PIDS
PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES
Surian sa mga Pag-aaral Pangkaunlaran ng Pilipinas

Service through policy research

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NOTICE OF CONTRACT OF SERVICE VACANCY
April 08, 2025

Position Title	:	**One (1) Computer Programmer II - Contract of Service**
Contract Duration	:	**Actual Start Date until June 30, 2025**
Salary	:	**PHP 48,249.60 per month**
Project	:	**PIDS In-house Project titled "Maximizing Policy Research Reach and Engagement through Greater Accessibility and Visibility"**

Qualifications:

- Bachelor's Degree in Computer Science or any IT-related courses
- Four (4) hours of relevant training in items related to the scope of work
- At least one (1) year of relevant experience in computer programming and database management systems
- With knowledge of database software, particularly using Structured Query Language (SQL)
- Programming languages: Proficiency in at least one programming language, such as JavaScript, PHP, or any programming framework.
- Database Management: Knowledge of structured query language and the ability to write efficient SQL queries.
- Operating Systems: Comfortable working with different operating systems (Windows, Linux, macOS).
- With background in data analytics using Python and SEO principles to optimize research outputs for digital platforms.
- Knowledge of research publishing, citation styles (e.g., APA, Chicago), and bibliometric tracking.
- Prior experience in a research or policy organization is an advantage.
- Ability to coordinate with team members, external partners, and stakeholders effectively.
- Tech-savvy and willing to learn new tools and platforms.
- Exceptional writing and editing skills with the ability to present information clearly and concisely, an advantage although not required.

Scope of Work:

The Computer Programmer II will work under the RID Department Manager, with operational supervision from the RID-PCD Chief. The COS worker's main tasks will complement those of the Department's publications and research dissemination initiatives. Details of the job description are as follows:

a. Database encoding and maintenance
- Assist in registering PIDS publications and assigning DOIs via Crossref.
- Ensure accurate preparation and submission of metadata (e.g., titles, authors, publication

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dates, ISSN/ISBN, URLs).
- Regularly monitor DOI submission statuses and address any issues.
- Maintain and clean the SERP-P and PIDS databases by verifying entries, removing duplicates, encoding missing metadata, and ensuring alignment with citation requirements
- Identify and flag broken publication links for resolution by SERP-P coordinators.
- Provide documentation and training for staff on managing DOI registrations.
- Assist in the digitalization project of the PIDS library

b. Publications support
- Assist in layout design for discussion papers, policy notes, and other publications.
- Assist in ensuring timely production of publications by monitoring workflow and schedules.
- Assist in tracking citations of PIDS publications and generating reports on their reach and impact.

c. Administrative support
- Update the list of PIDS publication recipients to ensure timely and accurate dissemination.
- Maintain and update the PIDS contacts database, including experts and resource persons.
- Support the organization of knowledge-sharing events like seminars, and exhibits, among others.
- Support the maintenance/enhancement initiatives for the SERP-P and PIDS Corners projects

d. Other tasks
- Assist the SERP-P with website crawling and keyword optimization (SEO) strategy
- Collaborate on special projects that enhance the accessibility and visibility of PIDS publications.
- Perform other tasks as assigned by the Department Manager.

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 : **April 15, 2025**

Philippine Institute for Development Studies

TERMS OF REFERENCE

**One (1) Computer Programmer II
(CONTRACT OF SERVICE)**

**for the
PIDS In-house Project titled "Maximizing Policy Research Reach and Engagement
through Greater Accessibility and Visibility"**

1. Background and Rationale

PIDS is committed to making its policy research accessible and useful to a wide range of stakeholders, from policymakers and academics to development practitioners and the general public. Through its Research Information Department–Publications and Circulation Division (RID-PCD), PIDS publishes various types of research outputs, including discussion papers, policy notes, research papers, and books. These publications serve as essential platforms for sharing evidence-based insights and recommendations that inform policies and discussions and contribute to national and regional development goals.

To further expand the reach and impact of these publications, PIDS is initiating programs aimed at improving their visibility and accessibility. One major step is enhancing the PIDS website and the Socioeconomic Research Portal for the Philippines (SERP-P) to make research outputs more searchable, organized, and compatible with academic databases and digital repositories. Through the PIDS website, which houses the full range of knowledge produced by the Institute through the years, and SERP-P, a project of the PIDS and the country's first online repository of socioeconomic resources, a new automatic citation feature will be introduced to better serve users. By optimizing metadata and improving search functionality, PIDS ensures that its research is easier to find and use.

Another key initiative is registering PIDS publications with platforms like Crossref and assigning Digital Object Identifiers (DOIs) to each output. DOIs provide a stable and easily citable reference, making it more convenient for researchers and institutions to cite and access PIDS research. These improvements will not only increase citations but also encourage wider engagement with policy research, strengthening its influence on evidence-based decision-making.

To support these efforts, PIDS RID-PCD is launching the project "Maximizing Policy Research Reach and Engagement through Greater Accessibility and Visibility", which includes hiring a Computer Programmer II to help implement these initiatives.

2. Objectives

The project aims to enhance the dissemination and visibility of the Institute's publications by improving the PIDS website and the SERP-P and registering publications on platforms like Crossref with assigned DOIs. These efforts will ensure that PIDS

publications are easily accessible, searchable, and citable, thereby increasing their reach, impact, and contribution to evidence-based policymaking.

To achieve these objectives, the hiring of one (1) Computer Programmer II under a Contract of Service is essential. This role will focus on implementing initiatives that optimize the accessibility and visibility of PIDS publications, ensuring broader engagement with stakeholders.

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

The Computer Programmer II will work under the RID Department Manager, with operational supervision from the RID-PCD Chief. The COS worker's main tasks will complement those of the Department's publications and research dissemination initiatives. Details of the job description are as follows:

a. **Database encoding and maintenance**
   - Assist in registering PIDS publications and assigning DOIs via Crossref.
   - Ensure accurate preparation and submission of metadata (e.g., titles, authors, publication dates, ISSN/ISBN, URLs).
   - Regularly monitor DOI submission statuses and address any issues.
   - Maintain and clean the SERP-P and PIDS databases by verifying entries, removing duplicates, encoding missing metadata, and ensuring alignment with citation requirements
   - Identify and flag broken publication links for resolution by SERP-P coordinators.
   - Provide documentation and training for staff on managing DOI registrations.
   - Assist in the digitalization project of the PIDS library

b. **Publications support**
   - Assist in layout design for discussion papers, policy notes, and other publications.
   - Assist in ensuring timely production of publications by monitoring workflow and schedules.
   - Assist in tracking citations of PIDS publications and generating reports on their reach and impact.

c. **Administrative support**
   - Update the list of PIDS publication recipients to ensure timely and accurate dissemination.
   - Maintain and update the PIDS contacts database, including experts and resource persons.
   - Support the organization of knowledge-sharing events like seminars, and exhibits, among others.
   - Support the maintenance/enhancement initiatives for the SERP-P and PIDS Corners projects

d. **Other tasks**
   - Assist the SERP-P with website crawling and keyword optimization (SEO) strategy

- Collaborate on special projects that enhance the accessibility and visibility of PIDS publications.
- Perform other tasks as assigned by the Department Manager.

The COS worker shall submit a Progress Report and 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 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.

4. Work Arrangements

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.

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.

5. **Minimum Qualifications**

Education	Bachelor's Degree in Computer Science or any IT-related courses
Training	Four (4) hours of relevant training in items related to the scope of work
Experience	At least one (1) year of relevant experience in computer programming and database management systems

Desired Qualifications:

- With knowledge of database software, particularly using Structured Query Language (SQL)
- Programming languages: Proficiency in at least one programming language, such as JavaScript, PHP, or any programming framework.
- Database Management: Knowledge of structured query language and the ability to write efficient SQL queries.
- Operating Systems: Comfortable working with different operating systems (Windows, Linux, macOS).
- With background in data analytics using Python and SEO principles to optimize research outputs for digital platforms.
- Knowledge of research publishing, citation styles (e.g., APA, Chicago), and bibliometric tracking.
- Prior experience in a research or policy organization is an advantage.
- Ability to coordinate with team members, external partners, and stakeholders effectively.
- Tech-savvy and willing to learn new tools and platforms.
- Exceptional writing and editing skills with the ability to present information clearly and concisely, an advantage although not required.

6. Project 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 is **PHP 48,249.60** 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.

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, submitting the BIR Certificate of Registration to PIDS, and submitting 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

a. Bachelor's degree in Computer Science, or any IT-related courses;	20%
b. At least four (4) hours of relevant training in items related to the scope of work;	20%
c. Proficiency in computer programming and database management systems, with a specific focus on Structured Query Language (SQL)	30%
d. Knowledge of academic/research publishing, citation styles (e.g., APA, Chicago), and bibliometric tracking	10%
e. Background in data analytics using Python and SEO principles to optimize research outputs for digital platforms.	10%
f. Proficiency in writing and editing materials for publications and familiarity with the publication production process	10%
Total	100%

9. Ownership of Data

All information, data, reports, or any other material, graphic software, or otherwise prepared, collected, and gathered by Computer Programmer II under the project's duration shall belong to 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 Contractor 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 the PIDS Data Privacy Policy

Before the commencement of work on this specific project, the Computer Programmer II 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)