NOTICE OF CONTRACT OF SERVICE VACANCY
October 07, 2024

Position Title	:	**Two (2) Computer Programmers - Contract of Service**
Contract Duration	:	**Four (4) months from the signing of the Contract**
Salary	:	**PHP 56,070.00 per month**
Project	:	**PIDS-DOH-PHIC TECHNICAL ASSISTANCE ON THE UHC PROVIDER PAYMENT REFORMS IN 2023: Development of Diagnosis-Related Group (DRG) payment rates and Provider Payment Mechanism Monitoring and Evaluation Framework for Phi1Health**

Qualifications:

- Bachelor's Degree in computer science, information technology, or any IT- related course.
- 8 hours of relevant training/certifications in items related to the scope of work
- At least 2 years of relevant work experience in software development, programming, and database management systems
- With expertise in scripting and coding languages and standards
- With expertise in scripting and coding languages and standards
- Proficient in Oracle DB (at least 11G) database management systems
- With expertise in building data exchange platforms, APIs, open data services, and version control systems (e.g., GitHub)

Scope of Work:

Under the guidance and technical oversight of a PIDS Research Fellow who serves as Project Director, two (2) contract of service (COS) workers are expected to work with the Project Team to assist in or undertake the following tasks/activities:

1. Provide programming and technical assistance to the PhilHealth Universal Health Care Surge Team (UHCST) in the continuous development and enhancement of existing DRG IT systems for PhilHealth, including but not limited to:

a. Data exchange platform and application programming interface (API) from PhilHealth to PIDS for the sharing of claims data, statements of accounts, and other routinely collected administrative data, as needed
b. Z-benefit packages IT system and database
c. Other PhilHealth IT systems applicable to DRGs, global budget, and co-payment/cost-sharing
d. The systems will be developed using either React or PHP within the Laravel framework, with Oracle DB serving as the database management system

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2. In line with #1, the COS Worker shall deliver comprehensive documentation for each IT system developed, including the following wherever applicable:

a. The complete source code with code comments and annotations, build and deployment instructions, and API documentation
b. Comprehensive data dictionaries, database schema, data validation rules, and sample datasets
c. User manuals for end-users to operate the software
d. Technical manuals for system administrators and developers

The COS Worker shall assist PhilHealth in integrating the new IT systems #1 in existing benefit payment IT systems, also developing reporting mechanisms and front-end interfaces for IT systems end-users.

3. Prepare for, attend, and present at internal meetings, or client meetings with PhilHealth, DOH, and other stakeholders to explain and answer queries on the system, as necessary.

4. Perform such 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 thru email at 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   :   **October 14, 2024**

Philippine Institute for Development Studies

TERMS OF REFERENCE

<u>Two Computer Programmers</u>
<u>on a Contract of Service Engagement for</u>
<u>PIDS-DOH-PHIC TECHNICAL ASSISTANCE ON THE UHC PROVIDER PAYMENT</u>
<u>REFORMS IN 2023: Development of Diagnosis-Related Group (DRG) payment</u>
<u>rates and Provider Payment Mechanism Monitoring and Evaluation Framework</u>
<u>for PhilHealth[1]</u>

I. **Background and Rationale**

With the enactment of the Universal Health Care law, the Philippine Health Insurance Corporation (PhilHealth) has been empowered to be the national strategic purchaser of individual-based health services. A critical health provider payment mechanism (PPM) reform that PhilHealth must implement under the Universal Health Care (UHC) Law is the Diagnosis Related Groupings (DRGs). The DRGs are a step forward in moving the current all-case rate system from retrospective payments based only on service outputs to value-based payments that incentivize quality, efficient, and equitable care and improve health at lower costs for the health sector and patients.

Moreover, such complex reform requires that PhilHealth maintain the DRGs and other PPM systems over the long term. This requires improving PhilHealth data quality and monitoring frameworks and plans to evaluate whether these reforms achieve its goals for value-based purchasing. On both these fronts, PIDS will be assisting PhilHealth in the development of DRG payment rates and the monitoring and evaluation framework for the DRGs and future PPMs.

II. **Objectives**

A. DRG Rate-Setting Analysis

1. Document the process for and calculate DRG v0 base rates, charge weights, adjustment factors, economic homogeneity metrics, complexity level evaluation, hospital case mix distributions, and financial impact of DRGs to PhilHealth and providers.
2. Identify recommendations to enable PhilHealth to adopt and use the Thai DRG to pay hospitals in the near future (i.e., DRG version 1)

B. Monitoring and Evaluation

3. Craft a monitoring framework and plan for assessing the effects of DRG and other PPM reforms on the quality, efficiency, and equitability of hospital care.
4. Using hospital statement of accounts / itemized billing data:

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[1] This engagement will be charged against the study "PIDS-DOH-PHIC Technical Assistance on the UHC Provider Payment Reforms in 2023: Development of Diagnosis-Related Group (DRG) Payment Rates and Provider Payment Mechanism Monitoring and Evaluation Framework for PhilHealth

a. Calculate standardized room charges and validate against e-claims charges
b. Determine quality of care and price of services for two diseases

III. Scope of Work, Deliverables, and Schedule of Payment Releases

Under the guidance and technical oversight of a PIDS Research Fellow who serves as Project Director, two (2) contract of service (COS) workers[2] are expected to work with the Project Team to assist in or undertake the following tasks/activities[3]:

1. Provide programming and technical assistance to the PhilHealth Universal Health Care Surge Team (UHCST) in the continuous development and enhancement of existing DRG IT systems for PhilHealth , including but not limited to:
   a. Data exchange platform and application programming interface (API) from PhilHealth to PIDS for the sharing of claims data, statements of accounts, and other routinely collected administrative data, as needed
   b. Z-benefit packages IT system and database
   c. Other PhilHealth IT systems applicable to DRGs, global budget, and co-payment/cost-sharing
   d. The systems will be developed using either React or PHP within the Laravel framework, with Oracle DB serving as the database management system

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[2] Two COS workers will be hired to jointly handle all systems mentioned in the scope of work. Specific assignments will be discussed during the onboarding and from time to time as the need arises.
[3] If the COS worker needs to undertake physical/face-to-face interviews and data collection and related activities, the COS worker has to ensure compliance with existing and future policies, rules, and resolutions as may be issued by concerned government agencies pertaining to health and safety.

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

The COS worker shall submit a Progress and Accomplishment Reports, daily time record and all required outputs in accordance with this Terms of Reference, subject to the verification, acceptance, and approval of the concerned Project Director every end of the cut-off period from the effectivity of the Contract. The cut-off for payment of services rendered is every 15th and end of the month. All required documents to facilitate the processing of payment should be submitted not later than two (2) working days after the cut-off period.

IV. Work Arrangements

The COS worker is required to work forty (40) hours weekly from Monday to Thursday on a flexi-time arrangement where the COS worker is allowed to report to work not earlier than 7:00 AM and end not later than 7:00 PM.

The COS worker must also comply with the core time at PIDS from 9:00 AM to 4:00 PM which means that reporting for work later than 9:00 AM or leaving work earlier than 4:00 PM shall be considered tardiness and undertime, respectively. The COS worker may also be required to render overtime in case of urgent work and may be entitled to time-off credits equivalent to the number of hours worked during their non-working days, which shall be certified and approved by their respective supervisor. Said time-off credits may be used by the COS worker to compensate onsite works to work-from-home schedule, which shall be agreed upon with the supervisor.

The COS worker is required to report to the office twice weekly at the PIDS Office, 18F Three Cyberpod Centris – North Tower, EDSA cor. Quezon Avenue, Quezon City. Shared office space and equipment will be provided to the COS worker when reporting to the office onsite subject to availability and to be determined by AFD/ICTSD. Specific days of the week of onsite reporting and workspace are to be determined by the immediate supervisor. The said schedule of onsite reporting must be submitted to AFD upon confirmation of the start date of the COS worker. AFD will provide information on the available workspaces. Absences, tardiness and undertime incurred by COS worker shall be deducted against his/her total compensation for the applicable period.

The COS worker must have his/her own laptop with up-to-date anti-virus software for the duration of the contract. If the COS worker does not have said laptop, daily on-site reporting at the PIDS office is required, wherein a shared workspace and equipment will be arranged, as determined by their immediate supervisor. PIDS may provide an office-issued laptop if units are available in the PIDS-ICTSD laptop pool and in accordance with the guidelines for the issuance of computers to COS workers.

V. **Minimum Qualifications (CSC Prescribed QS)**

Education	**Bachelor's Degree** in computer science, information technology, or any IT- related course. *Desired:* - Excellent in oral communication skills in English and Filipino - Excellent writing skills in English
Training	8 hours of relevant training/certifications in items related to the scope of work
Experience	At least 2 years of relevant experience. *Desired:* - At least 2 years of relevant work experience in software development, programming, and database management systems. - With expertise in scripting and coding languages and standards and other programming platforms/languages required in the build-up of the IT system. - Experience with the PHP programming language, the Laravel framework, and the OOP programming language (JAVA 8) - Proficient in Oracle DB (at least 11G) database management systems - With expertise in building data exchange platforms, APIs, open data services, and version control systems (e.g., GitHub).

VI. **Project Duration**

The engagement is four months from the **signing of the Contract.**

VII. **Project Cost**

The approved budget for this contract of service is **PHP 56,070.00 per month**, and the actual payment to the COS worker will be based on the actual number of workdays rendered. This rate is based on the prevailing market rate appropriate to the position and duties provided above. This amount does not include travel and accommodation during fieldwork. PIDS will shoulder the cost of fieldwork (if any) while travel insurance including hospitalization, or other COVID- related or any other expenses incurred during the travel arising from injury or health-related reasons, shall be shouldered by the COS worker since no employer-employee relationship exists between PIDS and the COS worker.

Further, pursuant to Section IV.3 of PIDS Special Order No. 2024-13 dated February 19, 2024 titled "Revised Rules and Regulations Governing Job Order (JO) and Individual Contract of Service (COS) Workers", COS workers shall be responsible for the remittance of their mandatory contributions (i.e., SSS, Pag-IBIG, PHIC, BIR). The COS worker shall also comply with existing internal revenue regulations being implemented, including substituted receipts or non-issuance of Official Receipts (ORs), as may be applicable. Certain types of engagement for COS workers may be required to issue ORs depending on the type of engagement they applied with BIR. In addition, the COS worker shall also be responsible for registering with the BIR and submit the BIR Certificate of Registration to PIDS and submit the required forms/waivers as applicable. After the expiration of the contract, he/she shall have the responsibility to submit to BIR the necessary documents for the closure or continuation, whichever is applicable, in connection with his/her Certificate of Registration.

The budget and release of payment shall be subjected to guidelines of oversight agencies and internal guidelines of PIDS in hiring COS workers.

VIII.   Evaluation Criteria

Applicants will be evaluated based on the following criteria:

Education
• **Bachelor's Degree** in computer science, information technology, or any IT-related course
    ○ *Desired:*
        ▪ Excellent in oral communication skills in English and Filipino
        ▪ Excellent writing skills in English
	30%

Training and Experience • At least 8 hours of relevant training in items related to the scope of work • At least 2 years of relevant work experience in software development, programming, and database management systems. • With expertise in scripting and coding languages and standards and other programming platforms/languages required in the build-up of the IT system. • Experience with the PHP programming language, the Laravel framework, and the OOP programming language (JAVA 8) • Proficient in Oracle DB (at least 11G) database management systems • With expertise in building data exchange platforms, APIs, open data services, and version control systems (e.g., GitHub).	30%
Other Qualities: • Able to use initiative and creativity to solve problems and capitalize on opportunities • Can effectively manage tasks and time • Ability to create high-quality outputs	40%
Total	100%

IX. **Ownership of Data**

All information, data, reports, or any other material, graphic software or otherwise prepared, collected, and gathered by the COS worker under the project's duration shall belong to and remain the exclusive property of PIDS. Said materials should be properly documented and turned over to the Institute before the end of the engagement. The COS worker shall not use in any manner the information and data gathered for commercial or other purposes, and such information and data shall be for the exclusive use of PIDS.

X. **Compliance with PIDS Data Privacy Policy**

Before the commencement of work for this specific project, the COS worker shall be asked to sign a nondisclosure agreement with PIDS. Any information gathered and generated in the implementation of the project shall be processed subject to the applicable provisions of Republic Act 10173, known as the "Data Privacy Act of 2012" and its Implementing Rules and Regulations and relevant issuances of the National Privacy Commission (NPC).