



ANNOUNCEMENT OF VACANT POSITIONS
As of 04 April 2025

I. CHIEF SCIENCE RESEARCH SPECIALISTS

Place of Assignment: **Analysis and Testing Division**
Item Number: **MIRDCB-CSRS-2-1998**
No. of vacancy: **1 (Permanent)**
Salary Grade/Step: **24-1**
Monthly Basic Salary: **Php 98,185.00**

Minimum Qualification Requirements (Based on CSC standards):	
Education:	Masteral Degree
Experience:	Four (4) years in position/s involving management and supervision
Training:	Twenty-Four (24) hours of training in management and supervision
Eligibility:	Career Service (Professional)/Second-Level Eligibility
Other qualifications:	<p>Proficient in managing the operations of a testing and calibration laboratory and with the capability to utilize various facilities of MIRDC for innovative Research and Development projects.</p> <p>Preferably with at least ten (10) years of experience in laboratory supervision and specialized training in the technical field of testing and calibration.</p>

Brief Description of Duties and Responsibilities:
Oversee the Analysis and Testing Division in achieving its Key Performance Indicators, including handling Technical Services Requests (TSR), processing samples, increasing client engagement in Technical Services, and implementing Research and Development activities.
Compensation Package:
<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)▪ Representation and Transportation Allowance▪ Mid-Year and Year End Bonus plus Cash gift▪ Uniform Allowances○ Allowable benefits under the 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

Leadership Competency Requirements (Rubric Description/Elements/Behavioral Indicators)
<p>Building Collaborative, Inclusive Working Relationships (Intermediate) - Sets up regular meetings or consultations with the team, partners or other stakeholders to gather and respond to feedback on what is working, what needs are unmet, and how to resolve specific problems, and to recognize areas of common interest to plan and carry out joint initiatives. Demonstrates reliability and uses this to build credibility with team members, partners, or stakeholders to negotiate outcomes. Articulates proactively the expectations and concerns of team members and relevant stakeholders and implements measures to address them to build synergy and goodwill. Integrates into the unit work plan a project/activity/ program that addresses gender issues, discriminatory and exclusionary behavior within the office and in relation to partners, networks and other stakeholders. Applies tact and diplomacy in knowing what to say, when, and to whom and how to communicate messages in a way that will gain support.</p> <p>Creating and Nurturing a High Performing Organization (Intermediate)- Communicates a direction that enables employees to understand the links to the agency's or organization's strategic directions. Provides feedback and ensures actions to improve the delivery of outcomes. Promotes excellent service delivery by being a model in providing value-added service. Uses innovative ways to create conditions for shared or collaborative contributions across levels and functions. Provides interventions that will facilitate acquisition of learning and its application in the workplace.</p> <p>Leading Change (Intermediate) - Includes components of the change management process in preparing work plans and activities for the unit. Integrates other people's expectations and concerns with respect to the change process to build positive relationships with team members, stakeholders and clients. Allows employees to complete current efforts and redefines their roles during the course of implementing the change. Integrates change management initiative in the work plan of the unit of an Office to move the change forward. Removes barriers and provides greater clarity to the change agenda and its benefits to one's work to facilitate change within one's functional area. Evaluates effectiveness of the implemented change process. Identifies areas in which one's own capabilities complement others in managing the change.</p> <p>Managing Performance and Coaching for Results (Intermediate) - Engages others from the team to provide timely, concrete, evidence-based feedback to improve the performance of staff, team or group. Develops new/enhances existing tools to get more accurate and relevant data that will help improve individual or team performance, and reach achievable and specific goals. Uses appropriate coaching tools and techniques to help the individual or team meet developmental and performance goals, recognizing issues and challenges as they present themselves in a coaching or performance improvement conversation. Provides adequate support and resources to coaches/employees to implement their learning and development interventions. Guides the coaches to arrive at a course of action of their own choosing to reach his/her performance goals for the division. Accepts accountability for mistakes and takes corrective action.</p> <p>Thinking Strategically and Creatively (Intermediate)- Communicates the alignment of the roles and performance commitment of the Division or Unit to Office targets based on the organization/s vision, mission, values, objectives, and purposes. Guides work teams on designing breakthrough or innovative plans and programs. Demonstrates the ability to think 'outside the box' by coming up with innovative ideas and methods of doing things. Uses appropriate resources in accordance with the office work plan, organizational priorities and regulatory standards/procedures. Raises and challenges important issues constructively and stands by own position when challenged.</p> <p>Measurement Audit (Intermediate) - Uses approved laboratory procedures in the preparation of test instruments and standard set-up for calibration. Manifests basic understanding by explaining the approved laboratory procedure in preparation of test instruments and standard set-up for calibration. Manifests basic understanding by explaining the principles, theories and standards of calibrations. Applies safety practices in accordance with applicable standards.</p>



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Technical Competency Requirements (Rubric Description/Elements/Behavioral Indicators)
<p>Calibration (Basic)- Uses approved laboratory procedures in the preparation of test instruments and standard set-up for calibration. Manifests basic understanding by explaining the approved laboratory procedure in preparation of test instruments and standard set-up for calibration. Manifests basic understanding by explaining the principles, theories and standards of calibrations. Applies safety practices in accordance with applicable standards.</p> <p>Budget Utilization Management (Basic)- Applies an understanding of operations of basic computer software and manipulation of data in the budgeting systems, when required and approved. Assigns obligation request number or utilization request number. Identifies budget codes and structures. Obligates financial claim. Records transactions in the registry and/or logbook. Summarizes transactions for the period. Prepares budget status report(s).</p> <p>Data Management (Basic)- Validates the accuracy of the data, and consolidates them. Gathers and compiles data using various data collection techniques. Clearly documents sources and validates the accuracy of data/ information to elevate inconsistencies to respective key persons.</p> <p>Oral Communication (Superior)- Facilitates open exchange of ideas. Breaks down barriers to effective communication within and outside the organization.</p> <p>Presentation Skills (Superior)- Takes on the role of an “expert speaker” who is frequently invited to deliver lectures in conferences outside the organization. Responds articulately with finesse to unrehearsed comments and questions being posed by the audience. Presents to internal/external clients e.g., other government institutions and stakeholders.</p> <p>Written Communications (Superior)- Develops written communication strategies which meet information requirement of the end-user or beneficiary of its programs and services. Writes, reviews, and publishes advanced research findings and guidelines to be made available to other groups and agencies. Writes white papers on key agency objectives for use by high-level officials. Reviews and critiques the writing of others in a constructive and substantive manner. Writes, proofreads and edits documents in response to sensitive or complex issues or cases.</p> <p>Attention to Details (Intermediate)- Ensures compliance with procedures to produce high-quality work. Ensures monitoring of the quality of work by setting up procedures. Acts to verify the information. Maintains checklist and calendar to ensure that small details are not overlooked. Suggests a system to monitor the progress of work or project. Informs affected internal/external clients and partners of changes in a timely manner. Follows up regularly to ensure that the project is progressing as planned.</p> <p>Records Management (Intermediate)- Maintains documents and records in a manner compliant with organizational policies as well as laws, rules, and regulations. Keeps updated with records management technology and practices to continuously improve existing systems. Supports others in the development and introduction of new record-keeping practices and procedures. Displays proactive approach to improving record-keeping practices.</p> <p>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. Uses other built-in/ add-on functions of the word processor. Creates graphs and other graphical presentations of information/data contained in spreadsheet platforms. Develops presentation materials using appropriate technology-enabled presentation software. Conducts routine check-up of computers for viruses and malware/spyware, where applicable. Exhibits proficiency in operating various office systems. Identifies problems and executes troubleshooting activities, where applicable. Creates backup data, where applicable.</p> <p>Project Management (Intermediate)- Delivers required outputs of relatively simple projects or special assignments whose success relies mostly on own input and initiative although input from a few entities are required. Correctly identifies the project's/ assignment's resource requirement (human resource, time, equipment materials, etc.) and individual/units involved or whose inputs are required and secures these from the superior or office from whom the special assignment came from (originating office). Clearly explains the participation/contribution of other parties, including standards that have to be met such as deadlines and quality specification. Uses tools such as a Gantt chart/project schedule to manage activities. While performing own work, checks on the progress and coordinates with involved parties to ensure that deadlines are met. Regularly updates, in writing, the originating office on the status of the project and alerts them on issues and their impact on deliverables. Takes action to address setbacks/ problems to ensure completion of project/assignment and expected outputs are delivered within standards. When given assignment that has a defined output and deadline, works unsupervised to complete this on time, with the resources provided and at the quality expected.</p> <p>Research and Development Management (Intermediate)- Demonstrates knowledge in performing accurate research methods and the use of statistical tools and other research techniques for the interpretation and analysis of results. Validates data and products/materials gathered to ensure their completeness, accuracy, and/or suitability following the research methods and parameters of the area of study. Implements, monitors, and documents the implementation of the assigned R&D projects based on the approved workplan/timeline. Demonstrates knowledge in developing research tools. Demonstrates knowledge in the preparation of analysis, progress and terminal reports, and other research-related manuals and/or instructions.</p> <p>Scientific Papers Writing (Advanced)- Evaluates use of appropriate graphics, quantitative and qualitative interpretation of data to aid decision makers in analyzing root causes of problems and coming up with alternatives in the process of decision making. Reviews written technical report to ensure accuracy and relevance of information or data prior to publication or release to target audience.</p> <p>Learning Program Delivery (Advanced)- Ensures attainment of learning objectives by demonstrating mastery of the subject matter and applying training strategies to address different learning styles and manages disruptive or counter-productive behaviors. Develops strategies in the implementation of adult learning principles in helping learners to identify their own learning needs and set personal learning objectives; drawing on and incorporating trainees' past experiences and expertise; using experiential and interactive training techniques; helping trainees apply training content to their jobs; and creating practice opportunities during the learning sessions. Clarifies and expands trainee contributions by using reflective listening and feedback by encouraging group involvement to guide the direction of the discussion, and to enhance trainees' understanding of the content and concepts.</p>

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Republic of the Philippines
Department of Science and Technology
METALS INDUSTRY RESEARCH AND DEVELOPMENT CENTER
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Interested applicants may send a combined copy of the following requirements in **.pdf** format to fad-agss@mirdc.dost.gov.ph :

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. Copy of Training Certificates, Official Transcript of Records, Diploma, and 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: April 15, 2025

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!