



ANNOUNCEMENT OF VACANT POSITIONS
As of 29 April 2025

I. SCIENCE RESEARCH SPECIALIST II

Place of Assignment: **Materials and Process Research Division**
Item Number: **MIRDCB-SRAS2-11-2010**
No. of vacancy: **1** (Permanent)
Salary Grade/Step: **16-1**
Monthly Basic Salary: **Php 43,560.00**

Minimum Qualification Requirements (Based on CSC standards):		Brief Description of Duties and Responsibilities:	
Education:	Bachelor's degree relevant to the job	Undertake research and development, present and publish S&T papers, prepare and file Intellectual Property Rights (IPR), and assist in Physical Metallurgy jobs.	
Experience:	One (1) year of relevant experience		
Training:	Four (4) hours of relevant training		
Eligibility:	Career Service Professional/ Second Level Eligibility		
Other qualifications:	Preferably a graduate of BS Metallurgical Engineering	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 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	
	Preferably a licensed Metallurgical Engineer		

Technical Competency Requirements (Rubric Description/Elements/Behavioral Indicators)
<p>Oral Communication (Basic) - Orally presents ideas and facts in a clear, organized and convincing manner appropriate to the audience and occasion. Gives courteous, accurate, and complete responses. Speaks in a clear, concise, and organized manner appropriate to the audience and situation.</p> <p>Presentation (Basic) - Delivers information in a small group in a clear, concise, and logical manner. Uses a variety of presentation methods to maintain group focus. Uses appropriate vocabulary to the audience. Makes formal presentations using audio-visual equipment.</p> <p>Written Communication (Basic) - Practices and uses the different written business communication formats used in the office. Writes routine correspondences/ communications based on readily available information, and data with minimal spelling and grammatical errors. Secure information from required references for specific purposes. Prepares the content of a written work for a given topic. Creates written communications including memos, formal/informal letters, and technical reports that are routine. Makes written work clear, easy to follow, concise and relevant (e.g., letters, memos, minutes of the meeting, etc.) Provide complete details when communicating information to others. Accurately fills in or completes forms, files, and templates.</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>Research and Development (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 work plan/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>

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Technical Competency Requirements (Rubric Description/Elements/Behavioral Indicators)
<p>Scientific Paper Writing (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 work plan/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>Material Testing and Analysis (Advanced)- Recommends appropriate measures to identify problems related to test instruments, procedures and processes. Conducts technical internal quality audits based on the Philippine National Standard (PNS) and international standards for auditing. Reviews and approves test results based on the laboratory's established procedures. Analyzes test methods and procedures to derive uncertainties of measurements.</p> <p>Consultancy (Intermediate)- Manifests knowledge on government supports and incentives for the business. Establishes action plans based on analysis of various business aspects in relation to processes, government regulations, business risks, and opportunities, market demand and supply situation, competition, pricing system, product design and packaging, and other factors of the client's business. Provides in-depth recommendations and courses of action to address problem areas presented. Reviews recommendation and activity report.</p> <p>Intellectual Property (IP) Management and Commercialization (Basic) - Manifests basic understanding of the innovation process, IP protection, related policies, marketing, and commercialization to convey the importance of the process to the stakeholders. Applies principles of innovation in evaluating the level of R&D outputs. Coordinates and liaises with researchers/ concerned personnel to facilitate the submission of required records and information to concerned agencies. Organizes data and updates the database of technology portfolios and licensees. Conducts presentation and marketing of technologies for transfer.</p>

Interested applicants may send a scanned copy of the following requirements (combined) 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. 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

INCOMPLETE REQUIREMENTS WILL NOT BE PROCESSED

Deadline of Submission: **May 10, 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!