



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 Officer IV (Financial Analyst 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• 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 "Administrative Support to All PIDS Projects"
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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Functional Competencies:

Accounting Proficiency (intermediate) - adapts government accounting policies, budgeting, COA regulations, procedures, processes and general laws in the provision of accounting services in the Institute; summarizes data on various aspects of accounting to form measures for management decision; validates compliance with accounting principles, interpretation of COA rules, updated circular of DBM, COA, BIR and other relevant government issuance; adapts and adheres to government accounting principles, outstanding policies, procedures, processes, laws and regulations in the performance of work related to the maintenance of subsidiary ledgers, reconciliation of accounts, preparation of schedules of various accounts for the financial statements.

Accounts Reconciliation (intermediate) - maintains schedules and ledgers of reconciling accounts to ensure traceability; takes responsibility for identifying and correcting unreconciled accounts; keeps log of all material issues and makes exception reports to managerial level, with recommendations for resolution as appropriate.

Processing Financial Transactions (intermediate) - prepares interim reports for management with recommendations; demonstrates knowledge of the functionalities of the system and government oversight regulations and deadlines on submission of required reports.

Technical Writing (intermediate) - prepares reports accurately in a coherent manner; uses grammatically correct, concise, clear, and coherent sentences.

Records Maintenance and Management (advanced) - applies and adapts record management standards and best practice effectively; supports others in the development and introduction of new record keeping practices and procedures; displays a proactive approach to improving record keeping practices.

Attention to details (advanced) - Provides immediate feedback to team members on reports and written communication that need to be revised; gives specific instructions to team members on what needs to be revised; monitors progress of revisions to ensure that output reaches the desired level of accuracy; reviews and checks the accuracy of information in work reports; proof reads own work to identify errors or omissions; develops and uses systems to organize and track work progress; checks and evaluates outputs are in accordance with the given instruction and conforms to the policies, rules and regulations of the Institute, COA, BIR, DBM and other oversight agencies.

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<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>July 10, 2025</p>

Interested parties shall submit their application together with ALL documentary requirements to 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
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.