



ANNOUNCEMENT OF VACANT POSITIONS
As of 04 April 2025

I. ENGINEER I

Place of Assignment: **Finance and Administrative Division**
Item Number: **MIRDCB-ENG1-2-2012**
No. of vacancy: **1 (Permanent)**
Salary Grade/Step: **12-1**
Monthly Basic Salary: **Php 32,245.00**

Minimum Qualification Requirements (Based on CSC standards):		Brief Description of Duties and Responsibilities:
Education:	Bachelor's Degree in Engineering relevant to the job	Responsible for the operation, maintenance, and repair of the center's facilities equipment, and auxiliaries. Monitors and records the center's utility consumption, supervises maintenance activities for buildings and grounds, and monitors and ensures completion of infrastructure project activities.
Experience:	None required	
Training:	None required	
Eligibility:	RA 1080	
Other qualifications:	Preferably a graduate of Electrical Engineering with at least four (4) hours of relevant training. Preferably, with at least one (1) year relevant experience in the operation and maintenance of facilities equipment in an industrial setting and experience in troubleshooting electrical controls.	Compensation Package: <ul style="list-style-type: none">Annual Basic SalaryMandatory 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 giftUniform AllowancesAllowable 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

Technical Competency Requirements (Rubric Description/Elements/Behavioral Indicators)
<p>Oral Communication (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.</p> <p>Presentation (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.</p> <p>Written Communication (Intermediate) - Writes narrative/ descriptive reports and related writing assignments based on readily available information. Prepares technical reports and related documents involving the analysis of various interrelated data or activities/projects/ current issues. Drafts, edits and revises queries, correspondences, reports and project proposals for approval.</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. Exhibits proficiency in operating various office systems.</p> <p>Use of Technology (Intermediate) - Creates graphs and other graphical presentations of information/data contained in spreadsheet platforms. Develops presentation materials using appropriate technology-enabled presentation software. Creates backup data, where applicable.</p> <p>Building and Grounds Maintenance and Security Services (Intermediate) - Establishes, implements, and monitors the conduct of scheduled preventive maintenance for buildings and grounds. Determines minor and major repairs to address defects based on building structure and ground assessments. Ensures that repairs are performed based on approved specification/terms. Monitors and evaluates performance, and facilitates payment of outsourced building/ground repairs and maintenance such as but not limited to janitorial and security services. Ensures proper inventory of equipment, tools, and materials.</p> <p>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. Analyses the performance of the assigned system /equipment based on gathered data and takes immediate or recommends appropriate actions to address irregularities/defects or malfunctions, depending on the gravity and urgency of the situation. Evaluates performance of the outsourced repairs and maintenance of the systems/equipment, and facilitates payments for the services. Monitors, calculates, and analyzes water and power consumptions and recommends practical solutions to ensure continuous services and reasonable utilization and charges.</p>



ENGINEER I

Technical Competency Requirements (Rubric Description/Elements/Behavioral Indicators)
<p>Infrastructure Project Management (Intermediate) - Establishes design, labor, material, and budget requirements for in-house infrastructure projects based on directed specifications. Ensures demonstration of knowledge in the preparation of terms of reference and conditions for infrastructure projects. Determines the appropriate bill of quantity of the infrastructure project based on approved design and specifications. Monitors and inspects work performance, evaluates accomplishments and calculates corresponding payments to contractors based on approved work activities and timelines. Determines variation order based on the agreed changes in the original scope of work of construction contracts.</p> <p>Learning Program Delivery (Intermediate) - Promotes positive, safe, learner-centered and group cohesion environment by using group facilitation strategies (e.g. energizers, “ice breaker”, role playing). Maintains trainees’ attention by speaking clearly at an appropriate volume and varying tone and inflection. Uses verbal enhancers that more fully communicate and explain essential concepts and information, including examples and illustrations, creative phrasing, analogies, quotations, rhetorical questions, and comparing and contrasting concepts. Communicates clearly the goals and objectives and establishes with learners the criteria to achieve the desired success of the learning sessions.</p> <p>Performance, Rewards and Recognition Management (Basic) - Demonstrates understanding of MIRDC policies and processes on performance evaluation and rewards and recognition. Determines individual performance targets based on the approved functions of his/her position and performance indicators. Manages and measures an individual’s work performance to ensure achievement of targets and potential recognition of exemplary performance. Ensures completion of SPMS forms and required documentary/evidence requirements prior to timely submission to the AGSS.</p> <p>Contract Preparation, Drafting and Review (Basic) – Gathers and provides the information and documents relevant to the contract or negotiation. Determines the parties/stakeholders in a given situation and be able to communicate the requirements/needs. Demonstrates knowledge on the uses of the required template/pro-forma contract.</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>

Interested applicants may send a combined copy of the following requirements in .pdf format 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, and 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!