

**Philippine Institute For Development Studies**  
18th Floor, Three Cyberpod Centris, EDSA cor. Quezon Ave., Quezon City

**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) Administrative Aide IV (Reproduction Machine Operator II)
Salary Grade:	Salary Grade (SG) - 4 at P 15,586.00 per month
Minimum Qualifications:	<ul style="list-style-type: none"> <li>• <b>Elementary School Graduate</b></li> <li>• <b>Relevant MC 11 s. 1996, as amended (Category III)/ Career Service Sub-Professional/ First Level Eligibility</b></li> </ul>
Nature of Appointment:	PERMANENT
Item No.:	AFD 11
Project Title:	N/A
Core Competencies:	<p><b>Deliverability/Results-Oriented (Basic)</b> - delivers outputs as assigned; prepares outputs that may require rechecking by the supervisor.</p> <p><b>Professionalism (Basic)</b> - demonstrates professional competence and mastery of subject matter; meets commitments, observes deadlines and achieves desired results; completes own work on time; admits mistakes and refocuses efforts when appropriate.</p> <p><b>Adaptability (Basic)</b> - shows no resistance when faced with new instructions/orders; understands the objectives/ rationale behind the new rules.</p> <p><b>Communication (Basic)</b> - presents ideas and facts in a clear and organized manner appropriate to the audience and occasion; able to use email and other communication facilities such as fax machine, cellular phone and social media in order to convey and receive simple messages; provides simple explanation on basic policies and procedures inquired by co-workers and other units, with guidance from immediate superior; uses existing communication materials or templates to produce own written work/report.</p>
Leadership Competencies:	N/A

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<b>Functional Competencies:</b>	<p><b>Facility and Equipment Maintenance (Basic)</b> - aware of mechanical concepts and functions of a specific machine, equipment and gadget.; knows how to operate the machine, equipment and gadget; and proper care and safekeeping; demonstrates a fundamental level of technical skill to perform the necessary repair and maintenance of mechanical/electrical and electronic components.; demonstrates an understanding of applicable rules, regulations, and safety guidelines.</p> <p><b>General Administrative and Support Services (Basic)</b> - has basic knowledge on the general administrative services of the PIDS; prepares regular reports for review of supervisors; able to distinguish who among the staff of AFD is assigned to do a certain job - Regards accuracy and details as part of the job.</p> <p><b>Liaison Services (Basic)</b> - acts as liaison between the Institute and other agencies.; respond appropriately to requests for information.; adjusts the format and language to suit the requirements of different audiences.; initiates communication and keeps others informed as necessary.; adapts style in response to feedback.</p>
<b>Required Documents:</b> <b>Note:</b> <ul style="list-style-type: none"><li>• APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED</li><li>• Documents must be submitted in Portable Document Format (PDF)</li></ul>	<ul style="list-style-type: none"><li>• Certificate of Civil Service Eligibility/ PRC - Optional for contractual</li><li>• Letter of Intent</li><li>• Performance Evaluation from the last rating period (if coming from another government agency) If coming from another government agency (optional)</li><li>• Personal Data Sheet</li><li>• PIDS Information Sheet</li><li>• Training Certificates</li><li>• Transcript of Records</li><li>• Updated Resume/CV</li><li>• Work Experience Sheet</li></ul>
<b>Deadline of Submission:</b>	<b>June 08, 2023</b>

Interested parties shall submit their application together with ALL documentary requirements to [recruitment@mail.pids.gov.ph](mailto:recruitment@mail.pids.gov.ph) or to the address below not later than the deadline indicated:

Human Resource Management Officer  
Administrative Division  
Philippine Institute for Development Studies

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**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.**