



**ANNOUNCEMENT OF VACANT POSITIONS**  
As of 9 June 2025

**I. ADMINISTRATIVE AIDE VI (Utility Foreman)**

Place of Assignment: **Finance and Administrative Division**  
Item Number: **MIRDCB-ADA6-123-2004**  
No. of vacancy: **1 (Permanent)**  
Salary Grade/Step: **06-1**  
Monthly Basic Salary: **Php 18,957.00**

Minimum Qualification Requirements (Based on CSC standards):		Brief Description of Duties and Responsibilities:
Education:	Elementary School graduate	Performs plumbing repairs and maintenance based on building plans and specifications. Assists in the general maintenance of facility equipment and auxiliaries of the electrical and water systems.
Experience:	None required	
Training:	None required	
Eligibility:	None required (CSC MC 10, s. 2013, Cat III, as amended)	
Other qualifications:	Preferably a Master Plumber with at least four (4) hours of relevant training.  With at least one (1) year of relevant experience in operating and maintaining facilities equipment in an industrial setting.	<b>Compensation Package:</b> <ul style="list-style-type: none"><li>Annual Basic Salary</li><li>Mandatory Allowances such as but not limited to:<ul style="list-style-type: none"><li>Personal Economic Relief Allowance (PERA)</li><li>Mid-Year and Year-End Bonuses plus Cash Gift</li><li>Uniform Allowances</li></ul></li><li>Allowable benefits under Magna Carta for Scientists, Engineers, Researchers, and other S&amp;T Personnel in the Government (RA 8439)</li><li>Other bonuses and benefits that may be provided by law</li></ul>

Technical Competency Requirements (Rubric Description/Elements/Behavioral Indicators)
<p><b>Oral Communication (Basic)</b> - 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><b>Written Communication (Basic)</b> - Practices and uses the different written business communication formats used in the office. Writes routine correspondences/ communications based on readily available information, 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 report that is routine. Makes written work clear, easy to follow, concise and relevant (e.g., letters, memos, minutes of the meeting, etc.). Provides complete details in communicating information to others. Accurately fills in or completes forms, files, and templates.</p> <p><b>Building and Grounds Maintenance and Security Services (Basic)</b> - Organizes general maintenance activities based on approved schedules and work orders. Uses appropriate methods, tools, equipment, materials, and calculations on carpentry, general maintenance, and repair works. Conducts service maintenance, repairs, refurbishments, and upgrades on building structures and grounds based on the approved work orders and processes, such as but not limited to: Site maintenance and repair (e.g. landscape, fence, road, parking lot) Structural maintenance and repair (e.g. roofing, support columns, exterior walls). Architectural maintenance and repair (e.g. painting works, carpentry). Detects structural irregularities or defects for reporting to authorized personnel. Applies repair and refinishing works on furniture and fixtures according to the specifications of approved work orders. Implements proper methods of storing equipment, materials, and supplies.</p> <p><b>Mechanical, Electrical, and Telephone System Maintenance (Basic)</b> - Demonstrates knowledge of the components, operation and installation of the assigned mechanical, electrical, and telephone system and equipment. Conducts scheduled preventive maintenance of the building's mechanical, electrical, and telephone system as required of the job: Elevators, Air-conditioning unit, Switchgears and generators, Plumbing and sewerage system, CCTV Security surveillance and fire detection and alarm systems, and PABX and telephone lines. Conducts immediate repair or damage control on mechanical, electrical, and telephone system as reported or detected, based on the nature and urgency of work. Detects and immediately reports irregularities/defects or malfunctions on mechanical, electrical, and telephone systems for appropriate actions.</p> <p><b>Infrastructure Project Management (Basic)</b> - Executes construction works for in-house projects as directed: Carpentry, Electrical, and Plumbing.</p> <p><b>Performance, Rewards and Recognition Management (Basic)</b> - 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>

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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>

Interested applicants may send a scanned copy of the following requirements (combined) in .pdf format to [fad-agss@mirdc.dost.gov.ph](mailto: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: June 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!*