The Philippine Institute for Development Studies (PIDS), a nonstock, nonprofit government corporation engaged in the conduct of long-term policy-oriented research, is now considering applicants for the following position/s:

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<th>Position Title:</th>
<th>One (1) Information Officer II</th>
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<tr>
<td>Salary Grade:</td>
<td>Salary Grade (SG) – 15 at P 32,053.00 per month</td>
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</tbody>
</table>
| Minimum Qualifications: | - Bachelor’s degree  
- Four (4) hours of relevant training  
- One (1) year of relevant experience |
| Nature of Appointment: | Contractual |
| Item No. | N/A |
| Project Title: | PIDS In-house Project titled “Media Relations and Research Popularization” |
| Core Competencies: | Deliverability/Results-Oriented (intermediate) – shows persistence in achieving his/her targets; prepares outputs that may require review by the supervisor.  
Professionalism (intermediate) – shows persistence when faced with difficult problems or challenges; modifies behavior as appropriate to meet the expectations of the position and the situation; sets high standards of work performance for self; accepts responsibility for outcomes (positive or negative) of one’s work, and admits mistakes and refocuses efforts when appropriate  
Adaptability (intermediate) – welcomes variety and routine tasks; makes minor adjustments to changing rules in a slower pace  
Communication (intermediate) – explains clearly issues, policies, and procedures when asked for clarification; listens attentively to ideas and concerns of co-employees; follows up on correspondences sent to internal and external clients and uses existing templates to write letters and memos; prepares simple communication such as transmittal letters, memos, and advisories with minor revisions |
| Leadership Competencies: | N/A |
| Functional Competencies: | Project Management (intermediate) – assists in the planning, conduct, and post-implementation of PIDS events such as seminars and conferences; correctly identifies the event’s resource requirements (manpower, time, equipment, materials, etc.) and the individuals/units involved or whose inputs are required and secures them following the required procedures; coordinates with relevant staff within PIDS and with partner-agencies in planning and implementing PIDS events as well as in accomplishing post-event activities.  
Technical Writing and Editing (intermediate) - writes and edits blurbs and articles of PIDS studies and events accurately and in a coherent manner; uses grammatically correct, concise, clear, and logical sentences; simplifies technical jargon and technical information when the document is intended for a nontechnical audience.  
Computer Skills (intermediate) - demonstrates knowledge of basic computer applications such as Microsoft Word, Excel, and Powerpoint, and specific layouting programs such as Adobe InDesign and Photoshop.  
Layout and graphic design (intermediate) – applies with ease and confidence relevant computer applications in preparing presentations, designing backdrop and promotional materials for events, and layouting publications and reports; considers the purpose and target audience in creating graphic designs; develops and checks if the message is clear, coherent, concise, and appealing to the target audience; applies the rules of grammar, punctuation, and style, and distinguishes the nuances of word meanings within the purpose and context of the materials; has a keen eye for details. |
| Required Documents: | - Letter of Intent/Application Letter indicating the position being applied for  
- Update CV/Resume  
- Certificate of Civil Service Eligibility  
- Performance Evaluation from the last rating period (if coming from another government agency)  
- PIDS Information Sheet (available by clicking on APPLY NOW at www.pids.gov.ph/opportunities) |
| Note: | APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED |
| Documents must be submitted in Portable Document Format (PDF) | Transcript of Records  
- Certificate of Trainings/Seminars attended |
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<td>Deadline of Submission of Applications</td>
<td>March 23, 2020</td>
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Interested parties shall submit their application together with ALL documentary requirements to recruitment@mail.pids.gov.ph or to the address below not later than the deadline indicated:

HRMO II  
Administrative Division  
Philippine Institute for Development Studies  
18th Floor, Three Cyberpod Centris  
EDSA cor. Quezon Ave., Quezon City

Note:  
The PIDS adheres to the Equal Employment Opportunity Principle (EEOP) in the implementation of its Recruitment, Selection and Placement. In this regard, applications from all qualified individuals regardless of age, sex, gender identity, sexual orientation, disabilities, religion and/or indigenous group membership are hereby encouraged.