

NOTICE OF CONTRACT OF SERVICE VACANCY January 28, 2025

Position Title : **One (1) Administrative Assistant - Contract of Service**

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" for Finance Division**

Qualifications:

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

Scope of Work:

Under the supervision of Division Chief of Finance Division, the Administrative Assistant is expected to undertake the following tasks/activities:

1. Assist the Cashier III in the following:

- a. Maintaining logbooks of checks issued for both in-house and externally funded projects;
- b. Recording client satisfaction survey results pertaining to check release;
- c. Organizing vouchers and supporting documents for timely transmission to the Commission on Audit;
- d. Monitoring the timely submission of acknowledgement receipts and service invoices by contract of service workers;
- e. Communicating with consultants and suppliers regarding payment availability and any outstanding documentary requirements; and
- f. Maintaining accurate and organized records related to PIDS cash management, including cancelled checks and signed reports.

2. Assist the Budget Officer in the following:

- a. Preparing and encoding of Department of Energy's Fuel and Electricity Reports;
- b. Organizing and compiling budget documents required by the DBM and Congress during budget preparation; and
- c. Filing budget-related reports and records.

3. Perform other related duties as assigned by the Division Chief of the Finance Division or the Department Manager of the AFD, commensurate with the Administrative Assistant's responsibilities and salary grade.



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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
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**

TERMS OF REFERENCE

One (1) Administrative Assistant (Contract of Service)

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

I. Rationale

The Administrative and Finance Department (AFD), particularly the Finance Division, is responsible for managing PIDS' financial operations, including investing, budget planning, preparation, execution, reporting to various stakeholders, and cash management. This Division currently consists of four personnel who are responsible for fulfilling these critical functions.

Currently, Finance Division is experiencing increase in workload. The significant increase in PIDS projects, both in-house and external, has led to a more than twofold increase in the number of suppliers and consultants engaged. Concurrently, the volume of request for payments and financial documents requiring review and transmission to the Commission on Audit (COA) has risen considerably. Furthermore, the growing number of contract of service workers necessitates increased oversight to ensure compliance with COA's documentary requirements, further straining the Division's resources.

To address this critical need and enhance the Division's operational efficiency, the hiring of an Administrative Assistant is essential. This role will provide crucial support to the Cashier and Budget Officer, allowing for streamlined document submission, enhanced compliance with COA requirements for contract workers, and ultimately enabling the Division to better focus on core financial management tasks, thereby contributing to the achievement of AFD's overall goals.

II. Objectives

The Administrative Assistant will provide crucial support to the Cashier and Budget Officer, allowing for:

1. **Streamlined document submission:** The Administrative Assistant will assist with the review, organization, and transmission of documentary requirements to the COA, significantly improving efficiency.
2. **Enhanced compliance:** The Administrative Assistant will play a vital role in ensuring compliance with COA's requirements for contract of service workers, minimizing potential audit issues and safeguarding PIDS' financial integrity.
3. **Improved overall operational efficiency:** By alleviating the workload of the Cashier and Budget Officer, the Administrative Assistant will enable the Division to better focus on core financial management tasks, such as budget preparation, processing of payments, check preparation, cash collection, and the preparation and timely submission of various reports and monitoring log sheets for PIDS internal use and to oversight agencies like the Department of Finance, Department of Budget and Management (DBM), and the COA, ultimately contributing to the achievement of PIDS' overall goals

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

Under the supervision of Division Chief of Finance Division, the Administrative Assistant is expected to undertake the following tasks/activities:

1. Assist the Cashier III in the following:
 - a. Maintaining logbooks of checks issued for both in-house and externally funded projects;
 - b. Recording client satisfaction survey results pertaining to check release;
 - c. Organizing vouchers and supporting documents for timely transmission to the Commission on Audit;
 - d. Monitoring the timely submission of acknowledgement receipts and service invoices by contract of service workers;
 - e. Communicating with consultants and suppliers regarding payment availability and any outstanding documentary requirements; and
 - f. Maintaining accurate and organized records related to PIDS cash management, including cancelled checks and signed reports.

2. Assist the Budget Officer in the following:
 - a. Preparing and encoding of Department of Energy's Fuel and Electricity Reports;
 - b. Organizing and compiling budget documents required by the DBM and Congress during budget preparation; and
 - c. Filing budget-related reports and records.

3. Perform other related duties as assigned by the Division Chief of the Finance Division or the Department Manager of the AFD, commensurate with the Administrative Assistant's responsibilities and salary grade.

The Administrative Assistant 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 Division Chief of Finance Division and approval of the Department Manager of AFD.

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 corner 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/Information and Communications Technology Services Division (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 overtime 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

Area	Minimum Qualification
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. Contract Duration

The engagement is until March 31, 2025, upon the effectivity of the contract. The contract of the COS worker may be renewed upon favorable recommendation by the concerned Department Manager 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. Approved Budget for the Contract

The approved budget for this engagement is ₱29,257.20 per month, equivalent to Salary Grade 10 based first tranche schedule of Executive Order No. 64 plus a 20% mark-up. Payment 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 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.

VIII. Evaluation Criteria

Qualification	Weight
1. Education, Training and experience a. Two (2) years studies in college relevant to the job b. With at least two (2) years of experience related cash management/government accounting or budgeting c. With eight (8) hours of relevant training	60%
2. Competency Requirements: a. Basic level core competencies: Deliverability/results-oriented, professionalism, adaptability, and communication skills b. Basic level functional competencies: Cash Management, Records Maintenance and Management, Policy Understanding and Compliance, General Administrative and Support Services	40%
Total	100%

IX. Ownership of Data

All information, data, reports, or any other material, graphic software or otherwise prepared, collected, and gathered 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.