

NOTICE OF CONTRACT OF SERVICE VACANCY March 27, 2025

Position Title	: One (1) Project Senior Technical Specialist - Contract of Service
Contract Duration	: Actual Start Date until June 30, 2025
Salary	: PHP 93,794.40 per month
Project	: Research for Second Congressional Commission on Education (EDCOM 2)

Qualifications:

- Master's Degree in economics, education, public administration, development studies, management or any related fields.
- 16 hours relevant training in items related to the scope of work
- At least 5 years of professional experience in education, research, and public policy

Scope of Work:

Under the guidance and technical oversight of a PIDS Research Fellow who serves as Project Director, the Project Senior Technical Specialist is expected to work with the Project Team and undertake the following tasks/activities:

1. Assist in supervising the implementation of the EDCOM 2 research projects for the assigned committee;
2. Conduct review of related literature on the performance of the Philippine education and respective sector;
3. Direct and lead in the data cleaning and processing of the datasets for the EDCOM 2 research projects and coordinate with the Data Manager on the collection and compilation of datasets, including its data quality assurance;
4. Analyze datasets and produce descriptive and inferential analyses on the processed EDCOM 2 datasets;
5. Prepare the guide questions for key-informant interviews and/or focus group discussions and conduct the same as necessary;
6. Conduct primary data collection such as focus group discussions and key-informant interviews as necessary;
7. Process and analyze the qualitative information collected from the key informant interview sessions and focus group discussions as necessary;
8. Contribute to the reports and other deliverables for EDCOM 2 research project;
9. Participate in the presentation of research results to clients;
10. Perform such other professional, highly technical, and confidential duties and responsibilities as the Research Fellow may assign from time to time.



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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 : **April 3, 2025**

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

PROJECT SENIOR TECHNICAL SPECIALIST
(Contract of Service)
for
Research for Second Congressional Commission on Education

1. Background and Rationale

The Philippine Institute for Development Studies (PIDS) will conduct research needed by the Second Congressional Commission on Education (EDCOM 2).

Section 4 of the Act states that EDCOM 2 is created "to undertake a comprehensive national assessment and evaluation of the performance of the Philippine education sector for the purpose of recommending transformative, concrete and targeted reforms in the sector with the end in view of making the Philippines globally competitive in both education and labor markets." In addition, the Act states that national assessment and evaluation will include the following:

1. review of the observance of the mandates of the laws that created the three education sub-sectors, namely the Department of Education (DepEd), the Commission on Higher Education (CHED), and the Technical Education and Skills Development Authority (TESDA);
2. determination of factors that have contributed to the continuing failure in learner performance on identified subject areas to meet the desired international and local standards;
3. recommendations comprising of specific, targeted and time-bound solutions to enable the education sub-sectors to improve performance vis-à-vis measurable indicators and deliver accessible, inclusive and quality education that is at par with world standards;
4. identification of best practices of various national and international educational institutions that can be adopted across the entire education system;
5. proposal for a monitoring and evaluation plan to ensure the timely achievement of set targets;
6. determination of the role of local government units in the delivery of basic education services; and
7. additional legislation to further the objectives of this Act.

As stated in the EDCOM II Act:

“The Philippine Institute for Development Studies (PIDS) shall serve as the research arm of the Commission. During the course of the Commission’s existence, it shall produce data- based research and provide analysis to contribute to the formulation of education policy recommendations.”

2. Objectives of the Study

In order to address the learning crisis reflected by the Philippines’ dismal performance in international assessments and aggravated by external factors such as the COVID-19 pandemic, the PIDS studies for EDCOM 2 will be conducted to gather literature and data, perform data analysis, and present evidence-based research from which a strengthened policy can be drawn to address the identified learning gaps and losses, and to achieve the objectives set by the Commission.

Objectives of the engagement:

- To assist the Principal Investigator/Project Director in the conduct of the study from inception to presentation to stakeholders in various fora
- To provide expert-level inputs for the duration of the study
- To ensure achievement of study's goals and objectives

3. 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 **Project Senior Technical Specialist** is expected to work with the Project Team and undertake the following tasks/activities¹:*

1. Assist in supervising the implementation of the EDCOM 2 research projects for the assigned committee;
2. Conduct review of related literature on the performance of the Philippine education and respective sector;
3. Direct and lead in the data cleaning and processing of the datasets for the EDCOM 2 research projects and coordinate with the Data Manager on the collection and compilation of datasets, including its data quality assurance;
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9. Participate in the presentation of research results to clients;
10. Perform such other professional, highly technical, and confidential duties and responsibilities as the Research Fellow may assign from time to time.

The COS worker shall submit an Accomplishment Report, 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 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.

¹ 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 the concerned government agencies pertaining to health and safety.

4. Work Arrangement

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.

The COS worker must have his/her own laptop/desktop with up-to-date anti-virus software for the duration of the contract. If the COS worker does not have said laptop/desktop, 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/desktop if units are available in the PIDS-ICTSD laptop pool and in accordance with the guidelines for the issuance of computers to COS workers.

5. Minimum Qualifications

Education	Master’s Degree in economics, education, public administration, development studies, management or any related fields.
Training	16 hours relevant training in items related to the scope of work
Experience	At least 5 years of professional experience in education, research, and public policy

6. Contract Duration

The engagement is from effectivity of the contract until 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.

7. Approved Budget for the Contract

The approved budget for this contract of service is **PHP 89,803.20** 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 insurance including hospitalization, or other COVID-related or any other expenses 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 93,794.40.00**—comparable to SG-22 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 (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.

8. Evaluation Criteria

Education Graduate degree in economics, education, public administration, development studies, management or any related fields.	50%
Training and Experience <ul style="list-style-type: none"> - At least 5 years of experience as a research analyst in relevant fields - At least 16 hours relevant training in items related to the scope of work 	25%
Competencies Advanced level core competencies: deliverability/results-oriented, professionalism, adaptability, and communication skills <ul style="list-style-type: none"> - Intermediate leadership competencies - Advanced level functional competencies: dissemination, project/research implementation and management, research conceptualization, and technical writing 	25%
Total	100%

9. Ownership of Data

All information, data, reports, or any other material, graphic software or otherwise prepared, collected, and gathered by the Project Senior Technical Specialist 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.

10. 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).

A handwritten signature in black ink, appearing to be 'M.A.' with a flourish at the end.A handwritten signature in black ink, appearing to be 'C. Lopez'.