

## **NOTICE OF CONTRACT OF SERVICE VACANCY**

**May 9, 2024**

Position	:	<b>One (1) Computer Programmer III</b>
Contract Duration	:	<b>Six (6) Months</b>
Salary	:	<b>PHP 56,070.00 per month</b>
Project	:	<b>Enhancing the Digital Visibility and Engagement of the Philippine APEC Study Center Network (PASCN), Network of East Asian Think-tanks (NEAT), and East Asian Development Network (EADN).</b>

### **Qualifications:**

- Bachelor's degree in information technology, computer science, or any IT-related course;
- With at least three (3) years of experience related to system analysis and design, website and application development, database management, and content management system;
- With eight (8) hours of relevant training;
- With expertise in scripting and coding languages and standards, Joomla-based platform, and other programming platform/languages required in the build-up of the websites using security best practices on program codes;
- Proficient in database management system using MySQL/MariaDB databases; and
- With experience in designing websites and integrating graphic design and CSS elements.

### **Scope of Work:**

Under the guidance and technical oversight of a PIDS Research Fellow who serves as Project Director, the Computer Programmer III is expected to work with the PASCN Secretariat and undertake the following tasks/activities:

1. Development/Enhancement of PASCN, EADN, and NEAT Websites:
  - a. Conduct a thorough assessment of the current websites of the PASCN, NEAT, and EADN to identify areas for improvement;
  - b. Develop comprehensive plans for the redesign and enhancement of each website, focusing on improving digital visibility, accessibility, user-friendliness, and content dissemination;
  - c. Design and develop visually appealing and responsive websites for PASCN, NEAT, and EADN, incorporating informative content, intuitive navigation, and interactive features to enhance user experience;
  - d. Conduct thorough testing and debugging to ensure functionality across various devices and browsers;
  - e. Conduct training for website administrators on content management and maintenance tasks to ensure sustainability.
  - f. Implement user-friendly backend functionalities to support content management, user authentication, and analytics tracking;
  - g. Manage the updating and uploading of website contents, links, images and

- other information to the websites;
- h. Prepare usage/access reports that will help the PASCN Secretariat understand the utility of the website.
2. Improvement of APEC Policy Tools functionality.
    - a. Together with the PASCN staff assigned to work on the policy tools, conduct a comprehensive review of the existing APEC Policy Tools platform to identify areas for improvement and new features to be added;
    - b. Manage the updating and uploading of data, and other information to the APEC Policy Tools;
    - c. Implement necessary backend and frontend enhancements, including database updates, UI/UX improvements, and integration of new data sources and analytical tools.
  3. Prepare and submit complete documentation requirements, including technical documentation for each developed/enhanced website and policy tools.
  4. Coordinate with and request authority from the ICTSD for server/system setup, uploading, and configuration, database / system patches and enhancements including testing schedules;
  5. Others may be assigned by the Project Director.

**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 16, 2024**

**Philippine Institute for Development Studies**

**TERMS OF REFERENCE**

**One (1) Computer Programmer III**  
**for the Philippine APEC Study Center Network**  
**(Contract of Service)**

for

Enhancing the Digital Visibility and Engagement of the Philippine APEC Study Center Network (PASCN), Network of East Asian Think-tanks (NEAT), and East Asian Development Network (EADN)

**1. Background and Rationale**

The Philippine APEC Study Center Network (PASCN) was established in 1996 pursuant to Administrative Order 303<sup>1</sup> as a strategic response to the APEC Leaders' Education Initiative. Functioning as one of the APEC Study Centers (ASCs) within the APEC member economies, PASCN is dedicated to fostering regional cooperation among higher education and research institutions across the APEC region. Its primary objectives encompass research, information dissemination, and facilitating discourse on pertinent APEC-related issues to advance the vision and goals of APEC.

As an integral part of the broader APEC Study Center Consortium (ASCC), PASCN collaborates with other ASCs to organize the annual ASCC Conference, providing a forum for academics and scholars to present research findings, engage in scholarly exchanges, and explore avenues for regional collaboration. This conference plays a crucial role in advancing academic discourse and fostering synergies among APEC member economies.

Additionally, PASCN operates within the framework of the Network of East Asian Think-tanks (NEAT), a Track 2 international organization comprising ASEAN+3 countries. NEAT was established following endorsements during the ASEAN+3 Ministerial Meeting in May 2003, based on recommendations from the "East Asia Vision Group" (EAVG) and the "East Asia Study Group" (EASG). NEAT serves as a platform for supporting, promoting, and developing ideas of East Asian cooperation and regionalism.

Under the Philippine Institute for Development Studies (PIDS), the PASCN is a member of the East Asian Development Network (EADN), a network of research institutions in the developing countries of East Asia. The EADN aims to strengthen the capacity of research institutions and researchers to undertake high-quality, development-focused, and policy-relevant social sciences research used for policy analysis, debates, and inputs at the national and regional levels. Since 2010, PIDS has served as the EADN secretariat, with the PIDS president acting as the regional coordinator.

The necessity to enhance digital visibility and engagement of PASCN, NEAT, and EADN arises from the evolving landscape of information dissemination and communication technologies. In an era characterized by rapid digitalization and technological advancements, leveraging digital platforms is essential to amplify the reach and impact of initiatives.

By embracing digitalization, PASCN, NEAT, and EADN can effectively disseminate their programs, policy recommendations, and scholarly insights to a broader audience, transcending geographical barriers and enhancing accessibility. Furthermore, digital platforms offer

---

<sup>1</sup> "Establishing the Philippine APEC Study Center Network", 23 November 1996.

opportunities for interactive engagement, fostering dialogue, collaboration, and knowledge exchange among stakeholders within the APEC region and beyond.

## 2. Objectives of the Project

- a) Enhance the digital visibility of the PASCN, NEAT, and EADN through the development of their respective websites, ensuring accessibility, user-friendliness, and informative content dissemination;
- b) Update and enhance the functionality of the APEC Policy Tools, ensuring that the platform remains current, relevant, and user-friendly for policymakers, researchers, and stakeholders within the APEC region.
- c) Train the PASCN staff to maintain the websites accordingly and come up with extensive monitoring and evaluation of the website engagement.

To meet the objectives of the project, the PIDS research team proposes the engagement of a Contract of Service –Computer Programmer III. The specific scope of work of said COS worker is discussed in Section 3.

## 3. Scope of Work, Deliverables, and Schedule of Payment Releases

Under the guidance and technical oversight of a PIDS Research Fellow who serves as Project Director, the **Computer Programmer III** is expected to work with the PASCN Secretariat and undertake the following tasks/activities:

Deliverables	Deadline	Payment Tranches
Accepted and approved outputs related to the PASCN Website	Month 1	16.67%
Accepted and approved outputs related to the NEAT Website	Month 2	16.67%
Accepted and approved outputs related to the EADN Website	Month 3	16.67%
Accepted and approved outputs on the APEC Policy Tools	Month 4	16.67%
Accepted and approved outputs on the launch of the websites	Month 5	16.67%
Accepted and approved outputs on the monitoring and evaluation of the PASCN, NEAT, and EADN websites	Month 6	16.67%

For more detailed engagements, please refer below:

1. Development/Enhancement of PASCN, EADN, and NEAT Websites:
  - a. Conduct a thorough assessment of the current websites of the PASCN, NEAT, and EADN to identify areas for improvement;

- b. Develop comprehensive plans for the redesign and enhancement of each website, focusing on improving digital visibility, accessibility, user-friendliness, and content dissemination;
  - c. Design and develop visually appealing and responsive websites for PASCN, NEAT, and EADN, incorporating informative content, intuitive navigation, and interactive features to enhance user experience;
  - d. Conduct thorough testing and debugging to ensure functionality across various devices and browsers;
  - e. Conduct training for website administrators on content management and maintenance tasks to ensure sustainability.
  - f. Implement user-friendly backend functionalities to support content management, user authentication, and analytics tracking;
  - g. Manage the updating and uploading of website contents, links, images and other information to the websites;
  - h. Prepare usage/access reports that will help the PASCN Secretariat understand the utility of the website.
2. Improvement of APEC Policy Tools functionality.
- a. Together with the PASCN staff assigned to work on the policy tools, conduct a comprehensive review of the existing APEC Policy Tools platform to identify areas for improvement and new features to be added;
  - b. Manage the updating and uploading of data, and other information to the APEC Policy Tools;
  - c. Implement necessary backend and frontend enhancements, including database updates, UI/UX improvements, and integration of new data sources and analytical tools.
3. Prepare and submit complete documentation requirements, including technical documentation for each developed/enhanced website and policy tools.
4. Coordinate with and request authority from the ICTSD for server/system setup, uploading, and configuration, database / system patches and enhancements including testing schedules;
5. Others may be assigned by the Project Director.

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 flextime 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 four times a week for the first two months, then twice weekly in the succeeding months 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. 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**

Education	<b>Bachelor’s degree in Information Technology</b> , Computer Science, or any IT-related course.
Training	Eight (8) hours of relevant training
Experience	Three (3) years of relevant experience related to system analysis and design, website and application development, database management and content management system.
Eligibility	None required

**6. Contract Duration**

The engagement is for six (6) months, upon the effectivity of the contract.

**7. Approved Budget for the Contract**

The approved budget for this engagement is PHP 56,070.00 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. 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”, 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.

## 8. Evaluation Criteria

<p><b>Qualifications:</b></p> <p><b>1. Required skills and experience.</b></p> <ul style="list-style-type: none"> <li>a. Bachelor’s degree in information technology, computer science, or any IT-related course;</li> <li>b. With at least three years of experience related to system analysis and design, website and application development, database management, and content management system;</li> <li>c. With eight (8) hours of relevant training;</li> <li>d. With expertise in scripting and coding languages and standards, Joomla-based platform, and other programming platform/languages required in the build-up of the websites using security best practices on program codes;</li> <li>e. Proficient in database management system using MySQL/MariaDB databases;</li> <li>f. With experience in designing websites and integrating graphic design and CSS elements.</li> </ul>	60%
<p><b>2. Desirable Skills:</b></p> <ul style="list-style-type: none"> <li>a. Demonstrates conceptual, analytical, systemic, and creative thinking;</li> <li>b. With a broad knowledge of current web development technologies and design tools, new software, and other programming languages and programs;</li> <li>c. Knowledgeable in developing open API and Open Data Service;</li> <li>d. With experience to setup and configuration of Joomla server and database server;</li> <li>e. Able to understand users’ needs to match with adequate technical solutions;</li> <li>f. With strong track record in website security and administration, website analytics, and search engine optimization.</li> </ul>	40%
<b>Total</b>	<b>100%</b>

## 9. Ownership of Data

All information, data, reports, or any other material, graphic software or otherwise prepared, collected, and gathered by the Technical 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 Computer Programmer III 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).