



Republic of the Philippines
Department of Science and Technology
METALS INDUSTRY RESEARCH AND DEVELOPMENT CENTER
General Santos Avenue, Bicutan, Taguig City
Tel. No. 8370431 to 38, <http://www.mirdc.dost.gov.ph>

ANNOUNCEMENT OF VACANT POSITIONS

As of July 27, 2022

I. ADMINISTRATIVE OFFICER II (Information Officer I) Re-posting

Place of Assignment: **Technology Diffusion Division (Technology Information and Promotion Section)**
Item Number: **MIRDCB-ADOF2-113-2004**
No. of vacancy: **1 (Permanent)**
Salary Grade/Step: **11-1**
Monthly Basic Salary: **Php 25,439.00**

Minimum Qualification Requirements (Based on CSC standards):	
Education:	Bachelor's degree
Experience:	None required
Training:	None required
Eligibility:	Career Service Professional /Second Level Eligibility
Other qualifications:	<ul style="list-style-type: none">• Preferably experienced in conducting industry study and surveys• Preferably with a background in business/economics, report, and correspondence writing• Proficient in MS Office applications
<u>Brief Description of Duties and Responsibilities:</u> <ul style="list-style-type: none">• Assists in implementing industry study-related activities; conducts research relevant to the industry study; consolidates data necessary for report presentation and metalworking industry database updating; prepares write-ups for technical reports and information dissemination activities.	
<u>Compensation Package:</u> <ul style="list-style-type: none">○ Annual Basic Salary○ Mandatory Allowances such as but not limited to:<ul style="list-style-type: none">▪ Personal Economic Relief Allowance (PERA)▪ Mid-Year and Year End Bonus plus Cash gift▪ Uniform Allowances○ Allowable benefits under Magna Carta for Scientists, Engineers, Researchers and other S&T Personnel in the Government (RA 8439)○ Other bonuses and benefits that may be provided by law	

Organizational/Technical Competency Requirements (Description/Elements)
Survey Design and Data Gathering (Intermediate) - Designs and develops survey instruments.
Statistical and Industrial Economics Analysis (Intermediate) - Ensures application of appropriate statistical method in data analysis
Audio Visual Material Development (Basic) – Handles video coverage of events relevant to the Center's initiatives
Print/IEC Material Development (Basic) – Reproduces developed information, education, and communication materials.
Promotional Events Organization (Intermediate) – Aligns event program to event objectives.
Data Management (Advanced) – Extrapolates data as a valuable and reliable resource for analytics.
Oral Communication (Intermediate) – Listens to others and shows an understanding of what they are saying.
Presentation Skills (Intermediate) – Presents ideas, opinions and feelings in a large group in confident and enthusiastic manner
Written Communication (Intermediate) – Writes narrative/descriptive reports and related writing assignments based on readily available information.
Attention to Details (Basic) – Complies with standards, policies and procedures in ensuring the accuracy of information and completeness of work product to provide accurate and consistent work.
Use of Technology (Intermediate) – Demonstrates know-how of the technological infrastructure (hardware, software operating systems, personal computing, local area network (LAN), wide area network (WAN), computer telephony integration and internet), where applicable.
Scientific Paper Writing (Basic) – Practices simple technical communication.

Interested applicants may hand carry or e-mail the following requirements at:

*Metals Industry Research And Development Center
G/F HR Office, MIRDC Laboratories Bldg., MIRDC compound,
General Santos Avenue, Bicutan, Taguig city or at
fad-agss@mirdc.dost.gov.ph*

For HAND CARRY SUBMISSIONS:

- Attach all necessary requirements in a Legal sized white folder using a double clip, and in the following order:
 1. Application letter stating the position applied for
 2. Duly accomplished **MIRDC Application for Employment**. Please attach Work Experience Sheet (CSC form 212 additional form)
 3. Photocopy of training certificates, Official Transcript of Records and Diploma, certificate of eligibility
 4. (additional) For GOVERNMENT EMPLOYEES: Service records, Statement of actual duties, Copy of latest Performance Evaluation

*****INCOMPLETE REQUIREMENTS WILL NOT BE PROCESSED*****

Deadline of Submission: August 07, 2022

Pursuant to Sec.5 of the RA 10524 otherwise known as the Equal Employment Opportunity Act, no person with disability shall be denied access to opportunities for suitable employment, thus, the DOST-MIRDC provides equal employment opportunities to all employees and applicants moreover, the DOST-MIRDC prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, sexual orientation, or any other characteristics.

Due to high volume of applications received, only shortlisted applicants will be contacted. Thank you very much for your interest in applying with us!