

## NOTICE OF CONTRACT OF SERVICE VACANCY

May 15, 2024

Position	:	<b>One (1) Administrative Assistant</b>
Contract Duration	:	<b>Six (6) Months</b>
Salary	:	<b>PHP 32,400.00 per month</b>
Project	:	<b>Monitoring and Analyzing Correlates of Basic Education Outcomes at the School Level: Assessment of the Department of Education's MATATAG K to 10 Curriculum Pilot Implementation</b>

### Qualifications:

- Education - Completion of two (2) year studies in College or High School graduate with relevant vocational/trade course  
*Preferred:* Bachelor's degree preferably in education, public administration, or related fields
- 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 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;
- 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 in PDF format 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 22, 2024**

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

**ADMINISTRATIVE ASSISTANT**

**(Contract of Service)**

**for**

**Monitoring and Analyzing Correlates of Basic Education Outcomes at the School Level:**  
**Assessment of the Department of Education's MATATAG K to 10 Curriculum Pilot**  
**Implementation**

**1. Background and Rationale**

Amidst numerous massive education reforms including compulsory Kindergarten instruction, institutionalizing of the K-12 basic education program, and the adopting of mother tongue-based multilingual education, among many others, Filipino students have continued to lag behind similar cohorts in other countries. The Philippines was at the bottom of the 2018 Program for International Student Assessment that tested 15-year-old students in Mathematics, Science and Reading. These poor results were confirmed in the 2019 Trends in International Mathematics and Science Study, which also showed the Philippines to be a laggard among countries that participated in the international large-scale standardized testing program.

As a response to this, the Department of Education (DepEd) is piloting a new basic education curriculum, dubbed as the Makabagong kurikulum na napapanahon, Talino na mula sa isip at puso, Tapang na humarap sa anumang hamon ng buhay, Galing ng Pilipino nangingibabaw sa mundo (MATATAG). The new curriculum significantly decongests the existing curriculum to focus on foundational skills with the end goal of improving learning outcomes.

The DepEd has partnered with the Philippine Institute for Development Studies (PIDS) and the University of the Philippines Center for Integrative and Development Studies – Assessment, Curriculum and Technology Research Program (UP CIDS-ACTRP) to carry out the review and assessment of the MATATAG K to 10 Curriculum's pilot implementation, with PIDS focusing on performing activities related to data collection, implementation review, and impact assessment of the new curriculum.

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

**2. Objectives of the Study**

As part of the curriculum comparison component of the research, the study seeks to conduct a national assessment on the MATATAG K-to-10 Curriculum in pilot schools this year. The study aims to conduct a comparison of the current and pilot MATATAG K-to-10 curricula, document the challenges and opportunities in implementing both curriculums, and assess the immediate impacts of the pilot MATATAG K-to-10 curriculum on teachers' pedagogy, time use, and students' learning outcomes.

Specifically, this study aims to:

1. To identify attributes and competencies of the curricula;

2. To develop the test items included in the instrument for the assessment framework for the curriculum assessment of the study; and
3. To review, revise, and finalize test items according to the result of the Pilot Test.

### **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/workshops;
- 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 Reports, 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 flexi-time 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

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<sup>1</sup> 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 the concerned government agencies pertaining to health and safety.

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, 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 **six (6) months** from the **signing 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", 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

<b>Education</b> - Completion of two (2) year studies in College or High School graduate with relevant vocational/trade course	30%
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- <i>Preferred qualifications:</i> Bachelor’s degree preferably in education, public administration, or related fields	
<b>Training and Experience</b> - At least eight (8) hours of relevant training - At least two (2) years of relevant experience	25%
<b>Competencies</b> - Intermediate level core competencies: deliverability/ results- oriented, professionalism, adaptability, and communication skills - Proficient in using Microsoft Office and Google Suite	45%
<b>Total</b>	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).