

NOTICE OF CONTRACT OF SERVICE VACANCY April 23, 2025

Position
Title : **One (1) Project Technical Assistant - Contract of Service**

Contract
Duration : **Actual Start Date until June 30, 2025**

Salary : **PHP 41,305.20 per month**

Project : **DOH-PHIC-PIDS Technical Assistance on the UHC Provider Payment Reforms for 2024: Diagnosis-Related Groups, Comprehensive Outpatient Benefit Package, and the Center for Healthcare Finance and Economics**

Qualifications:

- BS/BA degree in Biostatistics, Health Economics, Data Science, Computational Sciences, or related fields
- Proficient in Stata or other coding languages

Scope of Work:

Under the guidance and technical oversight of a PIDS Research Fellow who serves as Project Director, the contract of service (COS) worker is expected to work with the Project Team to assist in or undertake the following tasks/activities as a Project Technical Assistant:

1. Further develop, manage, and maintain the data pipeline to streamline data storage, access, and analysis of all other streams:
 - a. Warehouse raw datasets in Google Cloud Storage and the processed datasets in Google BigQuery, as data is acquired
 - b. Perform and document data preparation steps, integration steps, and metadata for all datasets: PhilHealth data, DOH data, DRG libraries, secondary datasets from other agencies
 - c. Maintain archive of datasets, codes, and changes using version control systems (e.g. GitHub)
2. Assist in data retrieval, analysis, and visualization in support of complementary policies to the provider-payment reform, such as:
 - a. Data quality assessments of major datasets (e.g. PhilHealth eClaims)
 - b. Charge libraries and charge analyses
 - c. DRG rate-setting analyses
 - d. Data retrieval needed by other streams for further analysis or the completion of project deliverables, as needed
3. Write technical notes, documentations, protocols, reports, analyses results, and manuscripts as relevant to the stipulated scope of work above.

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4. Prepare for, attend, and present at internal meetings, or client meetings with PhilHealth, DOH, and other stakeholders, as necessary.

5. Perform other professional, highly technical, and confidential duties and responsibilities as the Research Fellow may assign from time to time.

Requirements:

1. Application letter addressed to PIDS President
2. Certificate of Civil Service Eligibility/ PRC
- Optional
3. Performance Evaluation from the last rating period
(if coming from another government agency)
4. Personal Data Sheet
5. PIDS Information Sheet
6. Training Certificates
7. Transcript of Records
8. Updated Resume/CV
9. Work Experience Sheet

Interested and qualified applicants may submit their requirements at <https://recruitment.pids.gov.ph/>. Incomplete documents will not be processed. Specific details related to this Contract of Service will be discussed during the interview.

Deadline : April 30, 2025