



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 11 March 2021

**I. PROJECT ASSISTANT I**

Place of Assignment: **MATERIALS AND PROCESS RESEARCH DIVISION**  
Item Number: -  
No. of vacancy: **1 (CONTRACT OF SERVICE)**  
Salary Grade: **8**  
Monthly Basic Salary: **Php 21,006.00**

Contract Duration: March 2021 to January 2022

Project Title: Refining Laterite-based Crude Pig iron for Specific Product Applications

Minimum Qualification Requirements (based on CSC standards):

Education: Graduate of any two-year course

Experience: 1 year relevant experience; Experience with DOST and MIRDC GIA project an Advantage

Training: 4 hours training

Eligibility: none required

Other Qualifications: Good interpersonal skills; Good written English communication skills  
Efficient, resourceful, and self-driven

Brief Description of Duties and Responsibilities:

- Provide administrative support to the project implementation

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

*Metals Industry Research And Development Center*

*G/F 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 Personal Data Sheet (CS FORM 212, Revised 2017) with picture, signature and thumb mark with Worksheet (CSC additional form)
  3. Photocopy of training certificates, Official Transcript of Records and Diploma

**For ONLINE (E-MAIL) SUBMISSIONS, scan the above listed requirements in (.pdf) format**

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

**Deadline of Submission: March 21, 2021**

***Due to high volume of applications received, only those who are qualified and shortlisted will be contacted. Thank you very much!***