

Republic of the Philippines  
**SANGGUNIANG PANLUNGSOD**  
City Government of Pasig

Resolution No. 16  
Series of 2022

**A RESOLUTION AUTHORIZING THE HONORABLE CITY MAYOR VICTOR MA. REGIS N. SOTTO TO ENTER INTO A MULTI-YEAR CONTRACT TO ESTABLISH A COMPETENCY FRAMEWORK IN THE CITY GOVERNMENT OF PASIG.**

**Authored by:** Councilor Rhichie Gerard T. Brown  
**Co- Authored by:** Councilors Syvel C. Asilo, Ferdinand A. Avis, Regino S. Balderrama, Orlando R. Benito, Mario C. Concepcion, Jr., Rosalio D. Martires, Corazon M. Raymundo, Reynaldo R. San Buenaventura III, Gregorio P. Rupisan Jr., Editha C. Santiago, Wilfredo F. Sityar, LIGA Pres. Rigor J. Enriquez and SK Fed. President Georgia Lynne P. Clemente

**WHEREAS**, Section 458 of Republic Act 7160 otherwise known as the Local Government Code of 1991 bestows upon the Sangguniang Panlungsod the power to enact ordinances, approve resolutions necessary for the efficient and effective administration of the city government;

**WHEREAS**, Section 455 of the same Code provides that the City Mayor, as Chief Executive of the city government shall represent the city in all business transactions and sign on its behalf all contracts and such other documents upon authority of the Sangguniang Panlungsod;

**WHEREAS**, the present administration is leading the initiative to establish a Competency Framework in the city government, a mechanism which focuses on relevant behaviors and skills to help employees assess their current capabilities and determine the behavior that requires development to improve their effectiveness;

**WHEREAS**, the Competency Framework is envisioned to attain four (4) major objectives:

- 1.) To guide all Department Heads/Chiefs of Office in determining the organizational and leadership competencies of the city government and establish competency dictionaries;
- 2.) To guide all Department Heads/Chiefs of Office in establishing the Competency Framework for the Social Development Sector of the City Government of Pasig to include competency dictionaries and competency based job descriptions;
- 3.) To develop baseline competency assessment tools and conduct baseline competency assessment to assess selected incumbent in eight to ten critical competencies and establish baseline competency levels from individual to organizational level;
- 4.) To conduct training on the application of the competency framework in recruitment and selection, promotion and placement including baseline competency assessment.

**PASIG**

UMAAGOS ANG PAG-ASA

[www.pasigcity.gov.ph](http://www.pasigcity.gov.ph)





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A RESOLUTION AUTHORIZING THE HONORABLE CITY MAYOR VICTOR MA. REGIS N. SOTTO TO ENTER INTO A MULTI-YEAR CONTRACT TO ESTABLISH A COMPETENCY FRAMEWORK IN THE CITY GOVERNMENT OF PASIG.

**WHEREAS**, a service provider must be outsourced to see the project through within a span of sixteen (16) months divided in two (2) phases from CY 2022 to CY 2023 as described more specifically in the Terms of Reference (TOR).

**WHEREAS**, Section 31 of Republic Act 11639 otherwise known as the General Appropriations Act (GAA) of 2022 provides that Local Government Units may enter into multi-year contracts upon issuance of Multi-Year Contract Authority (MYCA) from the Department of Budget and Management or any similar document from the Sangguniang Panlungsod;

**NOW THEREFORE**, on a motion duly seconded, the City Council resolves as it hereby resolved, to authorize the Honorable City Mayor Victor Ma. Regis N. Sotto, to enter into a multi-year contract with the selected service provider in accordance with the terms, conditions and covenants set forth in the Terms of Reference (TOR).

**APPROVED** this 17<sup>th</sup> day of **March 2022** in Pasig City, Metro Manila.

**FERDINAND A. AVIS**  
Councilor

**MARIO C. CONCEPCION, JR.**  
Councilor

**GREGORIO P. RUPISAN JR.**  
Councilor

**ORLANDO R. BENITO**  
Councilor

**REYNALDO R. SAN BUENAVENTURA III**  
Councilor

**SYVEL C. ASILO**  
Councilor

**REGINO S. BALDERRAMA**  
Councilor

**CORAZON M. RAYMUNDO**  
Councilor

**EDITHA C. SANTIAGO**  
Councilor

**WILFREDO F. SITYAR**  
Councilor





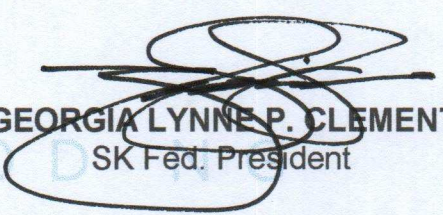
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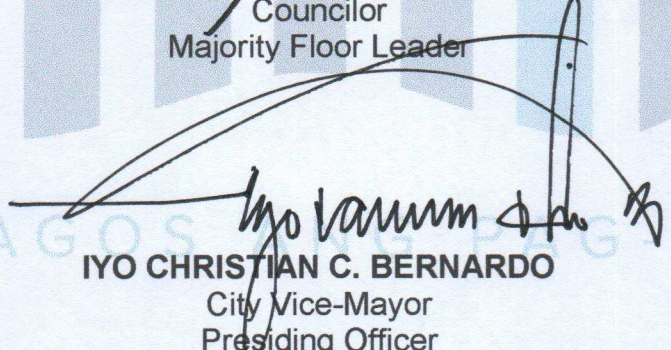
  
**RIGOR J. ENRIQUEZ**  
LIGA President

  
**GEORGIA LYNNE P. CLEMENTE**  
SK Fed. President

  
**RICHELIE GERARD T. BROWN**  
Councilor  
Minority Floor Leader

  
**ROSALIO B. MARTIRES**  
Councilor  
Majority Floor Leader

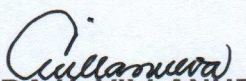
Attested by:

  
**IYO CHRISTIAN C. BERNARDO**  
City Vice-Mayor  
Presiding Officer

APPROVED:

  
**VICTOR MA. REGIS N. SOTTO**  
City Mayor

Attested by:

  
**LOIDA U. VILLANUEVA**  
Acting City Council Secretary

**PASIG**

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**A RESOLUTION AUTHORIZING THE HONORABLE CITY MAYOR VICTOR MA.  
REGIS N. SOTTO TO ENTER INTO A MULTI-YEAR CONTRACT  
TO ESTABLISH A COMPETENCY FRAMEWORK IN THE  
CITY GOVERNMENT OF PASIG**

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**Authored by: CHAIRMAN OF COMMITTEE ON LABOR**

**WHEREAS**, Section 458 of Republic Act 7160 otherwise known as the Local Government Code of 1991 bestows upon the Sangguniang Panlungsod the power to enact ordinances, approve resolutions necessary for the efficient and effective administration of the city government;

**WHEREAS**, Section 455 of the same Code provides that the City Mayor, as Chief Executive of the city government shall represent the city in all business transactions and sign on its behalf all contracts and such other documents upon authority of the Sangguniang Panlungsod;

**WHEREAS**, the present administration is leading the initiative to establish a Competency Framework in the city government, a mechanism which focuses on relevant behaviors and skills to help employees assess their current capabilities and determine the behavior that requires development to improve their effectiveness;

**WHEREAS**, the Competency Framework is envisioned to attain four (4) major objectives:

- 1.) To guide all Department Heads/Chiefs of Office in determining the organizational and leadership competencies of the city government and establish competency dictionaries;
- 2.) To guide all Department Heads/Chiefs of Office in establishing the Competency Framework for the Social Development Sector of the City Government of Pasig to include competency dictionaries and competency based job descriptions;
- 3.) To develop baseline competency assessment tools and conduct baseline competency assessment to assess selected incumbent in eight to ten critical competencies and establish baseline competency levels from individual to organizational level;
- 4.) To conduct training on the application of the competency framework in recruitment and selection, promotion and placement including baseline competency assessment.

**WHEREAS**, a service provider must be outsourced to see the project through within a span of sixteen (16) months divided in two (2) phases from CY 2022 to CY 2023 as described more specifically in the Terms of Reference (TOR).

**WHEREAS**, Section 31 of Republic Act 11639 otherwise known as the General Appropriations Act (GAA) of 2022 provides that Local Government Units may enter into multi-year contracts upon issuance of Multi-Year Contract Authority (MYCA) from the Department of Budget and Management or any similar document from the Sangguniang Panlungsod;

**NOW THEREFORE**, on a motion duly seconded, the City Council resolves as it hereby resolved, to authorize the Honorable City Mayor Victor Ma. Regis N. Sotto, to enter into a multi-year contract with the selected service provider in accordance with the terms, conditions and covenants set forth in the Terms of Reference (TOR).



A RESOLUTION OF RECOGNITION TO THE LIFETIME WORKS AND  
ACHIEVEMENTS OF, PAYING UTMOST RESPECT TO THE LATE RICHIE VAN C.  
ANGELES AND EXPRESSING SINCEREST CONDOLONCES TO THE BEREAVED  
FAMILY.

Author: The Majority Floor Leader





PASIG  
UMAAGOS ANG PAG-ASA

HUMAN RESOURCE DEVELOPMENT OFFICE

## TERMS OF REFERENCE

### A. PROJECT TITLE:

**THE DEVELOPMENT OF COMPETENCY FRAMEWORK OF THE CITY GOVERNMENT OF PASIG AND COMPETENCY-BASED JOB DESCRIPTIONS FOR THE SOCIAL DEVELOPMENT SECTOR (SDS).**

### B. LOCATION: PASIG CITY

### C. PROJECT DESCRIPTION:

Competency Framework broadly describes performance excellence within an organization. This framework usually focuses on relevant behaviours and skills which helps employees assess their current capabilities and determine the behaviours they need to develop to improve their effectiveness. It will assist in envisioning definite and coherent skill requirements to enhance various human resource functions, particularly in areas such as Recruitment Selection & Planning, Performance Management, Succession Planning, Learning and Development Programs. To reflect the changing nature of jobs and remain flexible to diverse career pathways, competency framework should be constantly reviewed to assess the nature and requirements of future roles.

### D. PROPONENT AND IMPLEMENTING AGENCY: Pasig City Government

### E. APPROVED BUDGET OF THE CONTRACT (ABC):

The ABC for the procurement under this Terms of Reference for the Development of competency framework of the City Government of Pasig and Competency-based job descriptions for the social development sector is EIGHT MILLION SEVEN HUNDRED THIRTY SIX THOUSAND PESOS (Php 8, 736, 000.00)

### F. PROJECT BACKGROUND AND RATIONALE :

For decades of traditional governance, City of Pasig has been transformed to a new governance paradigm where accountability, people's participation and transparency were introduced as the ethical principle of good governance by the City Mayor Victor Ma. Regis N. Sotto.

Part of good governance is improving government efficiency and responsiveness which is why the Human Resource Development Office under new management takes the initiative to provide capacity building aimed at enhancing employees' effectiveness, efficiency and responsiveness in carrying out their administrative and development functions. However, we often see training as the answer to performance gaps or organizational change, but the real problem lies in the ability of the person to apply the knowledge and skills into performance. Trained employees do not perform in vacuum, their ability to carry out their assigned responsibilities is deeply affected by the broader context within which they operate. Improving performance should be systematic to properly identify performance gaps and ensure a fit between skills developed and acquired and the assigned tasks of the employee.

This project aims to develop a competency framework which includes core values and core competencies. Each competency defines, in generic terms, excellence in working behavior where employees are assessed. It ensures that employees as public servants, reflect the key characteristics we expect them to demonstrate: integrity, honesty and empowering.



## G. OBJECTIVES :

1. To guide the Department Heads/ Offices in determining the Organizational and Leadership Competencies of LGU Pasig and establish corresponding competency dictionaries
2. To guide the Department Heads/ Offices in establishing Competency Framework for the Social Development Sector of the City of Pasig to include competency dictionaries and competency-based job descriptions.
3. To develop baseline competency assessment tools and conduct baseline competency assessment (organizational and Leadership) to assess selected incumbents on eight to ten mission critical competencies and establish baseline competency levels from individual to the organizational level.
4. To conduct training on the application of the competency framework in recruitment and selection, promotion and placement including baseline competency assessment.

## H. SCOPE OF THE SERVICES:

### I. General Scope of Works/Service:

Upon completion of the project, The City of Pasig will have Competency Framework for Institutional Development Sector which includes: Organizational, Leadership and Technical Competencies; Competency Dictionaries; Competency Models and Competency-based job descriptions. This framework applies also to Recruitment, Selection, promotion and placement including baseline competency assessment.

### II. Specific Scope of Works/Service:

1. The Service Provider shall employ consultative and iterative processes that are systems-oriented, results-focused and compliant to governing regulations.
2. The Service Provider shall assist the LGU in conducting orientation/briefing and distribution of questionnaire for the Organizational and Leadership competencies.
3. The Service Provider shall use official data/information, conduct of interviews with key officers, internal and external key holders and Output-Process-Job-Task Alignment (OPTA) workshops for data analysis in the formulation of Competency Framework and Models.
4. The Service Provider shall oversee the transfer of knowledge to end-user's to orient and capacitate them on the use of the Competency Framework on Recruitment, Selection, Placement, Promotion and Learning & Development.
5. The Service Provider will prepare and submit final output and reports including competency assessment tools and end-user's guidebook to the Project Management Team in hard and soft copies.

## I. PROJECT DELIVERABLES & TIMELINE

**Phase 1** - will cover eleven (11) offices under Health and Education from April to December 2022, and will be chargeable against 2022 budget.

ACTIVITIES	DELIVERABLES	TIMELINE
1. Conduct of project orientation/briefing to LGU PASIG Champions 2. Review of documents (Mission, Vision, Goals, Current LGU PASIG Competency Framework, Assessment Results and Tools, SPMS, Balance Scorecard, QMS,	<ul style="list-style-type: none"><li>• Briefing conducted</li><li>• Final Project Plan</li></ul>	Within the first Month (if April 2022)



ACTIVITIES	DELIVERABLES	TIMELINE
Organizational Structure and Functional Statements, Personal data Sheets/Job Descriptions etc.)		
3. A. DATA GATHERING <ul style="list-style-type: none"> <li>Conduct Job-Functional Analysis Workshops with Different Groups of IDS (output-process-task alignment and role clarification workshops)</li> <li>Conduct Group BEIs and FGDs</li> </ul>	<ul style="list-style-type: none"> <li>KIIs, Job-Functional Analysis Workshops with Different groups conducted</li> <li>Clear outputs chain, process flows, and roles and responsibilities drawn up</li> <li>BEIs and FGDs conducted</li> <li>Key behaviors obtained</li> </ul>	Within the First to Sixth Month (if April – Sept. 2022)
B. DATA ANALYSIS (Formulation of the Competency Framework and Models)	<ul style="list-style-type: none"> <li>Draft Competency Framework, Models and Duties and Responsibilities per Position per division</li> <li>Validated Competency Framework, Models and Duties and Responsibilities per position per division</li> </ul>	Within Third to Sixth Month (If June-Sept. 2022)
4. Presentation of Competency Framework, Models and Duties and Responsibilities	<ul style="list-style-type: none"> <li>LGU PASIG Core/Organizational and Leadership and Managerial Competency Framework, Functional Competency Framework for 11 Offices under Health and Education of SDS</li> <li>Duties and Responsibilities per Position, Competency Models and Profiles per position for 11 Offices under Health and Education of SDS of more or less 336 positions</li> <li>Competency dictionary for all competencies identified</li> </ul>	Within Third to Sixth month (If June-Sept. 2022)
5. Refinement and production of Outputs	<ul style="list-style-type: none"> <li>Final LGU PASIG Competency Framework, Competency Dictionary for all Competencies Identified</li> <li>Competency-based Job Description for all Positions (more or less 336) aligned with the CSC format</li> <li>Competency Assessment Tools</li> </ul>	Within Seventh Month (If Oct 2022)
6. Development of Competency Assessment Tools and 7. Conduct of Competency Assessment 8. Conduct of end-users' training on Competency Based Interviewing (CBI) and the application of the LGU PASIG Competency Framework to the Recruitment, Selection, Placement, Promotion and Learning and Development of LGU PASIG	<ul style="list-style-type: none"> <li>Competency Assessment Conducted</li> <li>Competency Results Presented Workshops Conducted               <ul style="list-style-type: none"> <li>Competency Based Interviewing (CBI/BEI) and</li> <li>Use and Application of Competency Framework in Recruitment, Selection, Placement, Promotion and Learning and Development</li> </ul> </li> </ul>	Seventh Month (If Oct 2022)
9. Finalization and production of reports and outputs	<ul style="list-style-type: none"> <li>Competency Assessment Report</li> <li>Competency Framework for the SDS of Pasig</li> <li>Competency Dictionary Organizational (Core), and Leadership and Managerial Competencies for Pasig</li> <li>Competency Dictionary for Technical Competencies of SDS</li> </ul>	Within Eight Month (If Nov 2022)



**Phase 2** - will cover the remaining fifteen (15) offices under POD, DSWD, PUSO and City Civil Registry from January to September 2023 chargeable against 2023 budget.

ACTIVITIES	DELIVERABLES	TIMELINE
1. Conduct of project orientation/briefing to LGU PASIG Champions 2. Review of documents (Mission, Vision, Goals, Current LGU PASIG Competency Framework, Assessment Results and Tools, SPMS, Balance Scorecard, QMS, Organizational Structure and Functional Statements, Personal data Sheets/Job Descriptions etc.)	<ul style="list-style-type: none"> <li>Briefing conducted</li> <li>Final Project Plan</li> </ul>	Within the First Month (If February 2023)
3. A. DATA GATHERING <ul style="list-style-type: none"> <li>Conduct Job-Functional Analysis Workshops with Different Groups of IDS (output-process-task alignment and role clarification workshops)</li> <li>Conduct Group BEIs and FGDs</li> </ul>	<ul style="list-style-type: none"> <li>KIs, Job-Functional Analysis Workshops with Different groups conducted</li> <li>Clear outputs chain, process flows, and roles and responsibilities drawn up</li> <li>BEIs and FGDs conducted</li> <li>Key behaviors obtained</li> </ul>	Within the First to Seventh Month (If February to August 2023)
B. DATA ANALYSIS (Formulation of the Competency Framework and Models)	<ul style="list-style-type: none"> <li>Draft Competency Framework, Models and Duties and Responsibilities per Position per division</li> <li>Validated Competency Framework, Models and Duties and Responsibilities per position per division</li> </ul>	Within Third to Seventh (If April to August 2023)
4. Presentation of Competency Framework, Models and Duties and Responsibilities	<ul style="list-style-type: none"> <li>LGU PASIG Core/Organizational and Leadership and Managerial Competency Framework, Functional Competency Framework for SDS</li> <li>Duties and Responsibilities per Position, Competency Models and Profiles per position SDS</li> <li>Competency dictionary for all competencies identified</li> </ul>	Within Third to Seventh (If April to August 2023)
5. Refinement and production of Outputs	<ul style="list-style-type: none"> <li>Final LGU PASIG Competency Framework, Competency Dictionary for all Competencies Identified</li> <li>Competency-based Job Description for all Positions (more or less 655) aligned with the CSC format</li> <li>Competency Assessment Tools</li> </ul>	Within Third to Seventh (If April to August 2023)
6. Development of Competency Assessment Tools and 7. Conduct of Competency Assessment 8. Conduct of end-users' training on Competency Based Interviewing (CBI) and the application of the LGU PASIG Competency Framework to the Recruitment, Selection, Placement, Promotion and Learning and Development of LGU PASIG	<ul style="list-style-type: none"> <li>Competency Assessment Conducted</li> <li>Competency Results Presented</li> <li>Workshops Conducted <ul style="list-style-type: none"> <li>Competency Based Interviewing (CBI/BEI) and</li> <li>Use and Application of Competency Framework in Recruitment, Selection, Placement, Promotion and Learning and Development</li> </ul> </li> </ul>	Within Eight Month (If Sept. 2023)



ACTIVITIES	DELIVERABLES	TIMELINE
9. Finalization and production of reports and outputs	<ul style="list-style-type: none"> <li>Competency Assessment Report</li> <li>Competency Framework for the SDS of Pasig</li> <li>Competency Dictionary Organizational (Core), and Leadership and Managerial Competencies for Pasig</li> <li>Competency Dictionary for Technical Competencies of SDS</li> </ul>	Within Ninth Month (If Oct. 2023)

#### J. REQUIREMENTS/ SPECIFICATION:

	REQUIREMENTS
A) Company Profile/ Eligibility	<ol style="list-style-type: none"> <li>Company Profile</li> <li>Valid SEC/DTI/CDA registration</li> <li>Mayor's Permit issued by the LGU where the principal place of business of the prospective bidder is located, or proof of application for renewal thereof with the concerned LGU.</li> <li>Listing of all ongoing and completed consultancy projects (including individual experiences of team leads/proponents of the Project) that can be validated with names of clients, preferably heads of agency or organization, contact numbers, and e-mail addresses.</li> <li>Curriculum Vitae of staff/personnel who will be conducting the workshop.</li> </ol>

#### K. FACILITIES AND EQUIPMENT:

Logistics such as but not limited to the following: Zoom online platform and administrator, provisions for venue, meals and supplies to be used during the conduct of all activities such as but not limited to workshops, training and baseline competency assessment.

#### L. QUALIFICATION OF THE CONSULTANT:

The entire project entails more or less sixteen months to be distributed among a team of six to seven (6-7) consultants and support staff to complete all activities.

A listing of previous projects with names of clients, preferably the head of agencies/local government units/non-government organizations, and their contact numbers and e-mail addresses are required as part of submission for verification of qualifications.

The Service Provider must assign a Project Lead/Manager, at least one Team Leader for each of the ten groups (consist of 1-10 Department/offices), and research assistants/documenters per sub-team, with the following qualifications:

CRITERIA	WEIGHT	DOCUMENTARY REQUIREMENTS
<b>1. EDUCATIONAL REQUIREMENT</b>	<b>15%</b>	
Relevant education/academic degree(s) of team lead and key personnel	10%	
Related to the following fields: organizational and human resource studies, or public administration & development.	Bachelor's Degree: 3% Master's Degree: 5% Doctoral Degree: 7%	
Relevant education/academic degree(s) of team members/research assistants	5%	



CRITERIA	WEIGHT	DOCUMENTARY REQUIREMENTS
Related to the following fields: organizational and human resource studies, or public administration & development.	Bachelor's Degree:3% Master's Degree: 5%	
<b>2.PROFESSIONAL EXPERIENCE &amp; TRAINING</b>	<b>15%</b>	
At least 3 years of experience in Human Resource and Organizational Development or similar activities with LGUs, national government, and with international NGOs	4 or more LGUs : 15% 3- LGUs : 6% 2- LGUs : 4% 1- LGU : 2%	
<b>3. SPECIALIZATION</b>	<b>70%</b>	
At least three (3) years of experience relating to Human Resource; project management; organizational development, modernizing regulatory reforms; and designing capacity building programs for industry; research and policy development.		

#### M. DURATION OF SERVICE AND IMPLEMENTATION ARRANGEMENTS:

The proposed Consulting Service for the project shall be undertaken in more or less sixteen (18) months, to which will be divided in two (2) phases:

**Phase 1** - will cover eleven (11) offices under Health and Education sub-sectors from April to December 2022, and will be chargeable against 2022 budget.

1. City Health Office
2. Pasig City General Hospital
3. Pasig City Children's Hospital
4. Department of Veterinary Services
5. Pasig City Institute of Science and Technology
6. Special Children Educational Institution
7. Barangay Computer Literacy Program
8. Pamantasan ng Lungsod ng Pasig
9. Education Unit
10. Pasig City Library
11. Pasig City Museum

**Phase 2** - will cover the remaining fifteen (15) offices in the Social Services Sector under Peace and Order, Social Services, Housing sub-sectors and City Civil Registry from January to September 2023, chargeable against 2023 budget.

1. Office of the City Mayor
2. Office of the Vice Mayor
3. Peace and Order
4. Anti-Drug Abuse Council of Pasig
5. Tricycle/Pedicab Operation and Regulatory Office
6. Traffic and Parking Management Office
7. Pasig Social Welfare Development Office
8. Person with Disability Affairs Office
9. Gender and Development
10. Bahay Kalinga ng Pasigueña Center
11. Local Youth Development Office
12. Office of the Senior Citizens Affairs
13. Youth Development Center



14. Pasig Urban Settlement Office  
15. City Civil Registry Office

To commence upon the implementation of the Project Kick-off with the Social Development Sector Heads.

Every Milestone shall be marked completed by a Completion Report prepared by the SERVICE PROVIDER and Acceptance Report duly signed by the CITY GOVERNMENT OF PASIG.

#### N. MODE/SCHEDULE OF PAYMENT:

##### Phase 1

MILESTONE	ACTIVITIES CONDUCTED AND OUTPUT SUBMITTED	PAYMENT SCHEDULE %	ESTIMATED TIME OF COMPLETION
Mobilization	<ul style="list-style-type: none"> <li>Upon signing of Contract</li> </ul>	5%	IF April 2022
MILESTONE ONE (1)	<ul style="list-style-type: none"> <li>Project Orientation</li> <li>OPTA Workshops for Groups 1-3</li> <li>Validation FGDs/Interviews for Groups 1-3</li> </ul>	10%	IF April 30, 2022
MILESTONE TWO (2)	<ul style="list-style-type: none"> <li>OPTA Workshops for Groups 4-6</li> <li>Validation FGDs/Interviews for Groups 4-6</li> <li>DRAFT Technical Competencies with Dictionaries for Groups 1-3</li> <li>Draft competency-based job descriptions for Groups 1-3</li> </ul>	15%	IF May 30, 2022
MILESTONE THREE (3)	<ul style="list-style-type: none"> <li>OPTA Workshops for Groups 7-9</li> <li>Validation FGDs/Interviews for Groups 7-9</li> <li>DRAFT Technical Competencies with Dictionaries for Groups 4-6</li> <li>Draft competency-based job descriptions for Groups 4-6</li> </ul>	15%	IF June 31, 2022
MILESTONE FOUR (4)	<ul style="list-style-type: none"> <li>OPTA Workshops for Groups 10-12</li> <li>Validation FGDs/Interviews for Groups 10-12</li> <li>Technical Competencies with Dictionaries for Groups 7-9</li> <li>Draft competency-based job descriptions for Groups 7-9</li> </ul>	10%	IF July 31, 2022
MILESTONE ONE (5)	<ul style="list-style-type: none"> <li>OPTA Workshops for Groups 13-15</li> <li>Validation FGDs/Interviews for Groups</li> <li>Technical Competencies with Dictionaries for Groups 10-12</li> <li>Draft competency-based job descriptions for Groups 10-12</li> </ul>	10%	IF August 30, 2022
MILESTONE 6	<ul style="list-style-type: none"> <li>OPTA Workshops for Groups 16-18</li> <li>Validation FGDs/Interviews for Groups</li> <li>Technical Competencies with Dictionaries for Groups 16-18</li> <li>Draft competency-based job descriptions for Groups 13-15</li> <li>Baseline Competency Assessment Conducted</li> <li>Baseline Competency Assessment Results (Report)</li> </ul>	15%	IF October 30, 2022
MILESTONE 7	<ul style="list-style-type: none"> <li>Conduct of end-users' training on Competency Based Interviewing (CBI) and the application of the LGU PASIG Competency Framework to the Recruitment,</li> </ul>	20%	IF November 2022



	<ul style="list-style-type: none"> <li>Selection, Placement, Promotion and Learning and Development of LGU PASIG</li> <li>• Presentation, Finalization of all outputs with 13 offices of the health and education units of SDS</li> <li>• Competency-based Job Description of more or less 350 positions of the health and education units of SDS (with Organizational/Core, Leadership and Managerial and Technical Competencies)</li> <li>• Competency Dictionary for Technical Competencies for the health and education units of SDS</li> </ul>		
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## Phase 2

MILESTONE	ACTIVITIES CONDUCTED AND OUTPUT SUBMITTED	PAYMENT SCHEDULE %	ESTIMATED TIME OF COMPLETION
MILESTONE ONE (1)	<ul style="list-style-type: none"> <li>• Project Orientation</li> <li>• OPTA Workshops for Groups 1-3</li> <li>• Validation FGDs/Interviews for Groups 1-3</li> </ul>	15%	IF February, 2023
MILESTONE TWO (2)	<ul style="list-style-type: none"> <li>• OPTA Workshops for Groups 4-9</li> <li>• Validation FGDs/Interviews for Groups 4-9</li> <li>• DRAFT Technical Competencies with Dictionaries for Groups 1-6</li> <li>• Draft competency-based job descriptions for Groups 1-6</li> </ul>	15%	IF April 30, 2023
MILESTONE THREE (3)	<ul style="list-style-type: none"> <li>• OPTA Workshops for Groups 10-16</li> <li>• Validation FGDs/Interviews for Groups 10-16</li> <li>• DRAFT Technical Competencies with Dictionaries for Groups 7-12</li> <li>• Draft competency-based job descriptions for Groups 7-12</li> </ul>	15%	IF June 30, 2023
MILESTONE FOUR (4)	<ul style="list-style-type: none"> <li>• OPTA Workshops for Groups 17-21</li> <li>• Validation FGDs/Interviews for Groups 17-21</li> <li>• Technical Competencies with Dictionaries for Groups 13-18</li> <li>• Draft competency-based job descriptions for Groups 13-18</li> </ul>	15%	IF September 30, 2023
MILESTONE ONE (5)	<ul style="list-style-type: none"> <li>• Technical Competencies with Dictionaries for Groups 19-21</li> <li>• Draft competency-based job descriptions for Groups 19-21</li> <li>• Presentation, Finalization of all outputs with 15 functional groups of the different units</li> <li>• Baseline Competency Assessment Conducted</li> <li>• Baseline Competency Assessment Results (Report)</li> </ul>	20%	IF October 30, 2023
MILESTONE 6	<ul style="list-style-type: none"> <li>• Conduct of end-users' training on Competency Based Interviewing (CBI) and the application of the LGU PASIG Competency Framework to the Recruitment, Selection, Placement, Promotion and Learning and Development of LGU PASIG</li> <li>• Competency-based Job Description of more or less three hundred (300) positions of the fifteen (15) offices under POD, DSWD, PUSO and City Civil Registry (with</li> </ul>	20%	IF November 30, 2023



	Organizational/Core, Leadership and Managerial and Technical Competencies) <ul style="list-style-type: none"> <li>Competency Dictionary for Technical Competencies the fifteen (15) offices under POD, DSWD, PUSO and City Civil Registry</li> </ul>		
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#### O. CONSULTANT DELIVERABLES:

1. Clarified Outputs Chain and Process Flow;
2. Organizational and Leadership Competencies and Dictionaries for City of Pasig;
3. SDS Competency Framework Core/Organizational leadership/managerial, and technical/functional competencies with competency dictionaries
4. SDS Competency Based Job Descriptions (Duties and responsibilities with required competencies and proficiency level per position and qualification Standards also CSC format)
5. Baseline Competency Assessment of selected incumbents on eight to ten mission critical competencies
6. Workshop on Competency-based interviews and the application and use of the competency framework in recruitment and selection, promotion and placement , and learning and development
7. End-User's Guide (Soft Copy)
8. Baseline Competency Assessment Tools and Results

#### P. SUSPENSION:

The City shall, by written notice of suspension to the CONSULTANT, suspend all payments to the CONSULTANT, if the CONSULTANT fails to perform any of his obligations due to his own fault, except for failure due to force majeure or other circumstances beyond the control of the CONSULTANT.

The CONSULTANT may, without prejudice to within its right to terminate the Contract, by written notice of suspension, suspend the Services if the delivery of the consultant's services such as, non-receiving of money due to the consultants within thirty (30) days after receiving notice from the consultant that such payment is overdue.

#### Q. TERMINATION

The CONSULTANT shall assume full responsibility for the contract work from the commencement to completion up to final acceptance by the City and shall be responsible for the delay of the works except those occasioned by *force majeure*.

The City may terminate the contract through a written notice of termination given to the consultant not less than thirty (30) after the consultant fails to remedy a failure in the performance of his obligations.

#### R. LIQUIDATED DAMAGES

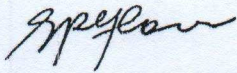
The CONSULTANT shall complete the Project stipulated herein. Failure to complete the same within the stipulated time shall entitle the City Government to Liquidated Damages ("LD") in an amount equal to at least one tenth (1/10) of the percent (1%) of the cost of the unperformed portion of the Project for every day of delay.

In case the delay in the completion of the work exceeds a period equivalent to ten (10) percent of the specified contract time plus anytime extension duly granted to the



CONSULTANT, the City Government may rescind the contract and award the same to another qualified CONSULTANT through negotiated contract.

Prepared by:



**ELVIRA R. FLORES, MNSA, CESE**  
City Human Resource Development Officer