



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 November 25, 2022

I. SCIENCE RESEARCH SPECIALIST II

Place of Assignment: **Technical Solution Services Section**
 Item Number: **MIRDCB-SRAS2-3-1998**
 No. of vacancy: **1 (Permanent)**
 Salary Grade/Step: **16-1**
 Monthly Basic Salary: **Php 38,150.00**

Minimum Qualification Requirements (Based on CSC standards):		Organizational/Technical Competency Requirements (Description/Elements)
Education:	Bachelor's degree relevant to the job	<p>Heat Treatment/Metal Casting (Advanced) – Ensures the performance of complex heat treatment activities</p> <p>Machining (Basic) - Manifests understanding of the basic operation of conventional machines for simple parts and applies proper manufacturing and safety practices, with adequate supervision.</p> <p>Metal Fabrication (Basic) – Conducts simple metal fabrication</p> <p>Presswork (Basic) – Conducts basic stamping procedures and principles.</p> <p>Product Inspection and Testing (Basic) – Ensures performance of basic product quality inspection and testing</p> <p>Welding (Basic) – Conducts basic welding and cutting principles and procedures.</p> <p>Monitoring and Evaluation (Intermediate) – Identifies gaps and issues that may hinder the attainment of the Center's quality and performance goals</p> <p>Operational Planning (Intermediate) – Applies concepts to identify the operational plans.</p> <p>Data Management (Intermediate) – Analyses data to be usable and accessible for others.</p> <p>Oral Communication (Intermediate) – Listens to others and shows an understanding of what they are saying.</p> <p>Presentation Skills (Intermediate) – Presents ideas, opinions and feelings in a large group in confident and enthusiastic manner.</p> <p>Written Communication (Intermediate) – Writes narrative/descriptive reports and related writing assignments based on readily available information.</p> <p>Attention to Details (Intermediate) – Ensures compliance with procedures to produce high quality work;.</p> <p>Records Management (Basic) – Maintains records in a methodical and organized manner to facilitate easy retrieval.</p> <p>Use of Technology (Basic) – Applies basic computer skills in work using basic MS Office application, among others;</p> <p>Project Management (Basic) – Provides support in the development and implementation of non-R&D project.</p>
Experience:	One (1) year relevant experience	
Training:	Four (4) hours relevant training	
Eligibility:	Career Service Professional (CSP)/ Second Level Eligibility / RA1080	
Other qualifications:	<ul style="list-style-type: none"> • With knowledge in ISO 9001, ISO 14001, Solid works, autocad • Preferably a graduate of bachelor's degree in Metallurgical Engineering • Preferably with two (2) years relevant work experience • Preferably with eight (8) hours relevant training 	
<p><u>Brief Description of Duties and Responsibilities:</u></p> <ul style="list-style-type: none"> • Act as head of the heat treatment shop which handles activities on metal hardening, annealing and tempering of metal products 		
<p><u>Compensation Package:</u></p> <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 		
<p>Interested applicants may hand carry or e-mail the following requirements at:</p> <p style="text-align: center;"><i>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</i></p> <p>For HAND CARRY SUBMISSIONS:</p> <ul style="list-style-type: none"> ➤ Attach all necessary requirements in a Legal sized white folder using a double clip, and in the following order: <ol style="list-style-type: none"> 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 ➤ For online (e-mail) submissions, scan the above listed requirements in (.pdf) format. 		

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

Deadline of Submission: December 06, 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!