

NOTICE OF CONTRACT OF SERVICE VACANCY

April 22, 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

NOTICE OF CONTRACT OF SERVICE VACANCY

April 22, 2025

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



NOTICE OF CONTRACT OF SERVICE VACANCY

April 22, 2025

- 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 29, 2025