

CONGRESSIONAL POLICY AND BUDGET RESEARCH DEPARTMENT

POSITION TITLE : DIRECTOR-GENERAL

WORKING TITLE : DIRECTOR-GENERAL

SALARY GRADE : 30

DUTIES AND RESPONSIBILITIES

1. Supervise the Congressional Policy and Budget Research Department (CPBRD) of the House of Representatives which provides technical assistance to Congress in the formulation of national economic policies and fiscal measures affecting government expenditures, revenue and debt. Review/approve output of staff members. Conduct seminars as necessary;
2. In coordination with the house leadership, review the NEDA development plan and advise Congress on its impact on national objectives and concerns;
3. In coordination with the house leadership, develop legislative-originated development plans as the framework for the government development activities and fiscal and monetary legislation for approval of the Speaker of the House of Representatives;
4. Represent the House of Representatives in the Task Force between the House of Representatives and Commission on Audit, the purpose of which is to review/suggest ways for the effective and efficient utilization of appropriated funds;
5. Attend meetings of government agencies, government organizations and non-government organizations and report feedback to the Speaker;
6. Perform other jobs as assigned by the speaker of the House Representatives.

CONGRESSIONAL POLICY AND BUDGET RESEARCH DEPARTMENT

POSITION TITLE : **DIRECTOR II**

WORKING TITLE : **SERVICE DIRECTOR, ECONOMIC POLICY RESEARCH SERVICE**

SALARY GRADE : **26**

DUTIES AND RESPONSIBILITIES

1. Develops and recommends plans and programs, work standards and budget of the Service;
2. Directs and supervises the activities/implementation of the systems and procedures towards an effective and efficient operations of the Service;
3. Coordinates with other services/offices and other concerned agencies on matters relating to the functions of the Service;
4. Supervises the preparation of consolidated reports of accomplishment for the Service;
5. Reviews and evaluates the performance of the personnel of the Service;
6. Ensures professionalization of the service through a continuing staff development program;
7. Acts as Secretary to Philippine delegations participating in international parliamentary conferences, conventions and assemblies as directed;
8. Supervises the preparation of economic briefing papers and special studies on topics falling under the area of his responsibility;
9. Advises the leadership of the House on the economic implications of legislative measures;
10. As directed, represents CPBRD in inter-agency level committee meetings on economic issues; and
11. Performs such other functions as may be assigned from time to time.

CONGRESSIONAL POLICY AND BUDGET RESEARCH DEPARTMENT

POSITION TITLE : **DIRECTOR II**

WORKING TITLE : **SERVICE DIRECTOR, FISCAL POLICY RESEARCH SERVICE**

SALARY GRADE : **26**

DUTIES AND RESPONSIBILITIES

1. Develops and recommends plans and programs, work standards and budget of the Service;
2. Directs and supervises the activities/implementation of the systems and procedures towards an effective and efficient operation of the Service;
3. Coordinates with other services/offices and other concerned agencies on matters relating to the functions of the Service;
4. Supervises the preparation of consolidated reports of accomplishment for the Service;
5. Reviews and evaluates the performance of the personnel of the Service;
6. Ensures professionalization of the service through a continuing staff development program;
7. Acts as Secretary to Philippine delegations participating in international parliamentary conferences, conventions and assemblies as directed;
8. Supervises the preparation of economic briefing papers and special studies on topics falling under the area of his responsibility;
9. Advises the leadership of the House on the economic implications of legislative measures;
10. As directed, represents CPBRD in inter-agency level committee meetings on economic issues; and
11. Performs such other functions as may be assigned from time to time.

CONGRESSIONAL POLICY AND BUDGET RESEARCH DEPARTMENT

POSITION TITLE : DIRECTOR II

WORKING TITLE : SERVICE DIRECTOR, SPECIAL PROJECTS SERVICE

SALARY GRADE : 26

DUTIES AND RESPONSIBILITIES

1. Assists the Director-General in planning, directing and coordinating the operations and activities of the CPBRD;
2. Provides staff assistance and advises the Director-General on all matters falling under his functional area of responsibility;
3. Plans and causes the preparations of the annual work program of his group including his staff defining the activities it shall undertake for the year;
4. Coordinates and exercises supervision over the staff reporting to him;
5. Provides policy and other guidelines on the approach and substantive aspects of office work assignments;
6. Reviews and recommends to the Director-General completed staff/project work submitted by the staff under his supervision;
7. Supervises the preparation of economic briefing papers/legislative proposals, and studies on topics falling under the areas of his responsibility, and assists the Director-General in presentation of papers to the leadership of the HREP and Chairmen of Committees;
8. Suggests/formulates plans/programs/policies or special action that the House shall consider for the benefit of the economy;
9. Ensures the provision of adequate and timely relevant information and data on various economic measures and issues referred to the CPBRD which fall under his area of responsibility for the House leadership and various committees;
10. Counsels the leadership of the House and standing committees on the implications of economic bills under consideration and recommends plans, strategies or other appropriate measures;
11. Coordinates with counterparts in Senate, government agencies on policy and agenda setting of the HREP and recommends the Legislative Agenda for the House of Representatives in the Legislative Executive Development Advisory Council and other inter-agency Task Forces and Councils;
12. Assists the Director-General in the administrative concerns of the Office;
13. Performs other related functions that may be requested by the Director-General.

CONGRESSIONAL POLICY AND BUDGET RESEARCH DEPARTMENT

POSITION TITLE : **DIRECTOR V**

WORKING TITLE : **EXECUTIVE DIRECTOR IV**

SALARY GRADE : **29**

DUTIES AND RESPONSIBILITIES

1. Plans, coordinates and direct the work activities of the Congressional Policy and Budget Research Department in the fulfillment of the office functions and tasks;
2. Provides technical advise to the Speaker and other leaders of the House of Representatives on economic and social issues;
3. Directs the conduct of studies on the development plans of government and the national budget and assists the Director General in developing legislative oriented development plans as the framework for government activities and fiscal and monetary legislation;
4. Direct the conduct of studies and research to assists the House of Representatives in performing its oversight functions of the national agencies;
5. Represent the Speaker or the Director General in Legislative Executive Development Advisory Council (*LEDAC*) Interagency task force and meetings of government officials;
6. Coordinates and maintains liaison with government officials of various government agencies and the private sectors in carrying out the mandate of CPBRD;
7. Provides direction in administrative matters of the office;
8. Performs other task as may be assigned by the Director General and/or Speaker of the House.

CONGRESSIONAL POLICY AND BUDGET RESEARCH DEPARTMENT
(Office of the Director-General)

POSITION TITLE : SUPERVISING LEGISLATIVE STAFF OFFICER II (SLSO II)

WORKING TITLE : EXECUTIVE ASSISTANT V

SALARY GRADE : 24

DUTIES AND RESPONSIBILITIES

1. Attends to administrative and budgetary needs of the office of the Director-General.
2. Acts and/or reviews documents prior to the signature of the Director-General;
3. Maintains an effective system of monitoring all activities and submits a report thereon to the office of the Director-General;
4. Conducts research and data gathering work for the Director-General of the office;
5. Appraises the Director-General of significant developments which require his/her immediate action; and
6. Performs such other functions as may assigned from time to time.

CONGRESSIONAL POLICY AND BUDGET RESEARCH DEPARTMENT
(Office of the Director-General)

POSITION TITLE : **LEGISLATIVE STAFF OFFICER V (LSO V)**

WORKING TITLE : **INFORMATION TECH OFFICER II**

SALARY GRADE : **21**

DUTIES AND RESPONSIBILITIES

1. Organizes references and reading materials using basic library system of filing and locating materials;
2. Apply the necessary relational database management system (RDBMS) in consultation with the directors and supervisors;
3. Coordinates with the researchers of the respective policy groups for special data;
4. Establishes linkages with other government agencies to gather secondary data and publications;
5. Maintains newspaper clippings and reviews other reading materials for secondary data;
6. Prepares data requested by House Members;
7. Assists the supervisors in checking the working conditions of computers;
8. Assists the supervisors in research and development (R&D) activities on data related technology and software updates;
9. Updates secondary data in the electronic database; and
10. Performs such other functions as may assigned from time to time.

CONGRESSIONAL POLICY AND BUDGET RESEARCH DEPARTMENT
(Office of the Director-General)

POSITION TITLE : **LEGISLATIVE STAFF OFFICER IV (LSO IV)**

WORKING TITLE : **EXECUTIVE ASSISTANT III**

SALARY GRADE : **20**

DUTIES AND RESPONSIBILITIES

1. Assists the Executive Assistant V in acting/reviewing official communications received/to be released from the office of the ODG;
2. Assists in the formulation of work systems/procedures for the office and monitors compliance thereto by staff personnel;
3. Prepares report regarding significant events in the HOR/units for information and as basis for future decision;
4. Liaison together with Executive Assistant V with other officers/units in the Secretariat;
5. Ensures that all matters referred to the unit are properly acted upon and reports the same to the Executive Assistant V;
6. Prepares correspondence and other forms of communication as assigned by the Executive Assistant V;
7. Filing and monitoring system of communications; and
8. Performs such other functions as may assigned from time to time.

CONGRESSIONAL POLICY AND BUDGET RESEARCH DEPARTMENT
(Office of the Director-General)

POSITION TITLE : LEGISLATIVE STAFF OFFICER I (LSO I)

WORKING TITLE : EXECUTIVE SECRETARY

SALARY GRADE : 14

DUTIES AND RESPONSIBILITIES

1. Encodes memoranda, briefer and communication related to the task assigned and/or as may be requested by the immediate supervisor;
2. Record minutes of the CPBRD's meetings and other meetings and maintain file of the same;
3. Classify communications received by the CPBRD office and refer the same to persons concerned;
4. File and maintain an orderly records of all communications, studies, etc.;
5. Supervise the Senior Clerks, Clerk/Typist and Utility man;
6. Receive calls and entertain visitors; and
7. Performs such other functions as may be required from time to time.

CONGRESSIONAL POLICY AND BUDGET RESEARCH DEPARTMENT
(Office of the Director-General)

POSITION TITLE : **LEGISLATIVE STAFF ASSISTANT I (LSA I)**

WORKING TITLE : **DRIVER III**

SALARY GRADE : **7**

DUTIES AND RESPONSIBILITIES

1. Ensures the safe and proper driving of vehicle of Director-General;
2. Ensures road worthiness and maintain the good operative condition of the official vehicle and its accessories;
3. Secures at all times the vehicle while in his custody;
4. Ensures cleanliness of vehicle at all times;
5. Ensures for each trip the adequacy of gas, oil, water and other requirements; and
6. Performs other tasks as may be required or necessary to ensure effective and efficient support to the Director-General's office.

CONGRESSIONAL POLICY AND BUDGET RESEARCH DEPARTMENT
(Office of the Executive Director)

POSITION TITLE : SUPERVISING LEGISLATIVE STAFF OFFICER III (SLSO III)

WORKING TITLE : CHIEF, ADMIN. & PUBLICATION OFFICER

SALARY GRADE : 25

DUTIES AND RESPONSIBILITIES

1. Prepare and recommend plans and programs to the Executive Director, relative to the work standards and budget of the unit, and integrate work programs and financial plans of the entire department;
2. Coordinate and maintain good working relations with various Departments and Units in the HRep and other government agencies and private sector by assisting the Executive Director in implementing systems and procedures towards effective and efficient operations of the CPBRD;
3. Supervises the implementation and provision of administrative, logistic and financial support services to the different service groups;
4. Devise systems and procedures for the custody, organization and safekeeping of all accountable and vital documents/records of the unit and department;
5. Assists the Executive Director in the professionalization of the department through a continuous staff development program;
6. Supervises the editing, lay-outing, printing and distribution of the CPBRD publications; and
7. Performs such other functions as may be assigned from time to time.

CONGRESSIONAL POLICY AND BUDGET RESEARCH DEPARTMENT
(Office of the Executive Director)

POSITION TITLE : SUPERVISING LEGISLATIVE STAFF OFFICER II (SLSO II)

WORKING TITLE : SR. ADMIN. & PUBLICATION OFFICER

SALARY GRADE : 24

DUTIES AND RESPONSIBILITIES

1. Coordinates the preparation of plans, systems and procedures with regard to personnel, budgeting, supplies, equipment, management information system, and other logistics requirement;
2. Liaises with other HRep departments and offices on matters relating to CPBRD logistics;
3. Oversees the production of regular and special CPBRD publications, their lay-outing, printing and production;
4. Maintains a listing of recipients and oversees the distribution of CPBRD publications;
5. Provides assistance in the custody, organization and safekeeping of all accountable and vital documents/records of the office;
6. Performs the daily morning internet news clipping covering the top news/issues involving macroeconomic, fiscal and social development;
7. Develops and pursues publication project to enable CPBRD to reach as may readers as possible to serve officers and Member of the House and their staff;
8. Acts a Webmaster of the official CPBRD website in uploading all official publications; and
9. Performs such other functions as may assigned from time to time.

CONGRESSIONAL POLICY AND BUDGET RESEARCH DEPARTMENT
(Office of the Executive Director)

POSITION TITLE : **LEGISLATIVE STAFF OFFICER III (LSO III)**

WORKING TITLE : **PRIVATE SECRETARY III**

SALARY GRADE : **19**

DUTIES AND RESPONSIBILITIES

1. Keep track and manages schedules/appointments of the Executive Director and other officers of the Congressional Policy and Budget Research Department;
2. Composes drafts of replies to social communications;
3. Handles private and confidential communications;
4. Maintains a filing and recording system of incoming and outgoing communications;
5. Takes charge of preparations for official travels (local and abroad) and social functions;
and
6. Performs other related tasks as may be required.

CONGRESSIONAL POLICY AND BUDGET RESEARCH DEPARTMENT
(Office of the Executive Director)

POSITION TITLE : **LEGISLATIVE STAFF OFFICER II (LSO II)**

WORKING TITLE : **INFORMATION TECH ASSISTANT**

SALARY GRADE : **16**

DUTIES AND RESPONSIBILITIES

1. Facilitates the printing and reproduction of regular and special CPBRD publications and supervises their distribution to House Members, Senators, officials ad other line government agencies;
2. Oversees/inventories of supplies and materials required for the printing and publication of CPBRD studies;
3. Coordinates with House secretariat departments for the procurement of supplies and materials needed for publication of CPBRD studies;
4. Maintains efficient control system of supplies and materials stock acquisitions, issues and replenishments;
5. Conducts regular inventory of office equipment, furniture and fixtures and other assets of the office and renders report thereof;
6. Coordinates with supplier in facilitating logistical requirements during special projects activities of CPBRD;
7. Encodes memorandum and various reports, as per instruction of the Chief & Sr. Admin. & Publication Officer;
8. As per instruction of the Chief & Sr. Admin. & Publication Officer/Director transcribes and prepares minutes of meetings and roundtable discussions; and
9. Performs such other functions as may be required from time to time.

CONGRESSIONAL POLICY AND BUDGET RESEARCH DEPARTMENT
(Office of the Executive Director)

POSITION TITLE : **LEGISLATIVE STAFF ASSISTANT III (LSA III)**

WORKING TITLE : **SR. ADMINISTRATIVE ASSISTANT**

SALARY GRADE : **11**

DUTIES AND RESPONSIBILITIES

1. Receives deliveries of all properties purchased/acquired as well as assists in the issuance of supplies, furniture, equipment, semi-expandable items and other materials upon completion of the necessary requisition requirements;
2. Assists in the conduct of periodic inventory of stocks as well as in the preparation of reports thereof;
3. Maintains and records on bin cards and on stock cards all deliveries and releases;
4. Takes charge of the proper maintenance and safekeeping of all stocks in the stockroom;
5. Assists in the preparation of certificates of acceptance and other related documents for all deliveries and releases;
6. Assists in the preparation of report of supplies and materials; and
7. Performs such other functions as may be assigned from time to time.

CONGRESSIONAL POLICY AND BUDGET RESEARCH DEPARTMENT
(Office of the Executive Director)

POSITION TITLE : LEGISLATIVE STAFF ASSISTANT II (LSA II)

WORKING TITLE : PRINTING MACHINE OPERATOR II

SALARY GRADE : 10

QUALIFICATION STANDARD : H.S. GRADUATE / ONE YR. EXPERIENCE / 4 HRS. TRAINING

DUTIES AND RESPONSIBILITIES

1. Operates RISO and photocopier machines;
2. Maintains and/or repairs RISO and photocopier machines and ensures that they are kept in good working condition;
3. Distributes CPBRD publications such as policy advisory, facts in figures, etc. to the House Members and Secretariat offices;
4. Prepares and submits report of daily accomplishment of the press unit; and
5. Performs such other duties as may be assigned from time to time.

CONGRESSIONAL POLICY AND BUDGET RESEARCH DEPARTMENT
(Office of the Executive Director)

POSITION TITLE : **LEGISLATIVE STAFF ASSISTANT I (LSA I)**

WORKING TITLE : **LEGISLATIVE MAIL COURIER**

SALARY GRADE : **10**

QUALIFICATION STANDARD : H.S. GRADUATE / ONE YR. EXPERIENCE / 4 HRS. TRAINING

DUTIES AND RESPONSIBILITIES

1. For the incoming mails of the CPBRD officers and staff:
 - a. Sort according to office;
 - b. Records and release the incoming mails to the authorized staff/employee
2. Mails communication for delivery distribution
 - b. Receives/Inspects enclosures/address and sign itinerary of travel (IT);
 - c. Accomplishes PLS
 - d. Initially inform thru phone the originating office of the undelivered documents, accomplishes undelivered mail form.
3. CPBRD publication for distribution
 - a. Distributes CPBRD publications such as policy advisory, facts in figures, etc. to the House Members and Secretariat offices
 - b. Hauls CPBRD publications for storing at the CPBRD library.
4. Performs other related functions as May required.

CONGRESSIONAL POLICY AND BUDGET RESEARCH DEPARTMENT
(Fiscal Policy Research Service, Economic Planning & Policy Research Service and Social Policy Research Service)

POSITION TITLE : SUPERVISING LEGISLATIVE STAFF OFFICER III (SLSO III)

WORKING TITLE : SUPERVISING POLICY AND PROJECT OFFICER

SALARY GRADE : 25

DUTIES AND RESPONSIBILITIES

1. Supervises the SLSO II, SLSO I and LSO V in the following:
 - a. Drafting of technical papers including briefing materials, primers, sponsorship speeches, facts and figures, policy brief, and policy advocacy papers;
 - b. Preparation of research inputs in the drafting of key economic reform measures/bills/resolutions;
 - c. Micro analysis of the national budget, its conformity with macroeconomic assumptions and fiscal targets, and its strategic allocation and operational efficiency; and
 - d. Conduct of regular forecasts, simulations and analyses of key macroeconomic variables, industry data, tax revenues and public expenditures data, and other socio-economic data necessary for the consideration of pertinent legislative measures;
2. Collaborates with concerned offices and committees in the HREP and assists in the formulation of the HREP priority economic legislative agenda;
3. Assists in the review of the national development plan and pertinent economic policies and programs in support of the HREP oversight function, and proposes for consideration alternative policies, plans, and programs as may be necessary;
4. Collaborates with both internal offices and external institutions in the conduct of activities such as for a and roundtable discussions on pending legislative matters, economic development research and policy issues;
5. Attends, or represents the Service Director/Executive Director/Director-General, in committee meetings, symposia and conference;
6. Provides technical assistance and advice to the Service Director/Executive Director/Director-General on matters falling under his/her functional area of responsibility;
7. Extends technical assistance to HRep Members on matters falling under his/her functional area of responsibility.
8. Assists the Service Director in planning, directing and coordinating the operations/activities of the desk; and
9. Performs such other functions as may be assigned from time to time.

CONGRESSIONAL POLICY AND BUDGET RESEARCH DEPARTMENT
(Fiscal Policy Research Service, Economic Planning & Policy Research Service and Social Policy Research Service)

POSITION TITLE : SUPERVISING LEGISLATIVE STAFF OFFICER II (SLSO II)

WORKING TITLE : SR. POLICY AND PROJECT SPECIALIST

SALARY GRADE : 24

DUTIES AND RESPONSIBILITIES

1. Assists in the supervision of the SLSO I and LSO V in the following:
 - b. Drafting of technical papers including briefing materials, primers, sponsorship speeches, facts and figures, policy brief, and policy advocacy papers;
 - c. Analysis of the national budget, its conformity with macroeconomic assumptions and fiscal targets, and its strategic allocation and operational efficiency;
2. Provides inputs/prepares drafts of key socio-economic and fiscal reform measures/bills/resolutions;
3. Conducts forecasts, simulations and analyses of key macroeconomic variables, industry data, tax revenues and public expenditures data, and other socio-economic data necessary for the consideration of pertinent legislative measures;
4. Collaborates with concerned offices and committees in the HRep and assists in the formulation of the HRep priority economic legislative agenda, particularly on economic affairs, trade, investment, banking and finance, infrastructure, among others;
5. Assists in the review of the national development plan and pertinent policies and programs in support of the HRep oversight function, and proposes for consideration alternative policies, plans and programs as may be necessary;
6. Collaborates with both internal offices and external institutions in the conduct of activities such as for a and roundtable discussions on pending legislative matters, economic development research and policy issues;
7. Develops and establishes network with other government agencies, multinational institutions and non-government organizations organizations for knowledge-sharing purposes;
8. Performs such other functions as may be required from time to time.

CONGRESSIONAL POLICY AND BUDGET RESEARCH DEPARTMENT
(Fiscal Policy Research Service, Economic Planning & Policy Research Service and Social Policy Research Service)

POSITION TITLE : SUPERVISING LEGISLATIVE STAFF OFFICER I (SLSO I)

WORKING TITLE : POLICY AND PROJECT ANALYST V

SALARY GRADE : 23

DUTIES AND RESPONSIBILITIES

1. Drafts technical papers including briefing materials, primers, sponsorship speeches, facts in figures, policy briefs and policy advocacy papers in aid of legislation;
2. Prepares micro analysis of the national budget, its conformity with macroeconomic assumptions and fiscal targets, and its strategic allocation and operational efficiency;
3. Provides inputs/prepares drafts of key socio-economic and fiscal reform measures;
4. Collaborates with concerned offices and committees in the HRep and assists in the formulation of the HRep priority socio-economic legislative agenda;
5. Assists in the review of the national development plan and pertinent policies and programs in support of the HRep oversight function, and proposes for consideration alternative policies, plans, and programs as may be necessary;
6. Collaborations with both internal offices and external institutions in the conduct of activities such as fora and roundtable discussions on pending legislatives matters, economic development research and policy issues;
7. Develops and establishes network with other government agencies, multinational institutions and non-government organizations for knowledge-sharing purposes;
8. Performs such other functions as may be required from time to time.

CONGRESSIONAL POLICY AND BUDGET RESEARCH DEPARTMENT
(Fiscal Policy Research Service, Economic Planning & Policy Research Service and Social
Policy Research Service)

POSITION TITLE : LEGISLATIVE STAFF OFFICER V (LSO V)

WORKING TITLE : POLICY AND PROJECT ANALYST IV

SALARY GRADE : 21

DUTIES AND RESPONSIBILITIES

1. Reviews and/or analyzes actual and projected revenues and expenditures of the National Government, public debt (both domestic and foreign), performance of government agencies and instrumentalities, government-owned and controlled corporations budget including their respective revenues, expenditures and debts, regional-balance of the National Budget and its component projects, government organizations and staffing pattern, COA findings and recommendations and their relevance to budget legislation;
2. Reviews/evaluates performance reports of government agencies in relation to proposed economic measures;
3. Undertakes policy studies/analysis of socio-economic issues/problems and corresponding policy proposals;
4. Conducts research on the costs and benefits, advantages and disadvantages of proposed legislative measures, bills and resolutions to assist legislators make informed decisions and to educate the general public;
5. Assists in providing technical support to leaders of the House and standing committees as directed;
6. Attends committee hearings and monitors progress of priority bills and legislative measures;
7. Attends/participates in various inter-agency technical working groups as directed by the Service Director; and
8. Performs such other functions as may be assigned from time to time.

CONGRESSIONAL POLICY AND BUDGET RESEARCH DEPARTMENT
(Fiscal Policy Research Service, Economic Planning & Policy Research Service and Social
Policy Research Service)

POSITION TITLE : LEGISLATIVE STAFF ASSISTANT III (LSA III)

WORKING TITLE : DATA ENTRY MACHINE OPERATOR III

SALARY GRADE : 11

DUTIES AND RESPONSIBILITIES

1. Reviews source documents for completeness and accuracy prior to encoding;
2. Transcribes raw data from source documents in coordination with analysis/programmers before processing;
3. Performs manual data preparations such as logging, encoding, matching, proof listing and error correction;
4. Maintains and updates computer files, documents and records;
5. Monitors and prepares computer related and office requirements;
6. Inputs data into computer performance, logs all malfunctions encountered and makes recommendations thereof; and
7. Perform messengerial tasks inside and outside the office.