



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) Division Chief II - Accounting and Control Division
Salary Grade:	Salary Grade (SG) - 23 at P 87,315.00 per month
Minimum Qualifications:	<ul style="list-style-type: none">• Bachelor's degree relevant to the job• Three (3) years of relevant experience• Sixteen (16) hours of relevant training• Career Service (Professional)/ Second Level Eligibility/PD 907
Nature of Appointment:	PERMANENT
Item No.:	AFD 18
Project Title:	N/A
Core Competencies:	<p>Deliverability/Results-Oriented (superior) - oriented towards contributing to the output from the whole system not just their own specialization.</p> <p>Professionalism (superior) - demonstrates a high level of personal responsibility, dependability, and reliability; exhibits the values, attitudes, and behaviors of the organization; establishes criteria and/or work procedures to achieve a high level of quality, productivity, and service.</p> <p>Adaptability (superior) - anticipates the need for a change and be the champion for these changes; prepares a plan in the performance of the job to make room for adjustments.</p> <p>Communication (superior) - keeps his/her superiors informed about targets/priorities and accomplishments; accurately interprets policies and orders from Management; writes letters and other communication that best suits the situation/clients; edits communication matters and transforms them into a more concise, clear, and relevant written communication; responds calmly and provides options to keep difficult situations under control; able to lead meetings with ease, clarifies questions, make commitments, and negotiates, if necessary.</p>

EMPLOYMENT NOTICE

<p>Leadership Competencies:</p>	<p>Building Collaborative, Inclusive Working Relationships (advanced) - strengthens and deepens partnerships and networks to deliver or enhance work outcomes.</p> <p>Managing performance and coaching for results (advanced) - monitors the strategic imperatives of the organization and orchestrates teams, work and organizational culture around this, through advanced skills in coaching to achieve performance standard.</p> <p>Leading change (advanced) - constructs a change management plan in which one or more office systems and/or processes are affected either by a change intervention conducted internally or by an external consultant.</p> <p>Thinking strategically and creatively (advanced) - plans, crafts and adapts strategies for achieving the vision, mission and objectives of the agency or organization and secures the proper implementation of these strategies.</p> <p>Creating and Nurturing a High Performing Organization (advanced) - creates a culture where team work and interdependence is nurtured by facilitating collaboration across organizations.</p>
---------------------------------	--

EMPLOYMENT NOTICE

Functional Competencies:

Accounting Proficiency (superior) - institutionalizes processes to ensure integrity of data relative to accounting practices and prevailing regulations in the filed/profession; keeps abreast of accounting practices, changes in general presentation, taxation, COA regulations procedures, processes, and general laws; influences compliance with accounting rules and regulations to ensure fair presentation of the financial statement; institutionalizes financial accounting systems and processes in response to emerging developments.

Applying Internal Control Functions (superior) - able to apply the guidelines in exceptionally difficult situations; serves as resource persons to others and advises others on the resource/fiscal management.

Financial Management (superior) - ensures fair presentation of the financial statement; ensures that financial resources are allocated efficiently; authorizes changes to the manual of financial instructions and user manuals for transaction processing; reviews financial statements and other analysis for integrity, accuracy and comprehensive presentation.

Policy Understanding and Compliance (superior) - serves as Resource Person for other units/staff/outside agencies; able to recommend customizing a certain policy to the current set-up of PIDS.

Processing of Financial Transactions (superior) - recommends levels of staffing and other resources for transaction processing.

Technical Writing (superior) - reviews, edits, critiques technical documentation based on accepted standards of technical writing; recognizes trends and patterns in current and past data/information and provides correct analysis and recommendation; develops report format appropriate for the content and target audience

EMPLOYMENT NOTICE

<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
<p>Deadline of Submission:</p>	<p>June 20, 2025</p>

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.