Project-Based (Full-Time)**

I. ROLES AND RESPONSIBILITIES

1. Systems assessment (WS1)

- Inventory assigned systems and modules, covering function, technology, interfaces, data stores, owners, and documentation status.
- Analyze source code to extract business rules, calculation logic, workflow states, and data dependencies.
- Contribute to interface mapping, buildability checks, and assessment findings used for module disposition decisions.

2. Requirements and specification (WS2)

- Elicit requirements through interviews, process walkthroughs, and observation with PhilHealth business and IT personnel.
- Produce a functional specification for each assigned module, traceable to source code locations and to the business rules catalogue.
- Record ambiguous, undocumented, or high-impact logic in the Business Logic Risk Register.

3. Validation and hand-off

- Plan and facilitate participatory validation sessions with PhilHealth business users, and record confirmations, corrections, and open items.
- Help the QA team define expected outputs for parallel-run validation, and brief WS4 developers on validated specifications.
- Log PhilHealth-side dependencies (access, documentation, subject-matter experts) for the Program Manager's dependency register.
- Perform other related functions that the Workstream Lead may assign within the scope of the Program.

II. EXPECTED OUTPUTS

OUTPUT	FREQUENCY / TIMING
System and module inventory entries	Per assigned system, during assessment
Business rules catalogue entries	Continuously, per module
Functional specification per module	Per module, before hand-off to WS4
Business Logic Risk Register entries	Updated continuously; reviewed weekly
Validation session records with business user confirmation	Per session



III. QUALIFICATIONS

1. Mandatory

- a. Bachelor's degree in Information Technology, Engineering, Health Sciences, or Business; or a graduate degree (Master's or higher) in Health Informatics, Data Science, or a closely related discipline.
- b. At least five (5) years of experience in requirements analysis, functional specification development, or health information systems analysis.

2. Preferred

- a. Formal training in requirements engineering, systems analysis, or health informatics.
- b. Experience translating complex health or financial business processes into validated functional specifications.
- c. Familiarity with health data interoperability standards and health financing or claims workflows.

3. Competencies

- a. Ability to read source code in the languages used by the assigned systems.
- b. Process and data modeling (e.g., BPMN, UML, entity-relationship diagrams) and working SQL.
- c. Facilitation skills for validation sessions with business users and managers.
- d. Precise technical writing in English, and the ability to interview users in Filipino.

IV. SCHEDULES AND APPEARANCES

1. The System Analyst holds office on-site at the PhilHealth office designated for the Project and observes PhilHealth's security, identification, and access policies.
2. Regular working hours follow the schedule agreed with the Project Lead; work beyond regular hours may be required during critical milestones, cutovers, or Steering Committee submissions.
3. Attendance at UPM-based meetings may be required as scheduled by the Project Lead.

V. PERFORMANCE EVALUATION

Performance is evaluated monthly by the assigned Workstream Lead, with concurrence of the Program Manager, based on completeness and accuracy of specifications, proportion of specifications confirmed by business users, quality of traceability and risk register entries, and timeliness of hand-off to WS4.

VI. CONFIDENTIALITY, CONFLICT OF INTEREST, AND OWNERSHIP OF WORK PRODUCTS

The System Analyst shall sign the Project's Conflict of Interest Declaration and confidentiality undertaking



before assumption. All information, source code, credentials, and personal data accessed in the course of the engagement are confidential and shall be handled in accordance with RA 10173 and the MOA. All work products produced under this engagement are owned in accordance with the intellectual property provisions of the MOA.

VII. APPLICATION REQUIREMENTS

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Arturo M. Ongkeko, Jr., MSc, RN
Director, National Telehealth Center
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University of the Philippines Manila
Ermita, Manila

2. Updated curriculum vitae with a summary of relevant projects
3. Names and contact details of at least three (3) professional references

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Deadline of application: November 6, 2026

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TERMS OF REFERENCE

Position: **Quality Assurance Personnel (Technical Evaluation Specialists)**
Number of positions: **Five (5)**
Project Name: **Source Code Refactoring & Reusability / Legacy Upgrade, Network Architecture, and Systems-mentorship (LUNAS)**
Period Covered: **22 September 2026 to 21 September 2027**
Salary: **SG 17 (₱59,474.00 monthly), before taxes**
Status: **Project-Based (Full-Time)**

I. ROLES AND RESPONSIBILITIES

1. Validation framework and test planning

- Develop the validation framework and a test plan for each module, including acceptance criteria and quality thresholds.
- Define test data and expected outputs with the Systems Analysts and PhilHealth counterparts, using de-identified data wherever possible.

2. Testing and parallel operation

- Design and execute functional, regression, and integration tests, and support developers in building characterization tests of legacy behavior.
- Run parallel operation of legacy and modernized components, compare outputs, and classify each discrepancy as a new defect, a legacy defect, or an approved change.

3. Quality gating and defect management

- Maintain quality gate documentation and threshold compliance records for each module, and recommend pass or hold to the WS4 Lead.
- Log, track, and retest defects in the Program's work-tracking tool, and report defect and test coverage metrics.

4. Capability transfer

- Involve PhilHealth QA and IT staff in test design and execution so that they can continue regression testing after transition.
- Perform other related functions that the WS4 Lead may assign within the scope of the Program.

II. EXPECTED OUTPUTS

OUTPUT	FREQUENCY / TIMING
Validation framework	Early in the engagement; updated as needed
Test plan and test cases per module	Before testing of the module begins
Parallel-run comparison reports	Per module or release
Defect log and test metrics	Updated continuously; reported weekly
Quality gate compliance records	At each gate
Test summary report	Per release



III. QUALIFICATIONS

1. Mandatory

- a. Bachelor's degree in Information Technology, Computer Science, Engineering, Medicine, Nursing, Allied Health Professions, or a related field; or a graduate degree (Master's or higher) in Health Informatics, Data Science, or a closely related discipline.
- b. At least three (3) years of experience in software quality assurance, systems testing, or technical validation.

2. Preferred

- a. Software testing certification (e.g., ISTQB) or equivalent formal training in testing methodologies or validation frameworks.
- b. Experience in parallel operation testing or output validation for legacy-to-modern system transitions.

3. Competencies

- a. Test design techniques and familiarity with test automation tools.
- b. Working SQL for data and output comparison.
- c. Defect tracking in Jira or an equivalent tool.
- d. Attention to detail and objectivity in reporting results.

IV. SCHEDULES AND APPEARANCES

1. The Quality Assurance Personnel holds office on-site at the PhilHealth office designated for the Project and observes PhilHealth's security, identification, and access policies.
2. Regular working hours follow the schedule agreed with the Project Lead; work beyond regular hours may be required during critical milestones, cutovers, or Steering Committee submissions.
3. Attendance at UPM-based meetings may be required as scheduled by the Project Lead.

V. PERFORMANCE EVALUATION

Performance is evaluated monthly by the Assigned Workstream Lead, with concurrence of the Program Manager, based on test coverage against plan, defects caught before production, completeness and reproducibility of parallel-run and gate records, and timeliness of test reports.

VI. CONFIDENTIALITY, CONFLICT OF INTEREST, AND OWNERSHIP OF WORK PRODUCTS

The Quality Assurance Personnel shall sign the Project's Conflict of Interest Declaration and confidentiality undertaking before assumption. All information, source code, credentials, and personal data accessed in the course of the engagement are confidential and shall be handled in accordance with RA 10173 and the MOA.



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VII. APPLICATION REQUIREMENTS

1. Letter of intent addressed to:

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Deadline of application: November 6, 2026

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TERMS OF REFERENCE

Position: **Software Developers (Computer Programmers)**
Number of positions: **Ten (10)**
Project Name: **Source Code Refactoring & Reusability / Legacy Upgrade, Network Architecture, and Systems-mentorship (LUNAS)**
Period Covered: **22 September 2026 to 21 September 2027**
Salary: **SG 18 (₱64,582.00 monthly), before taxes**
Status: **Project-Based (Full-Time)**

I. ROLES AND RESPONSIBILITIES

1. Development and testing

- Develop and refactor system components according to approved technical designs and functional specifications.
- Write unit tests and characterization tests that capture legacy behavior before it is changed.
- Fix defects raised by the QA team and by parallel-run results.

2. Code management and deployment

- Commit code to the PhilHealth repository following the Program's branching, review, and versioning conventions, and take part in code reviews.
- Support deployment to test, staging, and production environments in line with PhilHealth change management procedures.
- Write technical notes and runbook inputs for the components developed.

3. Co-development and team practice

- Pair with PhilHealth IT staff in co-development and take part in WS5 peer review sessions and design workshops.
- Take part in sprint ceremonies and keep assigned work items current in the work-tracking tool.
- Perform other related functions that the Lead Software Developer may assign within the scope of the Program.

II. EXPECTED OUTPUTS

OUTPUT	FREQUENCY / TIMING
Working components with passing automated tests	Per sprint
Merge requests that pass code review	Continuously
Defect fixes with retest evidence	As defects are assigned
Technical notes and runbook inputs	Per component
Co-development session records	Per session



III. QUALIFICATIONS

1. Mandatory

- a. Bachelor's degree in Information Technology, Computer Science, Computer Engineering, or a related field; or a graduate degree (Master's or higher) in Health Informatics, Data Science, or a closely related discipline.
- b. At least five (5) years of experience designing and developing information systems using modern software development frameworks and platforms.
- c. Demonstrated competency in at least one (1) of the following: modern web application frameworks (frontend and/or backend), database systems, or API development.

2. Preferred

- a. Formal training in modern software engineering practice, secure development, or cloud-ready architecture.
- b. Experience re-engineering legacy systems onto contemporary, standards-compliant platforms.
- c. Familiarity with health information systems, health data standards, or government ICT development.

3. Competencies

- a. Ability to read and understand unfamiliar legacy code.
- b. Git-based workflows, automated testing, and working SQL.
- c. Willingness to pair, review, and explain code to colleagues and counterparts.

IV. SCHEDULES AND APPEARANCES

1. The Software Developer holds office on-site at the PhilHealth office designated for the Project and observes PhilHealth's security, identification, and access policies.
2. Regular working hours follow the schedule agreed with the Project Lead; work beyond regular hours may be required during critical milestones, cutovers, or Steering Committee submissions.
3. Attendance at UPM-based meetings may be required as scheduled by the Project Lead.

V. PERFORMANCE EVALUATION

Performance is evaluated monthly by the assigned Lead Software Developer, with concurrence of the WS4 Lead, based on completion of committed work items, code review and QA outcomes, defect turnaround, quality of technical notes, and feedback from PhilHealth co-development counterparts.

VI. CONFIDENTIALITY, CONFLICT OF INTEREST, AND OWNERSHIP OF WORK PRODUCTS

The Software Developer shall sign the Project's Conflict of Interest Declaration and confidentiality undertaking before assumption. All information, source code, credentials, and personal data accessed in the course of the engagement are confidential and shall be handled in accordance with RA 10173 and the MOA.



All work products produced under this engagement are owned in accordance with the intellectual property provisions of the MOA.

VII. APPLICATION REQUIREMENTS

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TERMS OF REFERENCE

Position: **Technical Documenters (Technical Documentation Specialists)**
Number of positions: **Five (5)**
Project Name: **Source Code Refactoring & Reusability / Legacy Upgrade, Network Architecture, and Systems-mentorship (LUNAS)**
Period Covered: **22 September 2026 to 21 September 2027**
Salary: **SG 13 (₱43,350.00 monthly), before taxes**
Status: **Project-Based (Full-Time)**

I. ROLES AND RESPONSIBILITIES

1. Standards and templates

- Develop and apply documentation templates, a style guide, and naming and versioning conventions for the Program.

2. Documentation production

- Prepare and edit functional specifications, business rules registries, data dictionaries, interface descriptions, and operational references (user guides, runbooks) with the Systems Analysts and developers.
- Prepare diagrams and figures that support the written documentation.

3. Repository and quality

- Maintain the version-controlled documentation repository in the PhilHealth code repository or other designated location, including review and approval status of each document.
- Check each module's documentation against the documentation threshold before it proceeds to WS4, and track gaps to closure.

4. Deliverable support

- Edit and format MOA deliverables and reports for submission, and support WS5 in preparing learning materials drawn from project documentation.
- Perform other related functions that the WS2 Lead may assign within the scope of the Program.

II. EXPECTED OUTPUTS

OUTPUT	FREQUENCY / TIMING
Documentation standards, templates, and style guide	Early in the engagement; updated as needed
Complete documentation set per module	Per module, before hand-off to WS4
Documentation completeness checklist per module	At each gate
Repository index and change log	Updated continuously
Edited deliverable packages	Per MOA milestone



III. QUALIFICATIONS

1. Mandatory

- a. Bachelor's degree in Information Technology, Engineering, Communications, Medicine, Nursing, Allied Health Professions, or a related field; or a graduate degree (Master's or higher) in Health Informatics, Data Science, Technical Communication, or a closely related discipline.
- b. At least three (3) years of experience in technical writing, functional specification development, or systems documentation.

2. Preferred

- a. Formal training in technical documentation or knowledge management.
- b. Experience documenting health information systems or government IT projects.
- c. Familiarity with version-controlled documentation practice (e.g., Markdown and Git, or a managed wiki).

3. Competencies

- a. Clear, precise technical writing and editing in English.
- b. Ability to understand system behavior well enough to question gaps in what analysts and developers provide.
- c. Diagramming tools and office productivity software.

IV. SCHEDULES AND APPEARANCES

1. The Technical Documenter holds office on-site at the PhilHealth office designated for the Project and observes PhilHealth's security, identification, and access policies.
2. Regular working hours follow the schedule agreed with the Project Lead; work beyond regular hours may be required during critical milestones, cutovers, or Steering Committee submissions.
3. Attendance at UPM-based meetings may be required as scheduled by the Project Lead.

V. PERFORMANCE EVALUATION

Performance is evaluated monthly by the Assigned Workstream Lead, with concurrence of the Program Manager, based on completeness and accuracy of documentation sets, adherence to standards, currency of the repository, and timeliness of documentation needed for gates and deliverables.

VI. CONFIDENTIALITY, CONFLICT OF INTEREST, AND OWNERSHIP OF WORK PRODUCTS

The Technical Documenter shall sign the Project's Conflict of Interest Declaration and confidentiality undertaking before assumption. All information, source code, credentials, and personal data accessed in the course of the engagement are confidential and shall be handled in accordance with RA 10173 and the MOA. All work products produced under this engagement are owned in accordance with the intellectual property



provisions of the MOA.

VII. APPLICATION REQUIREMENTS

1. Letter of intent addressed to:

Arturo M. Ongkeko, Jr., MSc, RN
Director, National Telehealth Center
National Institutes of Health
University of the Philippines Manila
Ermita, Manila

2. Updated curriculum vitae with a summary of relevant projects
3. Names and contact details of at least three (3) professional references

Applications are submitted to tinyurl.com/nthc-vacancies and are reviewed on a rolling basis.

Deadline of application: November 6, 2026

Updates to the vacancy are shared through the Center's Facebook page: fb.com/UPMTelehealth



TERMS OF REFERENCE

Position: **Administrative Leads (Administrative Officers)**
Number of positions: **Two (2)**
Project Name: **Source Code Refactoring & Reusability / Legacy Upgrade, Network Architecture, and Systems-mentorship (LUNAS)**
Period Covered: **22 September 2026 to 21 September 2027**
Salary: **SG 18 (₱64,582.00 monthly), before taxes**
Status: **Project-Based (Full-Time)**

I. ROLES AND RESPONSIBILITIES

1. Finance and billing

- Track budget utilization against the approved Line-Item Budget and prepare monthly financial reports.
- Process disbursements and liquidations, and compile supporting documents for PhilHealth billing and payment claims per MOA milestone.

2. Procurement

- Process procurement of goods and services through UPM procedures in accordance with RA 12009 and its IRR.

3. Personnel administration

- Prepare and maintain personnel documentation, including contracts, Non-Disclosure Agreements, conflict-of-interest certifications, attendance and timekeeping records, and payroll documents.

4. Logistics, records, and supervision

- Coordinate logistics for Program activities, stakeholder engagements, Steering Committee meetings, and WS5 workshops.
- Maintain Program records and the asset inventory in COA-ready form, and prepare responses to audit observations.
- Supervise and assign the work of the Administrative Assistants.
- Perform other related functions that the Program Manager may assign within the scope of the Program.

II. EXPECTED OUTPUTS

OUTPUT	FREQUENCY / TIMING
Budget utilization and financial report	Monthly
Billing and payment claim packages	Per MOA milestone
Procurement records	Per procurement
Complete personnel files	Per engagement; checked monthly
Logistics plans for meetings and events	Per activity
COA-ready records and asset inventory	Updated continuously; reconciled quarterly



III. QUALIFICATIONS

1. Mandatory

- a. Bachelor's degree in Business Administration, Public Administration, Accountancy, or a related field.
- b. At least three (3) years of experience in project administration, financial reporting, or procurement processing, preferably in a government agency or academic institution.

2. Preferred

- a. Formal training in government procurement (RA 12009), COA compliance, or public financial management.
- b. Experience administering externally funded or extension service projects.

3. Competencies

- a. Working knowledge of UP accounting, disbursement, and procurement procedures.
- b. Proficiency in spreadsheets and office productivity software.
- c. Accuracy, discretion, and the ability to supervise support staff.

IV. SCHEDULES AND APPEARANCES

1. The Administrative Lead holds office on-site at the PhilHealth office designated for the Project and observes PhilHealth's security, identification, and access policies.
2. Regular working hours follow the schedule agreed with the Project Lead; work beyond regular hours may be required during critical milestones, cutovers, or Steering Committee submissions.
3. Attendance at UPM-based meetings may be required as scheduled by the Project Lead.

V. PERFORMANCE EVALUATION

Performance is evaluated monthly by the Program Manager, with input from Program Leadership, based on timeliness and accuracy of financial reports, completeness of billing packages, audit findings, completeness of personnel files, and quality of event logistics.

VI. CONFIDENTIALITY, CONFLICT OF INTEREST, AND OWNERSHIP OF WORK PRODUCTS

The Administrative Lead shall sign the Project's Conflict of Interest Declaration and confidentiality undertaking before assumption. All information, source code, credentials, and personal data accessed in the course of the engagement are confidential and shall be handled in accordance with RA 10173 and the MOA. All work products produced under this engagement are owned in accordance with the intellectual property provisions of the MOA.



VII. APPLICATION REQUIREMENTS

1. Letter of intent addressed to:

Arturo M. Ongkeko, Jr., MSc, RN
Director, National Telehealth Center
National Institutes of Health
University of the Philippines Manila
Ermita, Manila

2. Updated curriculum vitae with a summary of relevant projects
3. Names and contact details of at least three (3) professional references

Applications are submitted to tinyurl.com/nthc-vacancies and are reviewed on a rolling basis.

Deadline of application: November 6, 2026

Updates to the vacancy are shared through the Center's Facebook page: fb.com/UPMTelehealth



TERMS OF REFERENCE

Position: **Administrative Support Personnel (Administrative Assistants)**
Number of positions: **Three (3)**
Project Name: **Source Code Refactoring & Reusability / Legacy Upgrade, Network Architecture, and Systems-mentorship (LUNAS)**
Period Covered: **22 September 2026 to 21 September 2027**
Salary: **SG 14 (₱46,517.00 monthly), before taxes**
Status: **Project-Based (Full-Time)**

I. ROLES AND RESPONSIBILITIES

1. Documents and records

- Prepare, route, and file Program documents and correspondence, and maintain the records management system.
- Assist in preparing meeting materials and taking minutes as assigned.

2. Scheduling and logistics

- Manage meeting schedules, venue bookings, and travel arrangements.
- Support logistics for workshops, Steering Committee meetings, and other Program activities.

3. Inventory and attendance

- Maintain asset inventory records and attendance and timekeeping records for consolidation by the Administrative Lead.
- Perform other related functions that the Administrative Lead may assign within the scope of the Program.

II. EXPECTED OUTPUTS

OUTPUT	FREQUENCY / TIMING
Filed and indexed Program records	Continuously
Updated meeting and activity calendars	Weekly
Asset inventory records	Updated Monthly
Attendance and timekeeping summaries	Monthly
Logistics arrangements for assigned activities	Per Activity

III. QUALIFICATIONS

1. Mandatory

- At least two (2) years of college education, or a Bachelor's degree in any field.
- At least one (1) year of experience in administrative support, records management, or office coordination.

2. Preferred

- Experience in government or academic administrative environments.
- Familiarity with administrative and financial procedures.



3. Competencies

- a. Proficiency in office productivity software and shared drives.
- b. Organization, accuracy, and discretion with confidential records.
- c. Clear written and oral communication in English and Filipino.

IV. SCHEDULES AND APPEARANCES

1. The Administrative Support Personnel holds office on-site at the PhilHealth office designated for the Project and observes PhilHealth's security, identification, and access policies.
2. Regular working hours follow the schedule agreed with the Project Lead; work beyond regular hours may be required during critical milestones, cutovers, or Steering Committee submissions.
3. Attendance at UPM-based meetings may be required as scheduled by the Project Lead.

V. PERFORMANCE EVALUATION

Performance is evaluated monthly by the Administrative Lead, based on accuracy and timeliness of records and documents, reliability of scheduling and logistics, and currency of inventory and attendance records.

VI. CONFIDENTIALITY, CONFLICT OF INTEREST, AND OWNERSHIP OF WORK PRODUCTS

The Administrative Support Personnel shall sign the Project's Conflict of Interest Declaration and confidentiality undertaking before assumption. All information, source code, credentials, and personal data accessed in the course of the engagement are confidential and shall be handled in accordance with RA 10173 and the MOA. All work products produced under this engagement are owned in accordance with the intellectual property provisions of the MOA.

VII. APPLICATION REQUIREMENTS

1. Letter of intent addressed to:

Arturo M. Ongkeko, Jr., MSc, RN
Director, National Telehealth Center
National Institutes of Health
University of the Philippines Manila
Ermita, Manila

2. Updated curriculum vitae with a summary of relevant projects
3. Names and contact details of at least three (3) professional references

Applications are submitted to tinyurl.com/nthc-vacancies and are reviewed on a rolling basis.

Updates to the vacancy are shared through the Center's Facebook page: fb.com/UPMTelehealth



TERMS OF REFERENCE

Position: **Research Associates**
Number of positions: **Four (4)**
Project Name: **Source Code Refactoring & Reusability / Legacy Upgrade, Network Architecture, and Systems-mentorship (LUNAS)**
Period Covered: **22 September 2026 to 21 September 2027**
Salary: **SG 16 (₱54,833.00 monthly), before taxes**
Status: **Project-Based (Full-Time)**

I. ROLES AND RESPONSIBILITIES

1. Applied research (WS4)

- Conduct landscape and comparative analyses on health information system architecture, interoperability, and modernization approaches relevant to the assigned modules.
- Prepare evidence briefs, technical reviews, and conformance analyses against applicable standards and good practice to inform design decisions.

2. Capability building (WS5)

- Develop instructional materials, competency assessment tools, and session evaluation instruments in line with the WS5 Mentorship Plan.
- Support the planning and documentation of learning sessions and quarterly workshops, and analyze competency and evaluation data.

3. Research governance

- Handle all data collection (interviews, focus groups, surveys) in compliance with RA 10173, obtaining ethics review where required.
- Prepare knowledge products and publications only as cleared under the MOA's intellectual property and confidentiality provisions.
- Perform other related functions that the Workstream Lead may assign within the scope of the Program.

II. EXPECTED OUTPUTS

OUTPUT	FREQUENCY / TIMING
Evidence briefs and technical reviews	As requested by the WS4 Lead
Conformance and comparative analyses	Per assigned topic
Instructional materials and assessment tools	Per learning session or module
Competency and session evaluation analyses	Per session; consolidated quarterly
Research data management records	Updated continuously
Evidence briefs and technical reviews	As requested by the WS4 Lead



III. QUALIFICATIONS

1. Mandatory

- a. Bachelor's degree in Information Technology, Health Informatics, Public Health, Medicine, Nursing, Allied Health Professions, Computer Science, or a related field.
- b. At least two (2) years of experience in applied research, technical analysis, or health information systems.

2. Preferred

- a. Graduate degree (Master's or higher), or current enrolment in a graduate program, in Health Informatics, Data Science, Public Health, or a closely related discipline.
- b. Experience producing evidence briefs, conformance analyses, or systematic technical reviews.
- c. Research experience in health data interoperability, systems architecture, or digital health policy.

3. Competencies

- a. Literature search, critical appraisal, and synthesis.
- b. Quantitative and qualitative data analysis.
- c. Clear academic and technical writing in English.
- d. Familiarity with instructional design or competency assessment is an advantage.

IV. SCHEDULES AND APPEARANCES

1. The Research Associate holds office on-site at the PhilHealth office designated for the Project and observes PhilHealth's security, identification, and access policies.
2. Regular working hours follow the schedule agreed with the Project Lead; work beyond regular hours may be required during critical milestones, cutovers, or Steering Committee submissions.
3. Attendance at UPM-based meetings may be required as scheduled by the Project Lead.

V. PERFORMANCE EVALUATION

Performance is evaluated monthly by the assigned Workstream Lead, with concurrence of the Program Manager, based on timeliness and quality of evidence products, usability of instructional materials, quality of data analysis, and compliance with data privacy and research governance requirements.

VI. CONFIDENTIALITY, CONFLICT OF INTEREST, AND OWNERSHIP OF WORK PRODUCTS

The Research Associate shall sign the Project's Conflict of Interest Declaration and confidentiality undertaking before assumption. All information, source code, credentials, and personal data accessed in the course of the engagement are confidential and shall be handled in accordance with RA 10173 and the MOA.



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VII. APPLICATION REQUIREMENTS

1. Letter of intent addressed to:

Arturo M. Ongkeko, Jr., MSc, RN
Director, National Telehealth Center
National Institutes of Health
University of the Philippines Manila
Ermita, Manila

2. Updated curriculum vitae with a summary of relevant projects
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Deadline of application: November 6, 2026

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