



Philippine Institute for Development Studies

Surian sa mga Pag-aaral Pangkaunlaran ng Pilipinas



www.pids.gov.ph



**Service through policy
research**

Philippine Institute for Development Studies

Service Charter

(Pursuant to Republic Act 9485; An Act to Improve Efficiency in the Delivery of Government Service to the Public by Reducing Bureaucratic Red Tape, Preventing Graft and Corruption, and Providing Penalties Therefor)

Vision

PIDS envisions itself to be a top research organization providing relevant, credible, and rigorous research of policy issues that guides policymaking in the country.

Mission

To serve the interests of Filipino people through the provision of rigorous analyses of policy issues that can guide policymakers and leaders in decisionmaking.

PROGRAMS AND SERVICES

- Research Program
- Outreach Program
- Dissemination and Research Utilization Program

Research Program

The Research Program is concerned with the identification and prioritization of research studies needed in planning and policy formulation, development of research topics and projects, and conduct of research on priority areas/issues for planning and policymaking. Arrangements for research to be subcontracted to research institutions and individuals, in addition to those conducted in-house, are also part of the program.

PIDS research is guided by a research agenda that is examined and updated every five years to reflect new and emerging development issues.

Dissemination and Research Utilization Program

This program consists of Publications and Circulation, and Public Affairs. The Publications and Circulation subprogram markets PIDS' research outputs to promote their utilization. It fulfills this function through the production of different types of publications that cater to the Institute's varied audiences.

The Public Affairs subprogram organizes appropriate fora to provide the proper venue for researchers to present, discuss, and disseminate their research findings to various agencies and institutions, especially to policymakers. Likewise, the initial results of ongoing PIDS studies may also be presented and discussed to immediately inform policymakers and the public about results that may be critical to decision making, even before the completion of those studies.

Outreach Program

PIDS provides technical expertise and advice to policymakers and other individuals and organizations to shed light in the deliberation and discussion of key policy issues and important socioeconomic topics. Whether it is to assist in formulating the country's strategic position on APEC-related issues, drafting tax reform measures, or providing recommendations to reduce the cost of doing business in order to improve competitiveness, PIDS senior researchers, in their capacity either as resource persons or as technical advisers, provide the necessary analysis of the outstanding issues.

STEP-BY-STEP PROCEDURES IN AVAILING THE SERVICES (1/6)

Programs/ Services	Step-by-Step Procedure	Responsible Unit	Maximum Time	Required Document/s
Research Program	1. Development of a 5-year Research Agenda.	Research Staff and PSD	One year	N/A
	2. Identification of a specific research topic.	Research Staff	One month	N/A
	3. Conduct of Research.	Research Staff	Depends on the Project's Terms of Reference.	N/A

STEP-BY-STEP PROCEDURES IN AVAILING THE SERVICES (2/6)

Programs/ Services	Step-by-Step Procedure	Responsible Unit	Maximum Time	Required Document/s
Outreach Program	A. Request for written comments on certain policy issue or proposed legislation			
	1. Interested party sends a request letter to the PIDS President	Interested party		Request Letter
	2. PIDS President receives the letter and depending on the area of expertise required, assigns a Research Fellow who will provide his/her comments to a proposed legislation or policy issue	Office of the PIDS President	Two days	N/A
	3. Research Fellow drafts his/her comments /response to the proposed legislation or policy issue and submits it to the PIDS President	Research Fellow	Two weeks	N/A
4. Office of the PIDS President prepares formal transmittal letter of the comment or response of the Research Fellow	Office of the PIDS President	Two days	N/A	

STEP-BY-STEP PROCEDURES IN AVAILING THE SERVICES (3/6)

Programs/ Services	Step-by-Step Procedure	Responsible Unit	Maximum Time	Required Document/s
Outreach Program	<p>B.1. Request for appearance or presentation of a Research Fellow to discuss his/her comments on certain policy issue or proposed legislation</p> <ol style="list-style-type: none"> 1. Interested party sends a letter to the PIDS President inviting a PIDS representative to serve as resource person in an event 2. PIDS President receives the letter and depending on the area of expertise required, assigns a Research Fellow or senior research staff to serve as resource person 3. Office of the PIDS President coordinates and confirms the attendance of the Research Fellow or senior research staff to the requesting party 	<p>Interested party</p> <p>Office of the PIDS President Research Staff</p> <p>Office of the PIDS President</p>	<p></p> <p>Two days</p> <p>Three days</p>	<p>Request Letter</p> <p>N/A</p> <p>N/A</p>

STEP-BY-STEP PROCEDURES IN AVAILING THE SERVICES (4/6)

Programs/ Services	Step-by-Step Procedure	Responsible Unit	Maximum Time	Required Document/s
Outreach Program	<p>B.2. Request for technical assistance of a Research Fellow for a specific thematic area or sector.</p>			
	<p>1. Interested party invites the Research Fellow as technical resource person for which the identified Fellow is a known expert.</p>	Interested party		Request Letter
	<p>2. Research Fellow confirms his/her availability directly to the interested party.</p>	Research Fellow	Two days	N/A
<p>3. Research Fellows reports to the PIDS President about the technical assistance provided.</p>	Research Fellow	One day	N/A	

STEP-BY-STEP PROCEDURES IN AVAILING THE SERVICES (5/6)

Programs/ Services	Step-by-Step Procedure	Responsible Unit	Maximum Time	Required Document/s
Dissemination and Research Utilization Program	<p style="color: purple;">A. Accessing PIDS Publications</p> <p>Steps:</p> <ol style="list-style-type: none"> 1. Go to the PIDS website (www.pids.gov.ph). 2. Go to the “Publications” Section or the Socioeconomic Research Portal (SERP-P) under the PIDS Databases Section. 3. Search either by year, keyword, type of publication or author. 4. Click download to view the pdf file. 5. Download the file. 6. End 	Publication and Circulation Division	1 hour for the entire process (depending on the internet speed of the user)	N/A

STEP-BY-STEP PROCEDURES IN AVAILING THE SERVICES (6/6)

Programs/ Services	Step-by-Step Procedure	Responsible Unit	Maximum Time	Required Document/s
Dissemination and Research Utilization Program	<p>B. Attendance to PIDS Seminars/Fora</p> <p>Steps:</p> <ol style="list-style-type: none"> 1. Go to the PIDS website (www.pids.gov.ph). 2. Go to the “Events” Section. 3. In the events list, click the title of the event you wish to attend. 4. Click on the online registration link. 5. Wait for the confirmation through e-mail. 6. End 	Public Affairs Division	30 minutes	N/A

CONTACT US

Philippine Institute for Development Studies

Surian sa mga Pag-aaral Pangkaunlaran ng Pilipinas

18th Floor, Three Cyberpod Centris-North Tower

1100 Quezon City, Philippines

Telephone Nos.: (632) 372-1291; (632) 372-1292; (632) 877-4000

Fax No.: (632) 877-4099

<http://www.pids.gov.ph>



inquiries@pids.gov.ph



[@PIDS.PH](https://www.facebook.com/PIDS.PH)



[@PIDS_PH](https://twitter.com/PIDS_PH)