

NOTICE OF CONTRACT OF SERVICE VACANCY

February 28, 2024

Position	:	One (1) Administrative Assistant
Contract Duration	:	Six (6) Months
Salary	:	PHP 32,400.00 per month
Project	:	Implementation of PIDS-DOH Project and other Related Research Projects

Qualifications:

- Education - Completion of two (2) year studies in College or High School graduate with relevant vocational/trade course
- Training – Eight (8) hours of relevant training; and
- Experience – Two (2) years of relevant experience

Preferred qualifications: Bachelor's degree preferably in public health, health policy, health sciences, public administration, or related fields

Scope of Work:

The COS worker, under the direct supervision of the concerned Research Fellow, shall undertake the following tasks/activities:

- a. Assist in the conduct of research studies by data encoding and processing, finalizing/printing research outputs, conduct of seminars/workshops/FGSs;
- b. Assist in the maintenance of administrative records and research data files;
- c. Provide administrative support including coordination and planning in the conduct of trainings, interviews, fieldworks, and other research activities;
- d. Provide general clerical and secretarial support to the Research Fellow and other research staff; and
- e. Perform other duties that may be assigned from time to time.

Requirements:

1. Application letter addressed to PIDS President;
2. Curriculum Vitae;
3. Transcript of Records;
4. Properly accomplished and notarized Personal Data Sheet (CS Form 212, Revised 2017) with Work Experience Sheet;
5. Certificate of previous employment, if any; and
6. Training Certificates.

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 : **March 6, 2024**

**Philippine Institute for Development Studies
TERMS OF REFERENCE**

ADMINISTRATIVE ASSISTANT

(Contract of Service)

for

Implementation of PIDS-DOH Project and other Related Research Projects¹

I. Background and Rationale

The Department of Health (DOH) has provided a research grant to the Philippine Institute for Development Studies (PIDS) to conduct studies under the two essential pillars of the health sector: (1) human resources for health (HRH) and (2) capital health investments. The former, which comprises multiple objectives, examines the current state of benefit schemes for healthcare workers in the Philippines and evaluates the potential impact of HRH policy reforms (e.g., salary standardization and full implementation of the Magna Carta). While the latter examines the Health Facilities Enhancement Program or HFEP, one of the Department's most extensive programs, accounting for about 11% of its budget (Department of Budget and Management 2023). Both of these studies are of critical importance.

Component 1: Human Resource for Health (HRH)

The country has implemented landmark policies to improve health workers' compensation and benefits (including Magna Carta Law); however, despite these policy reforms, challenges persist, and the clamor for genuine reforms is stronger than ever. This study examines healthcare workers' compensation/benefits schemes in the Philippines by reviewing current policies and benchmarking them with other countries. We will also explore the implications of the popular proposed policy agenda on healthcare worker compensation: (1) salary standardization of private and public healthcare workers. Currently, the average wage of allied health professionals in the public sector is twice as high as their private sector counterparts. There is also a clamor for the full implementation of the Magna Carta. Carpio et al. (2021) showed that more than half of LGUs still need to provide the full benefits of hazard pay, subsistence allowance, and laundry allowance (Carpio, Cayabyab, and Te 2021).

Meanwhile, PIDS is also handling several internal and external related research projects that require administrative assistance. Hence, this request for the engagement of administrative assistant to handle the DOH and other related projects.

II. Objectives

Generally, the objective of the study is to examine the current state of compensation/benefit schemes of healthcare workers in the Philippines and examine the potential effects of salary standardization and full implementation of the Magna Carta.

¹ This engagement will be charged against the study "Exploring Strategies and Schemes on Standardizing Salary and Benefits of HRH in the Philippines"

Specifically, this study aims to:

Stream 1

- 1) Conduct descriptive/ macro-level analysis of the country's emolument spending in the health sector and benchmark with comparator countries.
- 2) Conduct a comprehensive review of policies and programs related to healthcare worker compensation/ benefits in the public and private sectors. Compensation/benefits include:
 - i) Compensation from cash income (salary, bonus, allowance, user fees, pension)
 - ii) Compensation from non-cash (e.g., housing, transportation, education, seniority, and other non-cash)
 - iii) Informal compensation (e.g., salary/ wages from dual practice, sales of medical goods, other forms)
 - iv) Non-compensation benefits (e.g., Credit leaves and rank/status)
- 3) Conduct a comprehensive review of different compensation/ benefit schemes of upper-middle and high-income countries and compare them with the Philippines

Stream 2

- 4) Conduct process evaluation of the implementation of compensation and benefits in the following population groups:
 - i) Public and private providers
 - ii) National and local governments
 - iii) Healthcare provider types
- 5) Conduct a comprehensive review of salary standardization policies and programs in upper-middle and high-income countries.
- 6) Conduct simulation exercises on possible effects of salary standardization and its potential impact on demand healthcare services and fiscal health of health facilities
- 7) Conduct in-depth analysis of local government emolument spending and conduct simulation exercises on the feasibility of implementing national policies, such as the Magna Carta, and its possible impact on revenues.

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

The COS worker, under the direct supervision of the concerned Research Fellow, shall undertake the following tasks/activities²:

- a) Assist in the conduct of research studies by data encoding and processing, finalizing/ printing research outputs, conduct of seminars/workshops/FGSs;
- b) Assist in the maintenance of administrative records and research data files;
- c) Provide administrative support including coordination and planning in the conduct of trainings, interviews, fieldworks, and other research activities;
- d) Provide general clerical and secretarial support to the Research Fellow and other research staff; and
- e) Perform other duties that may be assigned from time to time

² 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.

The Contract of Service (COS) worker will prepare the following outputs based on the schedule below:

Activities and Deliverables	Due Dates	Payment Tranches	Amount
<ul style="list-style-type: none"> • Certified attendance record for the applicable period • Month 1 report (showing 16.66% progress) including accomplishments in terms of research assistance provided to the study team for scope of work items 3a to 3e. 	Month 1	16.66%	PHP 32,400
<ul style="list-style-type: none"> • Certified attendance record for the applicable period • Month 2 report (showing 33.33% progress) including accomplishments in terms of research assistance provided to the study team for scope of work items 3a to 3e. 	Month 2	16.66%	PHP 32,400
<ul style="list-style-type: none"> • Certified attendance record for the applicable period • Month 3 report (showing 50% progress) including accomplishments in terms of research assistance provided to the study team for scope of work items 3a to 3e. 	Month 3	16.66%	PHP 32,400
<ul style="list-style-type: none"> • Certified attendance record for the applicable period • Month 4 report (showing 66.66% progress) including accomplishments in terms of research assistance provided to the study team for scope of work items 3a to 3e. 	Month 4	16.66%	PHP 32,400
<ul style="list-style-type: none"> • Certified attendance record for the applicable period • Month 5 report (showing 83.32% progress) including accomplishments in terms of research assistance provided to the study team for scope of work items 3a to 3e. 	Month 5	16.66%	PHP 32,400
<ul style="list-style-type: none"> • Certified attendance record for the applicable period • Month 6 report (showing 100% progress) including accomplishments in terms of research assistance provided to the study team for scope of work items 3a to 3e. • Turnover of draft and materials used together with Certification indicating the turnover of data as well as the deletion of such data and that it will allow PIDS to verify if the data is complete. • Approved and signed office clearance 	Month 6	16.66%	PHP 32,400

The COS worker shall submit monthly accomplishment reports as to the activities rendered and fulfillment of assignments as well as attendance records certified by all concerned Research Fellows. Said deliverables shall be submitted on or before 2nd working day of the following month for services rendered in the immediately preceding month. These deliverables/outputs shall be subject

to the favorable recommendation of the Research Fellows and approval of the Vice President and President of PIDS.

II. Work Arrangement

The COS worker is required to work forty (40) hours weekly from Monday to Thursday on a flexitime 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. They 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.

III. Minimum Qualifications (CSC Prescribed QS)

Education	Completion of two (2) year studies in College or High School graduate with relevant vocational/trade course <i>Preferred qualifications:</i> Bachelor's degree preferably in public health, health policy, health sciences, public administration, or related fields
Training	Eight (8) hours of relevant training
Experience	Two (2) years of relevant experience

IV. Project Duration

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

V. Project Cost

The approved budget for this contract of service is PHP 32,400 per month, and the actual payment to the COS worker will be based on the actual number of work-days 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 hospitalization and other COVID-related health expenses are not covered as there shall be no employer-employee relationship between PIDS and the COS worker.

Further, pursuant to Section IV.3 of PIDS Special Order No. 2023-27, 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.

VI. Evaluation Criteria

<p>Education</p> <ul style="list-style-type: none"> - Completion of two (2) year studies in College or High School graduate with relevant vocational/trade course - <i>Preferred qualifications:</i> Bachelor’s degree preferably in public health, health policy, health sciences, public administration, or related fields 	30%
<p>Training and Experience</p> <ul style="list-style-type: none"> - At least eight (8) hours of relevant training - At least two (2) years of relevant experience 	25%
<p>Competencies</p> <ul style="list-style-type: none"> - Intermediate level core competencies: deliverability/ results- oriented, professionalism, adaptability, and communication skills - Proficient in using Microsoft Office and Google Suite 	45%
<p>Total</p>	100%

VII. 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 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.

VIII. Compliance with PIDS Data Privacy Policy

Before 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 the 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).