

# NOTICE OF CONTRACT OF SERVICE VACANCY

March 6, 2025

Position	:	<b>Two (2) Financial Analysts</b>
Contract Duration	:	<b>April 1, 2025 to June 30, 2025</b>
Salary	:	<b>PHP 38,694.00 per month</b>
Project	:	<b>PIDS In-House Project titled "Administrative Support to All PIDS Projects"</b>

## Qualifications:

- Bachelor's degree relevant to the scope of work

### *Preferred Qualifications:*

- Passed the Certified Public Accountants Licensure Exam (RA 1080);
- Knowledgeable and familiar with government auditing standards, Government Accounting, Taxation, Financial Management; and
- Organized and demonstrate strong written and oral communication skills.

## Scope of Work:

The COS workers, under the direct supervision of the Division Chief of the Accounting and Control Division, shall undertake the following tasks/activities:

### For COS Worker 1:

1. Check the completeness of documents and prepare the disbursement voucher and tax certificate if any.
2. Maintain up-to-date records of all processed disbursement vouchers and tax certificates.
3. Verify budget of cash advances upon requests of FTO/LTO/SO.
4. Check the completeness of the documents of liquidation submitted and monitor the submission within the reglementary period.
5. Maintain up-to-date records of the processed cash advances and monitoring of liquidation in compliance with the reglementary period as prescribed by the oversight agencies.
6. Assist in the preparation of a summary of tax deductions and tax certificates of the contract of service (COS) payroll.

### For COS Worker 2:

1. Assist in the inventory count of supplies and PPE accounts at year-end.

2. Reconcile balances of PPE's and supplies per record against inventory count at year-end.
3. Reconcile GSIS, PHIC and HDMF remittances monthly per record.
4. Reconcile BIR remittances per record of taxes withheld monthly, quarterly and annually.
5. Assist in the preparation of BIR form 2316.
6. 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 : March 13, 2025**

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

**TWO (2) FINANCIAL ANALYSTS**

**(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 surge in travels (LTO/FTO/SO), there is a need to hire additional personnel who will assist the Accounting and Control Division in processing and verifying documents for disbursements, budgets, liquidations, and payroll.

As the organization expands its projects and initiatives, the administrative workload has significantly increased. The necessity for a COS Financial Analyst is essential to streamline and efficiently handle the administrative tasks related to the payroll of COS, processing of disbursements, verifying budget of cash advances and ensuring completeness of the liquidation documents in 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 Financial Analyst under COS engagement will play a pivotal role in optimizing the processing of disbursements, COS workers' payroll, verification of budget for cash advances, and the completeness of the liquidation documents for the Institute and reconciliation of accounts. Specifically, the hiring of a Financial Analyst aims to:

- Ensure the completeness of documents and prepare the disbursement voucher and tax certificate if any.
- Assist in the verification of budget of cash advances for travels (LTO/FTO/SO).
- Ensure the completeness of the documents of liquidation submitted and to improve efficiency in monitoring the submission within the reglementary period.
- Assist in the preparation of the summary of tax deductions and tax certificates of the contract of service (COS) payroll.
- Reconcile and balances accounts against recoded transactions
- Ensure strict adherence to rules and regulations set by oversight agencies.

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

The COS workers, under the direct supervision of the Division Chief of the Accounting and Control Division, shall undertake the following tasks/activities:

For COS Worker 1:

7. Check the completeness of documents and prepare the disbursement voucher and tax certificate if any.
8. Maintain up-to-date records of all processed disbursement vouchers and tax certificates.
9. Verify budget of cash advances upon requests of FTO/LTO/SO.
10. Check the completeness of the documents of liquidation submitted and monitor the submission within the reglementary period.
11. Maintain up-to-date records of the processed cash advances and monitoring of liquidation in compliance with the reglementary period as prescribed by the oversight agencies.
12. Assist in the preparation of a summary of tax deductions and tax certificates of the contract of service (COS) payroll.

For COS Worker 2:

7. Assist in the inventory count of supplies and PPE accounts at year-end.
8. Reconcile balances of PPE's and supplies per record against inventory count at year-end.
9. Reconcile GSIS, PHIC and HDMF remittances monthly per record.
10. Reconcile BIR remittances per record of taxes withheld monthly, quarterly and annually.
11. Assist in the preparation of BIR form 2316.
12. Perform other related tasks that may be assigned by the Division Chief, or the AFD-Department Manager.

The COS workers 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 Accounting and Control-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 workers 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 workers.

**V. Minimum Qualifications (CSC Prescribed QS)**

Education	Bachelor's degree relevant to the scope of work
Training	None required
Experience	None required

Preferred Qualifications:

- Passed the Certified Public Accountants Licensure Exam (RA 1080);
- Knowledgeable and familiar with government auditing standards, Government Accounting, Taxation, Financial Management; and
- Organized and demonstrate strong written and oral communication skills.

**VI. Project Duration**

The engagement is from April 1, 2025 until the end of term of the current PIDS President, or the latter's duration of holdover capacity, if any, and/or the duration of the project whichever is shorter. The contract of the COS worker may also 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. Project Cost**

The approved budget for this contract of service is PHP 38,694.00 per month, and the actual payment to the COS worker 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 insurances 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.

Upon further approval and recommendation of the PIDS President and availability of

funds, the monthly payment may be adjusted to the new salary rate under SSL 2025 Second Tranche, as per DBM Circular No. 597 dated January 20, 2025 which is PHP 38,694.00—comparable to SG-12 (Accountant I) position plus a 20% premium.

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

<b>Education</b> Bachelor’s degree relevant to the scope of work	30%
<b>Competencies</b> - Intermediate level core competencies: deliverability/results-oriented, professionalism, adaptability, and communication skills - Intermediate level functional competencies: Bookkeeping, Records Maintenance and Management, Policy Understanding and Compliance, General Administrative and Support Services	35%
<b>Eligibility</b> RA1080 (Certified Public Accountant)	35%
<b>Total</b>	100%

### IX. Ownership of Data

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