



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
 Intramuros, Manila



TERMS OF REFERENCE
For the Outsourcing of Manpower Services
For the DOLE Central Office for Calendar Year (CY) 2022

I. BACKGROUND AND OBJECTIVE

To carry out its mandate, the Department of Labor and Employment (DOLE) – Central Office which composed of the Office of the Secretary including of the Undersecretaries and Assistant Secretaries, five (5) bureaus, and seven (7) staff services currently handles more than twenty (20) major existing and new programs/projects for efficient delivery of services to attain full, decent, and productive employment for every Filipino worker.

To provide support in the attainment of the Department's Mission and Vision and to properly deliver the agency's mandates, the Department seeks to enter into an outsourcing agreement with private manpower service provider for the supply and provision of competent technical, administrative, and general services personnel.

Pursuant to DOLE Administrative Order No. 98 Series of 2012 on the Guidelines on Outsourcing of Services (copy attached), the Department may outsource services in order to deliver its committed programs/projects and to maximize the utilization of personnel in the performance of functions and attainment of Major Final Output consistent with budgetary, civil service rules and regulations and subject to the availability of funds and the usual accounting and auditing rules and regulations.

II. MANPOWER SERVICES REQUIREMENTS

A. Positions Needed

For CY 2022, the manpower service provider shall provide one hundred eight (108) personnel. The number of personnel required for each position is broken down as follows:

Position Title	No. of Personnel Needed
Administrative Aide II/Liaison Officer I	5

Position Title	No. of Personnel Needed
Driver I	5
Liaison Officer II	2
Administrative Aide III	4
Driver II/Support Staff I/Call Center Agent I	33
Administrative Aide IV/Accounting Associate I/Messenger Liaison Staff III	9
Technician II	2
Driver III/Bus Driver/Messenger Liaison Staff IV/Support Staff II	7
Liaison Officer III	2
Electrician III/Carpenter III/Support Staff III/Graphic Designer II/IT Specialist I	14
Program Coordinator I	4
Administrative Assistant II	2
Support Staff IV/Accounting Associate III	2
Photographer	1
Support Staff V	3
Program Coordinator II	5
Executive Assistant II	3
Senior IT Specialist I	1
Senior IT Specialist II	1
Technical Staff II	1
Deputy Program Manager	1
Executive Assistant IV	1
Total	108

Annex A enlists the details of offices of deployment/assignment, including the project/activity for the purpose. The number of personnel during contract implementation may be reduced or increased depending on the budgetary capacity and manpower requirements of the offices.

B. Qualification Criteria for the Position

All personnel to be deployed must be physically and mentally fit and possess good moral character.

Personnel to be assigned must also meet the qualification standards set forth by the end user units upon contract implementation.

C. Minimum Scope of Work

The manpower service provider shall provide skilled, clerical, administrative and technical services personnel required, as listed above, for deployment in workstations to be determined by the Department during the period/duration of the contract for each position.

D. Work Schedule

The manpower service provider shall provide and deploy personnel from Monday – Friday and render at least eight (8) hours of work per day or a total of forty (40) hours of work per week or at schedules to be agreed upon by both parties.

The work schedule of the personnel is subject to change at any time when required by the Department.

E. Compensation, Manner of Payment and Adjustment in Contract

The wages/salaries/compensation for the above positions shall be at least the minimum wage prevailing in the National Capital Region (NCR). The wages/salaries/compensation may vary depending on the position title and corresponding tasks and expected output/s.

Said wages/salaries/compensation includes premiums for SSS, Philhealth and Pag Ibig (employer share) that should be remitted to the concerned agencies for the outsourced personnel's social security.

Any special works or overtime services during regular days, Saturday and Sundays or holidays, job fairs, and anniversaries, among others that may be required in the performance of services shall be covered by an authority from the Department (Cluster Head), subject to usual budgeting, accounting and auditing rules and regulations.

Attached as Annex B is the Matrix on the detailed computation of the Budget for the Contract which shows the breakdown of the monthly salary rate for the total amount to government and job order personnel for guidance. The administrative overhead and profit margin should range from 10% to 15% only. Figures shall be rounded off in the second decimal place.