

## NOTICE OF CONTRACT OF SERVICE VACANCY

April 24, 2024

Position	:	<b>One (1) Administrative Assistant</b>
Contract Duration	:	<b>Actual Start Date up to December 31, 2024</b>
Salary	:	<b>PHP 32,400.00 per month</b>
Project	:	<b>Research for the Second Congressional Commission on Education (EDCOM 2)</b>

### 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 meetings/seminars/workshops/FGDs;
- 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](mailto: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** : **May 1, 2024**

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

**ADMINISTRATIVE ASSISTANT**

**(Contract of Service)**

**for**

**Research for the Second Congressional Commission on Education (EDCOM 2)**

**1. Background and Rationale**

The Philippine Institute for Development Studies (PIDS) will conduct research needed by the Second Congressional Commission on Education (EDCOM 2).

Section 3 of Republic Act No. 11899 states that the objective of creating EDCOM 2 is "to undertake a comprehensive national assessment and evaluation of the performance of the Philippine education sector for the purpose of recommending transformative, concrete and targeted reforms in the sector." In addition, the bill states that national assessment and evaluation will include the following:

1. review of the observance of the mandates of the laws that created the three education sub-sectors, namely the DepEd, the CHED and the TESDA;
2. determination of factors that have contributed to the continuing failure in learner performance on identified subject areas to meet the desired international and local standards;
3. recommendations comprising of specific, targeted and time-bound solutions to enable the education sub-sectors to improve performance vis-à-vis measurable indicators and deliver accessible, inclusive and quality education that is at par with world standards;
4. identification of best practices of various national and international educational institutions that can be adopted across the entire education system;
5. proposal for a monitoring and evaluation plan to ensure the timely achievement of set targets;
6. determination of the role of local government units in the delivery of basic education services; and
7. additional legislation to further the objectives of this Act.

The conduct of the abovementioned studies is in relation to the role of the PIDS in EDCOM 2. As stated in the EDCOM 2 Act:

*“The Philippine Institute for Development Studies (PIDS) shall serve as the research arm of the Commission. During the course of the Commission’s existence, it shall produce data-based research and provide analysis to contribute to the formulation of education policy recommendations.”*

## 2. Objectives

To fulfill PIDS' commitments to help achieve the objectives of the Second Congressional Commission on Education (EDCOM 2), the research team seeks to engage the services of **one (1) administrative assistant**, to support various projects under EDCOM 2.

## 3. 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/activities<sup>1</sup>:

- a) Assist in the conduct of research studies by data encoding and processing, finalizing/ printing research outputs, conduct of meetings/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

The COS worker shall submit a Progress and Accomplishment Report, 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.

## 4. 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.

---

<sup>1</sup> If the COS worker needs to undertake physical/face-to-face interviews and data collection, such activity is subject to relevant guidelines issued by the Inter-Agency Task Force for the Management of Emerging infectious Diseases and the Department of Health (DOH). The COS worker is expected to observe minimum health and safety protocols including physical distancing, mandatory wearing of face masks, and provision of hand sanitizers. The COS worker will also request the respondents to accomplish health declaration forms to ensure the health status of participants.

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.

**5. 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 education, economics, public administration, or related fields
Training	Eight (8) hours of relevant training
Experience	Two (2) years of relevant experience

**6. Project Duration**

The engagement is up to December 2024, upon the effectivity of the contract.

**7. Approved Budget for the Contract**

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 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” , 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.

**8. Evaluation Criteria**

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

**9. Ownership of Data**

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

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

Before commencement of work for this specific project, the Administrative Assistant 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).