



NOTICE OF CONTRACT OF SERVICE VACANCY

October 14, 2024

Position	:	Two (2) Administrative Assistants
Contract Duration	:	Actual Start Date until March 31, 2025
Salary	:	PHP 29,257.20 per month
Project	:	PIDS In-House Project titled "Administrative Support to All PIDS Projects"

Qualifications:

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

Scope of Work:

1. The COS worker, under the direct supervision of the Division Chief of the Admin. Division, shall undertake the following tasks/activities:
 - *Administrative Assistant 1*
 - a. Assist in the administrative processes associated with the hiring of Contract of Service (COS) workers;
 - b. Improve the overall efficiency of handling paperworks, documentation, and communication channels related to the hiring of COS, maintain accurate and comprehensive records of all COS hiring requests, approvals, and relevant documentation.
 - c. Provide regular and timely updates to management regarding the status of COS hiring requests and associated administrative processes; and
 - d. Ensure strict adherence to rules and regulations set by oversight agencies.
 - *Administrative Assistant 2*
 - a. Assist in the provision of services and assistance in the areas of human resource management and development, records and communication, property management, general utility and transport provision.
 - b. Assist in the administration of procedures in recruitment and the processing of documents relation to personnel actions.
 - c. Assist in the conduct of physical inventory of supplies and properties
 - d. Encodes and files communications related to the functions of Admin.
 - e. Perform other related tasks that may be assigned by the Division Chief, or the AFD-Department 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 parties shall submit their application together with ALL documentary requirements to <https://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 : October 21, 2024

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

ADMINISTRATIVE ASSISTANT
(Contract of Service)

For

PIDS In-House Project titled "Administrative Support to All PIDS Projects"

I. Background and Rationale

The Administrative Division ensures that the operations of the Institute run efficiently, particularly as our workforce expands. This growth has intensified administrative demands, including multiple hiring requests, coordination, monitoring management, and various operational tasks. As a result, the current staff faces increasing challenges in effectively addressing these demands, which could impact overall productivity.

With the Institute's expansion, the volume of administrative tasks has significantly increased, leaving current staff members often overwhelmed by routine duties. This can lead to burnout and decreased job satisfaction. Hiring additional COS workers will alleviate this burden and help distribute the workload more evenly, allowing existing staff to focus on higher-priority tasks and promoting a healthier work environment.

By bringing in more COS workers, we can ensure that the Administrative Division is well-equipped to manage its responsibilities, fostering a more productive and supportive environment for all staff.

II. Objectives

The hiring of a COS worker aims to augment the manpower of the Administrative Division. This will strengthen the division's workforce, enhance its technical capacity, and enable it to meet the administrative needs of the Institute more effectively.

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

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

1. Assist in the provision of services and assistance in the areas of human resource management and development, records and communication, property management, general utility and transport provision.
2. Assist in the administration of procedures in recruitment and the processing of documents relation to personnel actions.
3. Assist in the conduct of physical inventory of supplies and properties
4. Encodes and files communications related to the functions of Admin.
5. Perform other related tasks that may be assigned by the Division Chief, or the AFD-Department Manager.

The COS worker shall submit Accomplishment Reports, daily time record and all required outputs in accordance with this Terms of Reference, subject to the verification, acceptance and approval 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. These deliverables/outputs shall be subject to the favorable recommendation of the Admin-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.

The COS worker must have his/her own laptop with up-to-date anti-virus software for the duration of the contract. If the COS worker does not have said laptop, daily on-site reporting at the PIDS office is required, wherein a shared workspace and equipment will be arranged, as determined by their immediate supervisor. PIDS may provide an office-issued laptop if units are available in the PIDS-ICTSD laptop pool and in accordance with the guidelines for the issuance of computers to COS worker.

V. Minimum Qualifications (CSC Prescribed QS)

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

VI. Project Duration

The engagement is until March 31, 2025 from the date of assumption of the COS worker.

VII. Project Cost

The approved budget for this contract of service is PHP 29,257.20 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/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.

VIII. Evaluation Criteria

<p>Education Two-year studies in college relevant to the job</p>	30%
<p>Training and Experience</p> <ul style="list-style-type: none"> - At least eight (8) hours of training relevant - At least two (2) years of relevant experience 	25%
<p>Competencies</p> <ul style="list-style-type: none"> - Basic level core competencies: deliverability/results-oriented, professionalism, adaptability, and communication skills - Basic level functional competencies: HR Management, Records Maintenance and Management, Policy Understanding and Compliance, General Administrative and Support Services 	45%
<p>Total</p>	100%

IX. 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.

X. 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).

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

ADMINISTRATIVE ASSISTANT
(Contract of Service)

For

PIDS In-House Project titled "Administrative Support to All PIDS Projects"

I. Background and Rationale

In response to the growing project demands of the Institute in hiring Contract of Service (COS) workers as well as the increasing complexities in managing them, there is a need to hire additional personnel who will assist the Administrative Division in facilitating and monitoring of COS workers' hiring requests.

As the organization expands its projects and initiatives, the administrative workload associated with managing COS workers has significantly increased. The necessity for a COS Administrative Assistant is essential to streamline and efficiently handle the administrative tasks related to the hiring of COS, monitoring and submission of reportorial requirements to the management, and ensuring accuracy and compliance with the rules and regulations set forth by oversight agencies.

This role will significantly contribute to the overall effectiveness of the Institute's workforce management, ensuring that COS hiring aligns seamlessly with the Institute's goals and standards.

II. Objectives

The Administrative Assistant under COS engagement will play a pivotal role in optimizing the COS workers' hiring process, compliance, and contribution to the overall management of COS workers within the Institute. Specifically, the hiring of an Administrative Assistant aims to:

- Assist in the administrative processes associated with the hiring of Contract of Service (COS) workers;
- Improve the overall efficiency of handling paperworks, documentation, and communication channels related to the hiring of COS, maintain accurate and comprehensive records of all COS hiring requests, approvals, and relevant documentation.
- Provide regular and timely updates to management regarding the status of COS hiring requests and associated administrative processes; and
- Ensure strict adherence to rules and regulations set by oversight agencies.

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

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

6. Assist in the administration of the end-to-end hiring process of COS workers requests, including preparation of lineup, coordinating with project directors, and ensuring compliance with the existing rules and regulations.
7. Maintain up-to-date records of all COS workers, including contracts, requirements and other relevant documentation.
8. Facilitate onboarding process for COS workers, ensuring a smooth transition into their roles within the Institute.
9. Checks Daily Time Records and computes as to incurred tardiness/undertime of COS workers.
10. Assist in payroll preparation by providing relevant data, including absences, lates and undertime.
11. Prepare report or data needed related to COS workers
12. Perform other related tasks that may be assigned by the Division Chief, or the AFD-Department Manager.

The COS worker shall submit Accomplishment Reports, daily time record and all required outputs in accordance with this Terms of Reference, subject to the verification, acceptance and approval 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. These deliverables/outputs shall be subject to the favorable recommendation of the Admin-Chief and approval of the AFD-Department Manager.

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