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 16 July, 2025

I. ENGINEER III

Place of Assignment: **Finance and Administrative Division**
Item Number: **MIRDCB-ENG3-23-1998**
No. of vacancy: **1** (Permanent)
Salary Grade/Step: **19-1**
Monthly Basic Salary: **Php 56,390.00**

<table>
<tr>
<td colspan="2">Minimum Qualification Requirements
(Based on CSC standards):</td>
<td>Brief Description of Duties and Responsibilities:</td>
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<td>Education:</td>
<td>Bachelor's degree in Engineering relevant to the job.</td>
<td rowspan="4">Responsible for overseeing the operation, maintenance, and repair of the Center's facilities, equipment, buildings, grounds and fleet of vehicles. Manages infrastructure projects, ensuring timely completion and compliance with standards. Oversees outside service providers to ensure continuous service for buildings and grounds. Manages the safety and security of the Center.</td>
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<tr>
<td>Experience:</td>
<td>Two (2) years of relevant experience</td>
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<td>Training:</td>
<td>Eight (8) hours of relevant training</td>
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<td>Eligibility:</td>
<td>RA1080</td>
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<td>Other qualifications:</td>
<td>With knowledge and experience in implementing Environmental Management Systems (EMS) and emergency preparedness safety procedures.</td>
<td>Compensation Package:

o Annual Basic Salary
o Mandatory Allowances such as but not limited to:
  • Personal Economic Relief Allowance (PERA)
  • Mid-Year and Year-End Bonuses 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</td>
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Technical Competency Requirements
(Rubric Description/Elements/Behavioral Indicators)

Data Management (Advanced) - Establishes a realistic and reliable data bank. Organizes, develops and interprets data transformation to business intelligence in response to agency needs. Provides timely information in a usable form to be used by others who need to act on it.

Oral Communication (Advanced) - Effectively delivers messages that require careful planning for the method use and possible impact on the audience. Accurately quotes, paraphrases and summarizes provisions of laws, rules regulations guidelines when conveying information orally.

Presentation (Advanced) - Gives interesting and well-received formal and informal presentations to large/small groups inside or outside the organization. Spots and optimizes opportunities to change process when something is not working while delivering a presentation. Establishes an objective that clearly reflects the needs of the audience. Involves the audience by soliciting questions and input, and clarifies as needed to help achieve the goals of the session. Presents to senior managers in the organization.

Written Communication (Advanced) - Edits and corrects various correspondences/ documentation of staff. Guides and coaches' others on the output of their work to ensure quality. Writes complex technical reports, using clear terminology and concise format for use by high-level decision-makers. Reviews technical reports, edits materials, and provides suggestions to improve clarity while ensuring documents are targeted to the intended audience. Creates convincing, complex, and articulate written documents. Uses variety of written communication, particularly within the networked and partnered government agencies and stakeholders to gain understanding and commitment. Drafts, edits, revises, and reviews complex or sensitive issues or cases for approval.

Attention to Detail (Advanced) - Provides immediate feedback to team members on reports and written communication that need to be revised. Gives specific instructions to team members on what needs to be revised. Monitors progress of revisions to ensure that output reaches the desired level of accuracy. Reviews and checks the accuracy of the information in work reports. Proofreads own work to identify errors or omissions. Develops and uses systems to organize and track the progress of work. Checks and evaluates if the output is in accordance with the given instructions.

Records Management (Advanced) - Upholds integrity, reliability, efficiency, and effectiveness in records management by contributing to the development of procedures for identification, description, classification, organization, storage, protection, retention, and disposition of records. Implements new records management policies and classification systems. Assesses current record-keeping systems and provides feedback on their strength and areas for improvement.

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.

Technical Competency Requirements
(Rubric Description/Elements/Behavioral Indicators)

Building and Grounds Maintenance and Security Services (Advanced) - Establishes and implements preventive maintenance procedures for the buildings and grounds. Ensures compliance with the buildings' safety and fire standards. Evaluates the appropriateness and practicality of recommended building/ground repairs to address the defects in the buildings. Recommends strategies and programs for major repairs of building structures and grounds based on data gathered and its nature, urgency, and economic advantage**.**

Mechanical, Electrical, and Telephone System Maintenance (Advanced) - Establishes and implements preventive/ corrective maintenance measures to avoid degradation/ decadence and breakdown of mechanical, electrical, and telephone systems. Ensures compliance with systems/equipment/utilities to environmental, health and safety standards. Recommends program of repair, replacement and/or disposal of related systems/equipment based on safety, longevity (service life), importance and practicality.

Infrastructure Project Management (Advanced) - Ensures contractor's compliance with the contract agreements, and the building, environmental, health and safety rules and regulations. Determines accuracy of contractor's accomplishment based on reports/data gathered and recommends corresponding payments. Applies appropriate actions and penalties on delayed deliveries of services as approved. Reviews contracts and initiates variation orders in coordination with consultants and authorized authorities. Ensures that all repairs and reworks of identified defects or sub-standard works are performed as agreed upon. Recommends and proposes infrastructure projects based on the identified building requirements/ upgrading of MIRDC. Ensures proper and complete documentation of construction activities and agreements.

Transportation Service (Advanced) - Conducts assessment to establish approaches to improve the delivery of transportation services. Recommends measures to optimize the use of vehicles and ensures the safety of passengers and drivers based on the data gathered.

Vehicle Maintenance (Advanced) - Ensures proper and timely conduct of preventive and corrective maintenance to optimize the use and improve the performance of vehicles. Evaluates the appropriateness of recommended repair based on its nature, urgency, and economic advantage. Recommends program of acquisition, utilization, replacement, and/or disposal of vehicles based on fleet inventory and their performance, longevity, safety, and economic advantage. Recommends acquisition of new vehicle based on its purpose, quality, and approved budget.

Learning Program Delivery (Intermediate) - Identifies priority programs and target participants based on records. Ensures prepared human resource development plan are based on analyzed competency needs. Identifies resource requirements to ensure proper implementation of priority competency-based L&D interventions. Recommends target participants based on the records of employees' competency-based L&D needs. Monitors and maintains appropriate database of employees' attendance to programs including the compliance to contract obligations, if any. Ensures complete documentation required for implementation of competency-based L&D programs. Assesses the effectiveness of competency-based L&D program implemented by conducting impact assessment and analyzes result based on established procedures. Provides feedback and applicable recommendation to the concerned supervisors on the result of impact assessment.

Performance, Rewards, and Recognition Management (Intermediate) - Ensures demonstration of knowledge of policies and procedures related to the completion and submission of prescribed SPMS and PRAISE forms. Monitors timely and complete submission of related prescribed forms and/or documents based on the calendar of activities. Calibrates performance targets and validation on performance ratings prior to the signature of approving signatories. Ensures timely submission of reports related to performance and grant of rewards and recognitions to appropriate offices/agencies. Facilitates the conduct of scheduled PMT/PRAISE meetings and takes proper documentation. Communicates to concerned officials and employees about the SPMS/PRAISE requirements, deadlines, and performance-based related entitlements as well as the monetary and non-monetary incentives of PRAISE programs. Ensures preparation and maintenance of records related to employees' performance assessments, awards and recognitions, and other relevant documents.

Contract Preparation, Drafting and Review (Intermediate) - Determines the terms and conditions of the agreement subject of negotiation. Demonstrates understanding of the stakeholder's positions and bargaining power and negotiates and/or participates in negotiations. Demonstrates knowledge on the uses of the standard format of the contract. Reviews the completeness of the information and provisions in the template contract and submit it for review.

Legal Acumen (Basic) - Explains simple legal issues in a clear manner. Replies appropriately to queries with readily available information.

Monitoring and Evaluation (Basic) - Demonstrates understanding of the importance of accurate data as a source of information in analyzing the progress of PPAs. Coordinates with Delivery Units for submissions relative to the status / progress of PPAs.

Operational Planning (Basic) - Demonstrates basic understanding of planning methods and strategies (MYRP, YERP and QRP) identifies the connection of each in view of the strategic direction. Gathers/Consolidates available historical information or data necessary in formulating annual plans.

Analysis of the Environment (Basic) - Demonstrates basic understanding of environmental scanning tools (e.g. SWOT Analysis, PESTLE).

Technical Competency Requirements
(Rubric Description/Elements/Behavioral Indicators)
Project Management (Advanced) - Prepares a work plan using appropriate processes such as Work Breakdown Structure and Network Diagram, for a major component of a complex project over which s/he has accountability for result, aligns these with overall project objectives and Terms of Reference (TOR). Prepares a resource plan, financial plan and quality plan for the project component. Identifies metrics, standards of performance critical success factors and key indicators to monitor and asses results and puts in place a system to track performance and communicates these to individuals/offices involved. Puts in place fiscal control, resource management and quality control mechanisms; keeps a tight watch on performance against cost, quality and time and acts promptly and judiciously to keep within the standards. Removes barriers and/or resolves issues that are impeding the progress of projects. Develops procedures and establishes a system such as a project database and project reporting mechanisms, for meeting the information and communication needs of stakeholders. Identifies the risks and prepares a Risk Mitigation plan; recognizes and/or takes action when a project plan needs to be revised given changing or unexpected circumstances. Ensures periodic evaluation/assessment reports on the performance of projects as per TOR. Coaches and/or mentors others on project Management for small-scale projects.

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: July 27, 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!