



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 21, 2022

II. ENGINEER II

Place of Assignment: **Finance and Administrative Division (General Maintenance Unit)**
 Item Number: **MIRDCB-ENG2-24-1998**
 No. of vacancy: **1 (Permanent)**
 Salary Grade/Step: **16-1**
 Monthly Basic Salary: **Php 38,150.00**

Minimum Qualification Requirements (Based on CSC standards):	
Education:	Bachelor's degree in engineering relevant to the job
Experience:	One (1) year relevant experience
Training:	Four (4) hours relevant training
Eligibility:	RA 1080
Other qualifications:	Experienced in the operation and maintenance of mechanical and electrical equipment in an industrial setting
<u>Brief Description of Duties and Responsibilities:</u>	
Responsible for planning, implementing, and maintaining the infrastructure and equipment of buildings and facilities of the Center.	
<u>Compensation Package:</u>	
<ul style="list-style-type: none"> o Annual Basic Salary o 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 o Allowable benefits under Magna Carta for Scientists, Engineers, Researchers, and other S&T Personnel in the Government (RA 8439) o Other bonuses and benefits that may be provided by law 	

Organizational/Technical Competency Requirements (Description/Elements)
Contract Preparation (Basic) - Provides support in the preparation of the contract/legal document.
Data Management (Intermediate) – Analyses data to be usable and accessible for others.
Oral Communications (Intermediate) – Listens to others and shows an understanding of what they are saying. Creates opportunities for others to express their opinions, ideas, and concerns, and engage in empathetic listening.
Presentation Skills (Intermediate) - Presents ideas, opinions, and feelings in a large group in a confident and enthusiastic manner. Commands attention and manages group process during the presentation. Keeps the audience engaged through the use of techniques such as analogies, illustration, humor, an appealing style, and voice inflection. Presents to peers, team members or others.
Written Communication (Intermediate) - Writes narrative/descriptive reports and related writing assignments based on readily available information.
Building and Grounds Maintenance and Security Services (Intermediate) - Establishes, implements, and monitors the conduct of scheduled preventive maintenance for buildings and grounds.
Mechanical, Electrical and Telephone System Maintenance (Intermediate) – Establishes, implements, and monitors the conduct of scheduled preventive maintenance for mechanical, electrical, and telephone systems and equipment
Infrastructure Project Management (Intermediate) - Establishes design, labor, material, and budget requirements for in-house infrastructure projects based on directed specifications
Attention to Details (Advanced) – Provides immediate feedback to team members on reports and written communication that need to be revised
Use of Technology (Advanced) – Integrates audio, video and animation in online presentation platforms.
Project Management (Intermediate) – Implements and monitors the activities leading to the timely delivery of outputs of the project.
Performance Rewards and Recognition Management (Basic) - Ensures understanding of the MIRDC policies on performance management (PM), and rewards and recognition (R&R).
Learning Program Delivery (Intermediate) – Creates a learning environment

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:
 5. Application letter stating the position applied for
 6. Duly accomplished **MIRDC Application for Employment**. Please attach Work Experience Sheet (CSC form 212 additional form)
 7. Photocopy of training certificates, Official Transcript of Records and Diploma, certificate of eligibility
 8. (additional) For GOVERNMENT EMPLOYEES: Service records, Statement of actual duties, Copy of latest Performance Evaluation
- For online (e-mail) submissions, scan the above listed requirements in (.pdf) format.

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

Deadline of Submission: August 01, 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!