

NOTICE OF CONTRACT OF SERVICE VACANCY

Position	:	One (1) Administrative Assistant
Contract Duration	:	Actual Start Date until December 31, 2024
Salary	:	PHP 24,000.00 per month
Project	:	PIDS In-house Project titled “Administrative Support to all PIDS Projects”

Qualifications:

- Education - Completion of at least two (2) years in college;
- Training – Eight (8) hours of relevant training; and
- Experience – Two (2) years of relevant experience

Scope of Work:

The COS worker, under the direct supervision of the Division Chief of the Procurement Management Division, shall undertake the following tasks/activities:

1. Maintain a monitoring tool of all consulting procurement requirements or use the existing Procurement Monitoring Report indicating the requestor
2. (end-user), date requested, latest status, until contract signing;
3. Coordinate with all units at PIDS the status of the concerned procurement requirement;
4. Follow-up with end-users the complete supporting documents prior to processing of requirement;
5. Follow-up with the prospective consultant/s on the documentary requirements for submission to the Institute;
6. Assist in the preparation and routing of contracts;
7. Prepare and submit monitoring reports as instructed by the PMD Chief and/or AFD Manager; and
8. Perform duties and responsibilities as may be assigned by the PMD Chief and/or the AFD Manager.

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 21, 2023

TERMS OF REFERENCE

Administrative Assistant (Contract of Service)

for the

Monitoring and Coordination of Consulting Procurement Requirements of the Institute

I. Background and Rationale

The Administrative and Finance Department - Procurement Management Division (AFD-PMD), as a sole unit responsible for the performance of all procurement-related processes (i.e. from planning to contract management), is in need of an Administrative Assistant who shall be tasked to monitor procurement activities of consulting procurement requirements of the Institute.

II. Objectives

The hiring of a COS worker aims to augment manpower complement of the AFD-PMD. This shall increase the technical capacity of the AFD-PMD. Generally, the COS worker shall be responsible for the monitoring and over-all coordination of all consulting procurement requirements of the Institute.

III. Scope of Work and Schedule of Salary

The COS worker is expected to work with the AFD-PMD, under the supervision of the PMD Chief, who shall undertake the following tasks/activities:

- a. Maintain a monitoring tool of all consulting procurement requirements or use the existing Procurement Monitoring Report indicating the requestor (end-user), date requested, latest status, until contract signing;
- b. Coordinate with all units at PIDS the status of the concerned procurement requirement;
- c. Follow-up with end-users the complete supporting documents prior to processing of requirement;
- d. Follow-up with the prospective consultant/s on the documentary requirements for submission to the Institute;
- e. Assist in the preparation and routing of contracts;
- f. Prepare and submit monitoring reports as instructed by the PMD Chief and/or AFD Manager; and
- g. Perform duties and responsibilities as may be assigned by the PMD Chief and/or the AFD Manager.

The COS worker shall submit monthly accomplishment reports as to the activities rendered and fulfillment of assignments as well as attendance records certified by the PMD-Chief. 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 PMD-Chief and approval of the AFD-Department Manager.

IV. 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.

V. Qualifications

Education	Completion of two-year studies in college
Training	Eight (8) hours of relevant training
Work Experience	Two (2) years of relevant experience

VI. Contract Duration

The engagement is from actual start date until December 31, 2024 subject to a semestral performance evaluation.

VII. Contract Cost

The approved budget for this contract of service is PHP24,000.00 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. PIDS shall not cover hospitalization and other COVID-related health expenses of the COS worker as no employer-employee relationship shall exist between the 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 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. Criteria

Particulars	Weight
Two-year studies in college relevant to the job.	30%
Basic level of core competencies: Deliverability/results-oriented, professionalism, adaptability, and communication skills.	25%
Two (2) years of relevant work experience.	25%
Intermediate level: Attention to details and accuracy of data	20%
Total	100%

IX. Ownership of Data


All information, data, reports, or any other material, graphic software or otherwise prepared, collected, and gathered information 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.

X. Compliance with PIDS Data Privacy Policy

Before commencement of work, the COS worker shall be asked to sign a nondisclosure agreement with PIDS. Any information gathered and generated in

this COS 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.

Prepared by:


MR. JULY R. SUING
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AFD – PMD

Approved by:

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Department Manager III
AFD