



EMPLOYMENT NOTICE

The Philippine Institute for Development Studies (PIDS), a nonstock, nonprofit government corporations engaged in the conduct of long-term policy-oriented research, is now considering applicants for the following position/s:

Position Title:	One (1) Information Officer II
Salary Grade:	Salary Grade (SG) - 15 at P 40,208.00 per month
Minimum Qualifications:	<ul style="list-style-type: none">• Bachelor's degree relevant to the job• One (1) year of relevant experience• Four (4) hours of relevant training
Nature of Appointment:	CONTRACTUAL
Item No.:	N/A
Project Title:	PIDS In-house Project titled "Improving Peer Review and Editorial Oversight of the Philippine Journal of Development (PJD)"
Core Competencies:	<p>Deliverability/Results-Oriented (intermediate) - shows persistence in achieving his/her targets; prepares outputs that may require review by the supervisor.</p> <p>Professionalism (intermediate) - shows persistence when faced with difficult problems or challenges; modifies behavior as appropriate to meet the expectations of the position and the situation; sets high standards of work performance for self; accepts responsibility for outcomes (positive or negative) of one's work, and admits mistakes and refocuses efforts when appropriate.</p> <p>Adaptability (intermediate) - welcomes variety and routine tasks; makes minor adjustments to changing rules in a slower pace.</p> <p>Communication (intermediate) - explains clearly issues, policies, and procedures when asked for clarification; listens attentively to ideas and concerns of co-employees; follows up on correspondences sent to internal and external clients and uses existing templates to write letters and memos; prepares simple communication such as transmittal letters, memos, and advisories with minor revisions</p>
Leadership Competencies:	N/A

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<p>Functional Competencies:</p>	<p>Project Management (intermediate) - delivers required outputs of relatively simple projects or special assignments whose success relies mostly on own input and initiative although input from a few entities are required; correctly identifies the project's / assignment's resource requirements (manpower, time, equipment, materials, etc.) and individuals/units involved or whose inputs are required and secures these from the superior or office from whom the special assignment came from (originating office); clearly explains the participation/contribution of other parties, including standards that have to be met such as deadlines and quality specification.</p> <p>Technical Writing and Editing (intermediate) - writes and edits abstract or blurb of PIDS studies/publications accurately and in a coherent manner; uses grammatically correct, concise, clear, and logical sentences; simplifies technical jargon and technical information when the document is intended for a non- technical audience.</p> <p>Computer Skills (intermediate) - edits photos and creates cover designs using special software (e.g., Adobe Photoshop, etc.); uses relevant software for developing materials for print and online media; knows how to create and maintain database of information (e.g., contacts, mailing list).</p> <p>Layout and graphic design (intermediate) - considers the purpose, target audience in creating graphic designs to be developed; develops and checks if the message in the materials are clear, coherent and concise and at the same time appealing to the target audience; applies the rules of grammar, punctuation, style and distinguishes the nuances of word meanings within the purpose and context of the materials.</p>
<p>Required Documents: Note:</p> <ul style="list-style-type: none"> • APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED • Documents must be submitted in Portable Document Format (PDF) 	<ul style="list-style-type: none"> • Application letter addressed to PIDS President • Certificate of Civil Service Eligibility/ PRC - Optional • Performance Evaluation from the last rating period (if coming from another government agency) • Personal Data Sheet • PIDS Information Sheet • Training Certificates • Transcript of Records • Updated Resume/CV • Work Experience Sheet



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Deadline of Submission:	June 05, 2025
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Interested parties shall submit their applications through the PIDS recruitment site at <https://recruitment.pids.gov.ph/> with ALL documentary requirements. You may also submit to the address below not later than the deadline indicated:

Human Resource Management Officer
Administrative Division
Philippine Institute for Development Studies
18th Floor, Three Cyberpod Centris EDSA cor. Quezon Ave., Quezon City

Note: The PIDS adheres to the Equal Employment Opportunity Principle (EEOP) in the implementation of its Recruitment, Selection and Placement. In this regard, applications from all qualified individuals regardless of age, sex, gender identity, sexual orientation, disabilities, religion and/or indigenous group membership are hereby encouraged.