

**PURCHASE REQUEST**  
**OFFICE OF THE SOLICITOR GENERAL**  
(Agency)

Department: **EMPLOYEE COMPETENCY COMMITTEE** PR No 023-09-152 Date: September 5, 2023  
Section: SAI No Date:

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
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	lot	<p><b>Procurement of Consulting Services for the Enhancement and Alignment of Existing Competency Frameworks for the Office of the Solicitor General</b></p> <p>Rationale:  The OSG intends to procure the services of a qualified organizational development consulting group to render technical assistance to enhance and align the existing competency frameworks.</p> <p><i>Scope of Work and Deliverables:</i></p> <p><b>A. Phase 1</b>  <b>Organizational Profiling</b></p> <ul style="list-style-type: none"> <li>- Assessment of current organizational structure and staffing pattern (OSSP) covering 205 positions: <ul style="list-style-type: none"> <li>&gt; Assessment of the current functional statements of the different functional units</li> <li>&gt; Assessment of current functional statements of the 205 positions</li> </ul> </li> <li>- Assessment of Available Competency-Based Job Description Forms for the 205 positions</li> <li>- Assessment of previously completed competency frameworks (for 139 administrative positions, 10 legal positions and 56 administrative positions profiled in-house)</li> <li>- Consultation and validation of the Phase 1 outputs</li> </ul> <p><b>B. Phase 2</b>  <b>Crafting of the Initial Draft of the New Competency Framework</b></p> <ul style="list-style-type: none"> <li>- Realignment and recalibration of the following 205 positions <ul style="list-style-type: none"> <li>&gt; 139 Administrative positions</li> <li>&gt; 10 Legal positions</li> <li>&gt; 56 Administrative positions profiled in-house</li> </ul> </li> <li>- New Competency Model</li> <li>- New Competency Table</li> <li>- New Competency Matrix</li> <li>- Position Profiles of the 205 positions</li> <li>- CBJD of the 205 positions</li> <li>- Consultation and validation of the Phase 2 outputs</li> </ul>	1	Php 2,100,000.00 VAT INCLUDED	Php 2,100,000.00
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**C. Phase 3**

- Series of consultations and validations of the Draft New Competency Framework with incumbents per division and/or function
- TWG Meeting with consultant after validation with incumbents per division/function for integration of inputs
- Submission of the New Competency Framework

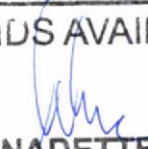
**D. Phase 4**

- Presentation of the New Competency Framework to the OSG Management
- Crafting of Manual/Guide for OSG's Transition to Competency-Based Human Resource Systems (CBHRMS)
- Submission of Terminal Report

Please see attached Terms of Reference (TOR) for the following:

- I. Rationale
- II. Approved Budget for the Contract
- III. Scope of Work and Deliverables
  - A. Phase 1
  - B. Phase 2
  - C. Phase 3
  - D. Phase 4
  - E. Documentary Requirements
  - F. Project Duration
  - G. Qualification Requirements
  - H. Mode of Procurement
  - I. Turnover and Confidentiality of Materials Used in Relation to the Project
  - J. Schedule of Payment
  - K. Reservation Clause
  - L. Warranties of the Consultant
  - M. Other Provisions

*Attached: Memorandum and Terms of Reference (TOR) from Technical Working Group for the Procurement of Consulting Services for the Enhancement and Alignment of Existing Competency Frameworks for the Office of the Solicitor General*

**FUNDS AVAILABLE:**  
  
**BERNADETTE M. LIM**  
 DIRECTOR IV

Amount in Words: **Two Million One Hundred Thousand Pesos Only** Php **2,100,000.00**

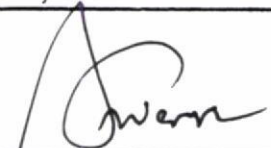
Purpose: **For Bidding**

Prepared By:

Recommending Approval:

Approved by:





**SHERA JANE B. SOLON**

**EDITHA R. BUENDIA**

**MENARDO I. GUEVARRA**

Administrative Officer V

Director IV, HRMAS

Solicitor General