



NOTICE OF CONTRACT OF SERVICE VACANCY
January 28, 2025

Position Title : **(1) Project Technical Specialist IV - Contract of Service**

Contract Duration : **Actual Start Date until March 31, 2025**

Salary : **PHP 64,647.60 per month**

Project : **PIDS-PBSP HCPN Demonstration Sites - Quantitative Technical Support (Institution) - C19RM**

Qualifications:

- BS/BA degree in Health Sciences, Public Health, Development Communication, Business Administration, or related fields
- 8 hours of relevant training in items related to the scope of work
- 2 years of experience in health financing, public health systems, clinical practice, communications, or fields related to the scope of work.

Scope of Work:

Under the guidance and technical oversight of a PIDS Research Fellow, who serves as Project Director, the Contract of Service (COS) worker is expected to work with the Project Team to assist in or undertake the following tasks/activities as a Project Technical Specialist IV:

1. Lead, oversee, and coordinate staff/consultants for the implementation of all communications and capacity-building activities to complete the following deliverables:
 - a. Annual accomplishment reports for PIDS, DOH, and PhilHealth
 - b. Public website and video modules on DRGs and PPM reforms
 - c. Capacity-building events for PIDS, PhilHealth, other stakeholders
 - d. International study tour for technical capacity building for PIDS, PhilHealth, DOH, and other government agencies
 - e. Activities to set –up the proposed Center for Health Finance and Economics (subject to approval of the PIDS Board of Trustees)
2. Organize and participate in stakeholder consultations and workshops with relevant PIDS-DOH-PHIC partnership stakeholders including:
 - a. Main Clients: PhilHealth Universal Health Care Surge Team, Department of Health OSEC-Office of the Assistant Secretary, Department of Health Disease Prevention and Control Bureau
 - b. PhilHealth Technical Units: DRG Technical Working Group (TWG), Task Force Informatics (TFI), Benefits Development and Research Department (BDRD), Standards and Monitoring Department (SMD), among others
 - c. DRG Experts: World Bank Philippines, Thailand Case Mix Center
 - d. Clinical and Coding Experts: Philippine Surgical and Medical Societies, Clinical

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Coding societies

e. Non-Health Care Sector Stakeholders: Health care providers, patient organizations academe, non-government organizations (NGOs), development partners, members of Congress, PIDS offices, and Board members.

3. Maintain and update stakeholder mapping and the communications/messaging plan for stakeholder engagement:

- a. Identify relevant end-users for each study product, action points for each stakeholder, and communication materials required following the action points;
- b. Develop communication tools and events for stakeholder engagement and dissemination of updates on PPM reforms;
- c. Develop the slide decks required for and present during the stakeholder consultations, building on the available technical materials by the study team;
- d. Coordinate with the stakeholders on any inquiries and concerns relevant to the technical components of the studies conducted.

4. Maintain, revise, and update the Diagnosis-Related Group (DRG) governance protocol based on stakeholder feedback, including

- a. Specific steps/phases of the governance process and their timelines
- b. Stakeholder roles and responsibilities
- c. Transparency engagement charter/guidelines

5. Write technical notes, documentations, protocols, reports, analyses results, and manuscripts relevant to the stipulated scope of work above.

6. Prepare for, attend, and present at internal meetings, or client meetings with PhilHealth, DOH, and other stakeholders, as necessary.

7. Perform other professional, highly technical, and confidential duties and responsibilities as the Research Fellow may assign from time to time.

Requirements:

1. Application letter addressed to PIDS President
2. Certificate of Civil Service Eligibility/ PRC
- Optional
3. Performance Evaluation from the last rating period
(if coming from another government agency)
4. Personal Data Sheet
5. PIDS Information Sheet
6. Training Certificates
7. Transcript of Records



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8. Updated Resume/CV
9. Work Experience Sheet

Interested and qualified applicants may submit their requirements at <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 : **February 04, 2025**

Philippine Institute for Development Studies

TERMS OF REFERENCE

Project Technical Specialist IV (Contract of Service)

Communications Lead

for

PIDS-PBSP HCPN Demonstration Sites - Quantitative Technical Support

(Institution) - C19RM¹

I. Background and Rationale

With the enactment of the Universal Health Care (UHC) law, the Philippine Health Insurance Corporation (PhilHealth) has been empowered to be the national strategic purchaser of individual-based health services. A critical health provider payment mechanism (PPM) reform that PhilHealth must implement under the UHC Law is the Diagnosis Related Groupings (DRGs). The DRGs are a step forward to move the current all-case rate system from retrospective payments based only on service outputs to value-based payments that incentivize quality, efficiency, and equitable care, and improve health at lower costs for the health sector and patients.

Moreover, such a complex reform requires that PhilHealth maintain the DRGs and other PPM systems over the long-term. This requires improving PhilHealth's data quality, and monitoring frameworks and plans to evaluate whether these reforms achieve its goals for value-based purchasing. On both these fronts, PIDS will be assisting PhilHealth in the development of DRG payment rates and the monitoring and evaluation for the DRGs and PPMs.

II. Objectives

1. Monitoring and Evaluation (M&E) for (a) trends in health care utilization across the life course and (b) assessment of baseline trends for quality, and equity of DRGs and other PhilHealth benefits and reforms;
2. Policy support and recommendations for DRGs and Related PPM reforms in (a) health financing policy and gaps, (b) policy decisions to use DRG for actual reimbursement, (c) health data policy standards and gaps;
3. Charge analysis and costing methodology: (a) analysis of charge data and development of charge libraries, (b) review and revision of PhilHealth costing methodologies, policies, and forms;
4. DRG rate-setting calculation and documentation of the development process;

¹ This engagement will be charged against the study DOH-PHIC-PIDS Technical Assistance on the UHC Provider Payment Reforms for 2024: Diagnosis-Related Groups, Comprehensive Outpatient Benefit Package, and the Center for Healthcare Finance and Economics.

5. Capacity building for PIDS, PhilHealth, DOH, providers, and other stakeholders:
(a) technical capacity building for DRG implementers, (b) communication of DRG and PPM reforms to providers and the public;
6. Comprehensive Outpatient Benefit Package (COBP): classification of services according to PhilHealth COBP design and National Practice Guidelines (NPG)

III. 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 Contract of Service (COS) worker is expected to work with the Project Team to assist in or undertake the following tasks/activities as a **Project Technical Specialist IV²**:

1. Lead, oversee, and coordinate staff/consultants for the implementation of all communications and capacity-building activities to complete the following deliverables:
 - a. Annual accomplishment reports for PIDS, DOH, and PhilHealth
 - b. Public website and video modules on DRGs and PPM reforms
 - c. Capacity-building events for PIDS, PhilHealth, other stakeholders
 - d. International study tour for technical capacity building for PIDS, PhilHealth, DOH, and other government agencies
 - e. Activities to set -up the proposed Center for Health Finance and Economics (subject to approval of the PIDS Board of Trustees)
2. Organize and participate in stakeholder consultations and workshops with relevant PIDS-DOH-PHC partnership stakeholders including:
 - a. Main Clients: PhilHealth Universal Health Care Surge Team, Department of Health OSEC-Office of the Assistant Secretary, Department of Health Disease Prevention and Control Bureau
 - b. PhilHealth Technical Units: DRG Technical Working Group (TWG), Task Force Informatics (TFI), Benefits Development and Research Department (BDRD), Standards and Monitoring Department (SMD), among others
 - c. DRG Experts: World Bank Philippines, Thailand Case Mix Center
 - d. Clinical and Coding Experts: Philippine Surgical and Medical Societies, Clinical Coding societies
 - e. Non-Health Care Sector Stakeholders: Health care providers, patient organizations academe, non-government organizations (NGOs),

² 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 concerned government agencies pertaining to health and safety.

- development partners, members of Congress, PIDS offices, and Board members;
3. Maintain and update stakeholder mapping and the communications/messaging plan for stakeholder engagement:
 - a. Identify relevant end-users for each study product, action points for each stakeholder, and communication materials required following the action points;
 - b. Develop communication tools and events for stakeholder engagement and dissemination of updates on PPM reforms;
 - c. Develop the slide decks required for and present during the stakeholder consultations, building on the available technical materials by the study team;
 - d. Coordinate with the stakeholders on any inquiries and concerns relevant to the technical components of the studies conducted;
 4. Maintain, revise, and update the Diagnosis-Related Group (DRG) governance protocol based on stakeholder feedback, including
 - a. Specific steps/phases of the governance process and their timelines
 - b. Stakeholder roles and responsibilities
 - c. Transparency engagement charter/guidelines
 5. Write technical notes, documentations, protocols, reports, analyses results, and manuscripts relevant to the stipulated scope of work above.
 6. Prepare for, attend, and present at internal meetings, or client meetings with PhilHealth, DOH, and other stakeholders, as necessary.
 7. Perform other professional, highly technical, and confidential duties and responsibilities as the Research Fellow may assign from time to time.

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 of the concerned Project Director at 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.

IV. 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.

The COS worker 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

Education	BS/BA degree in Health Sciences, Public Health, Development Communication, Business Administration , or related fields
Training	8 hours of relevant training in items related to the scope of work
Experience	2 years of experience in health financing, public health systems, clinical practice, communications, or fields related to the scope of work.

VI. Project Duration

The engagement is from the actual start date until **March 31, 2025**. The contract of the COS worker may be renewed upon favorable recommendation by the concerned Fellow and approved by the PIDS President, but in no case shall exceed the term of the project, and the term of the PIDS President, to which the COS worker is assigned and for a maximum period of 1 year only per renewal whichever is shorter. The result of the performance evaluation shall also be attached to the request for renewal of the contract.

VII. Project Cost

The approved budget for this contract of service is **PHP 64,647.60 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 (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.

VIII. Evaluation Criteria

Applicants will be evaluated based on the following criteria:

Education <ul style="list-style-type: none"> • BS/BA degree in Health Sciences, Public Health, Development Communication, Business Administration, or related fields 	30%
Training and Experience <ul style="list-style-type: none"> • At least 8 hours of relevant training in items related to the scope of work • At least 2 years of experience in health financing, public health systems, clinical practice, communications, or fields related to the scope of work 	30%
Competencies <ul style="list-style-type: none"> • Advanced level core competencies: deliverability/ results-oriented, professionalism, adaptability, and communication skills • Advanced level functional competencies: project/research implementation and management; problem solving and analysis; communication and dissemination 	40%
Total	100%

IX. Ownership of Data

All information, data, reports, or any other material, graphic software or otherwise prepared, collected, and gathered by the COS worker 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 COS worker 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).