



ANNOUNCEMENT OF VACANT POSITIONS
As of 09 July, 2025

I. SCIENCE RESEARCH SPECIALIST II (Anticipating Vacancy)

Place of Assignment: **Prototyping Division**
Item Number: **MIRDCB-SRAS2-4-2021**
No. of vacancy: **1 (Permanent)**
Salary Grade/Step: **16-1**
Monthly Basic Salary: **Php 43,560.00**

Minimum Qualification Requirements (Based on CSC standards):	
Education:	Bachelor's Degree relevant to the job
Experience:	One (1) year of relevant experience
Training:	Four (4) hours of relevant training
Eligibility:	Career Service (Professional) / Second-Level Eligibility/ RA 1080
Other qualifications:	<p>Preferably with at least two (2) years of relevant experience in Research and Development and a minimum of eight (8) hours of relevant training.</p> <p>Knowledge in scientific writing, research proposal development, and project management is an advantage.</p>

Brief Description of Duties and Responsibilities:	
Conduct research and development activities related to smart manufacturing, advanced mechatronics, robotics and industrial automation. Support the operations and other activities of the Section.	
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)▪ Mid-Year and Year-End Bonuses plus Cash Gift▪ Uniform Allowances○ Allowable 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>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 (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. Edits own words, numbers, letters, sentences, including capitalization lower case, punctuation, and phonetic notation. Demonstrates clarity, fluency, impact, and conciseness in his/her written communications Prepares technical reports and related documents involving the analysis of various interrelated data or activities/projects/ current issues. Creates grammatically and structurally proper and articulates written composition, including formal letters and technical reports of considerable difficulty. Drafts, edits and revises queries, correspondences, reports and project proposals for approval. Conveys ideas in writing appropriate to the sender of the communication. Plans and organizes the content of written composition carefully to ensure grammatical accuracy and appropriateness. Accurately quotes, paraphrases, and summarizes provisions of laws rules, regulations, and guidelines when conveying information in writing.</p> <p>Attention to Detail (Basic) - Complies with standards, policies and procedures in ensuring the accuracy of information and completeness of work product to provide accurate and consistent work. Ensures information is provided on a timely basis. Monitors carefully the details and quality of own and others' work, where applicable. Elevates concern on noticed errors to respective authority regarding work before it is distributed. Keeps track of the progress of the work or projects. Takes necessary actions to produce work that requires little or no checking.</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>

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

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.

Equipment Corrective and Preventive Maintenance (Basic) - Sets up maintenance activity requirements. Examines equipment and machine specifications, service requirements and procedures for maintenance intervals and process advisory. Develops work plans and work schedules for maintenance. Constructs and compares readings, measurements, and recordings to relevant specifications. Recognizes and compares historical data, future equipment uses, production requirements, and standard operating procedures to be job-ready. Contribute ideas to evaluate potential risks at the workplace. Improvises work plans to ensure maintenance programs retain workplace output. Ensures compliance with standards in the performance of safety practices in accordance with safety procedures. Identifies the unsafe acts or conditions present and recommends corrective actions to management. Attains clearances for any necessary costs for maintenance. Acquires authorization from management for maintenance timing to optimize processes and production.

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 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.

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.

Computer-Aided Design (CAD) (Basic) - Identifies and clarifies design objectives. Defines and verifies design constraints, functions, and specifications, in accordance with design requirements. Verifies materials, machining and/or manufacturing processes, and relevant technical information, in accordance with design specifications. Plans design scopes, budgets, and schedules, in accordance with design requirements. Carries out measurements required for preparation of drawings. Generates and reviews preliminary design drawings, in accordance with design specifications. Conducts final reviews of all drawings in accordance with organizational procedures. Documents drawings and associated data. Ensures return of printed copies of all authorized drawings or CAD files after use.

Heat Treatment (Basic) - Applies safety practices in accordance with applicable standards. Complies with workplace procedures in the preparation of workpieces, materials, and equipment. Manifests understanding of basic heat treatment principles and processes. Demonstrates knowledge on hardness testing devices/equipment. Operates and maintains atmosphere furnace based on workplace procedures.

Machining (Intermediate) - Operates conventional machines. Identifies needed clamping tools, jigs and fixtures for specific job requirements. Ensures compliance with standards in the performance of machine fitting and assembly based on drawing and sketches of several kind tooling. Ensures compliance with standards in the performance of intermediate skills to setup work piece on complex machining jobs using clamping tools, jigs and fixtures.

Mechatronics (Automation) (Intermediate) - Develops mechatronics and automation control circuits and PLC software application programs for R&D related projects. Maintains and repairs PLC-based mechatronics and automation system of the developed R&D projects. Develops motion control and system configuration for applicable R&D projects. Imparts basic technical knowledge/support by conducting trainings related to mechatronics.

Metal Casting (Basic) - Interprets basic drawing and sketches. Complies with standards in the performance of basic molding activities and operation. Demonstrates understanding of basic melting operation. Complies with standards in the performance of fettling operation. Demonstrates understanding of basic quality control activities. Applies safety practices in accordance with applicable standards.

Metal Fabrication (Intermediate) - Interprets complex drawing and sketches. Ensures compliance with standards in the performance of lay-outing based on complex drawing and sketches. Operates mechanized metal fabrication equipment. Demonstrates technical knowledge and skills on bench working metal fitting and other conventional metal fabrication processes.

Presswork (Intermediate) - Operates Numeric Controlled Machine with required tooling (NC hydraulic press brake). Demonstrates understanding of technical knowledge/support including pattern making.

Robotics (Intermediate) - Develops robotics control circuits and related software application programs for R&D projects. Maintains and repairs robotics system of the developed R&D projects. Develops motion control and system configuration for applicable R&D projects. Imparts basic technical knowledge/support by conducting trainings related to robotics.

Surface Finishing (Basic) - Applies safety practices in accordance with applicable standards. Prepares workpieces, materials and equipment based on workplace procedures. Manifests basic understanding of surface finishing principles and processes particularly plating and anodizing.

Welding (Intermediate) - Prepares low alloy steels in 2G position for plate in accordance with applicable standard. Ensures compliance with standards in the performance of advanced welding operations. Imparts technical knowledge and skills in various welding processes.

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Technical Competency Requirements (Rubric Description/Elements/Behavioral Indicators)
<p>Consultancy (Basic) - Manifests basic understanding of business processes, metalworking processes and operation, government regulations, business risks and opportunities and other factors. Identifies achievable production goals, physical plant layout, appropriate machines and equipment to use, appropriate technology to be adopted, sources of raw materials, type and number of staff, production costs, maintenance and repair of machines and equipment.</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.</p> <p>Learning Program Delivery (Basic) - Demonstrates basic knowledge of theories, principles and practices on the conduct of learning events. Demonstrates understanding of the impact of professional demeanor, personal appearance and personality on the quality of the presentation and the receptiveness of the trainees. Ensures complete and accurate documentation related to the conduct of learning event. Applies understanding of the impact of physical training environment or impeding learning by attending to the prerequisite requirements of learning event and to the social, emotional and comfort needs of the learners.</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: July 20, 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!