

NOTICE OF CONTRACT OF SERVICE VACANCY

June 18, 2024

Position	:	One (1) Information Officer II
Contract Duration	:	Actual start date until December 31, 2024
Salary	:	PHP 43, 942.80 per month
Project	:	PIDS In-house Project titled “Research Dissemination through Effective Stakeholder Communication”

Minimum Qualifications:

- Education - Bachelor’s degree in Development Communication, Journalism, or other related courses.
- Training - 4 hours of relevant training in items related to the scope of work.
- Experience - At least one (1) year of experience in social media content creation, preferably in the development sector;

Desired Qualifications:

- Proficiency in writing news articles and speeches;
- Knowledgeable in organizing onsite, virtual, and hybrid events; and
- Knowledgeable in Canva, Adobe Photoshop, Adobe Illustrator, Adobe Premiere Pro, and other related editing software; with intermediate skills in graphic design and layout, and video editing

Scope of Work:

The Information Officer II will work under the Research Information Department Manager, with operational supervision from the RID-PAD Chief. The COS worker’s main tasks will complement those of the Department’s public affairs and social media teams. Details of the job description are as follows:

1. Write press releases about PIDS public seminars or other events and/or PIDS published studies;
2. Draft and prepare speech and script for events;
3. Assist in the execution of monthly public events, especially during the conduct of the DPRM;
4. Produce various social media materials for public seminars; and
5. 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. Incomplete documents will not be processed. Specific details related to this Contract of Service will be discussed during the interview.

Deadline : **June 25, 2024**

Philippine Institute for Development Studies

TERMS OF REFERENCE

One (1) Information Officer II (CONTRACT OF SERVICE)

for the PIDS In-house Project titled “Research Dissemination through Effective Stakeholder Communication”

1. Background and Rationale

As part of its mandate, the Philippine Institute for Development Studies (PIDS) disseminates its policy research to the public and various stakeholders, aiming to educate and enlighten them on socioeconomic development issues. The Institute utilizes various communication channels to ensure that its policy research outputs have the broadest reach.

Through its Research Information Department – Public Affairs Division (RID-PAD), the PIDS organizes a series of public seminars, providing researchers a platform to present and discuss their findings with stakeholders, fostering a deeper understanding of complex development challenges through interactive engagement. One of its significant events is the Development Policy Research Month (DPRM), conducted annually every September, established by Presidential Proclamation 247 in 2002. This month-long initiative underscores the pivotal role of policy research in shaping effective development plans and policies.

In addition to events, PIDS utilizes various communication platforms, including social media, to disseminate its research to the right audience. Research information covers publications, video productions, and articles highlighting key findings, events, and other announcements. Different social media platforms augment traditional channels for broader outreach and online engagement.

Continuously striving to innovate its dissemination strategies, PIDS aims to maximize the visibility and reach of its research studies. The Institute is actively exploring opportunities to strengthen its capacity in organizing knowledge-sharing events and implementing effective communication strategies. In pursuit of these objectives, RID will undertake the project titled “Research Dissemination through Effective Stakeholder Communication” to hire one (1) Information Officer II.

2. Objectives

The project aims to enhance research dissemination of the Institute through diverse communication channels and support the organization of knowledge-sharing events.

The hiring of **one (1) Information Officer II (IO II)** under Contract of Service is necessary to implement this project.

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

The IO II will work under the RID Department Manager, with operational supervision from the RID-PAD Chief. His/her main tasks will complement those of the Department's public affairs and social media teams. Details of the job description are as follows:

- a. Write press releases about PIDS public seminars or other events and/or PIDS published studies;
- b. Draft and prepare speech and script for events;
- c. Assist in the execution of monthly public events, especially during the conduct of the DPRM;
- d. Produce various social media materials for public seminars; and
- e. Perform other duties that may be assigned from time to time.

The COS worker shall submit a Progress Report 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 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 Arrangements

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 worker shall be deducted against his/her total compensation for the applicable period.

5. Minimum Qualifications

Education	Bachelor's degree in Development Communication, Journalism, or other related courses
Training	4 hours of relevant training in items related to the scope of work
Experience	At least one (1) year of experience in social media content creation, preferably in the development sector;

Desired Qualifications:

- Proficiency in writing news articles and speeches;
- Knowledgeable in organizing onsite, virtual, and hybrid events; and
- Knowledgeable in Canva, Adobe Photoshop, Adobe Illustrator, Adobe Premiere Pro, and other related editing software; with intermediate skills in graphic design and layout, and video editing

6. Project Duration

The engagement is from actual start date until December 31, 2024.

7. Approved Budget for the Contract

The approved budget for this contract is **PHP 43, 942.80** 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 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 (OR), 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/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

a. Bachelor's degree in Development Communication, Journalism, or other related courses;	10%
b. At least one (1) year of experience in social media content creation, preferably in the development sector;	10%
c. At least four (4) hours of relevant training in items related to the scope of work;	10%
d. Proficiency in writing news articles and speeches;	25%
e. Knowledgeable in organizing onsite, virtual, and hybrid events; and	25%
f. Knowledgeable in Canva, Adobe Photoshop, Adobe Illustrator, Adobe Premiere Pro, and other related editing software; with intermediate skills in graphic design and layout, and video editing	20%
Total	100%

9. Ownership of Data

All information, data, reports, or any other material, graphic software, or otherwise prepared, collected, and gathered by the Information Officer II under the project's duration shall belong to 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 Contractor 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 the PIDS Data Privacy Policy

Before commencement of work on this specific project, the Information Officer II 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).