



**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 September 28, 2021

**I. ADMINISTRATIVE ASSISTANT I (Computer Operator I) (Re-posting)**

Place of Assignment: **Analysis and Testing Division**  
Item Number: **MIRDCB-ADAS1-113-2004**  
No. of vacancy: **1 (Permanent)**  
Salary Grade/Step: **07-1**  
Monthly Basic Salary: **Php 17,179.00**

Minimum Qualification Requirements (based on CSC standards):		Competency Requirements (Description/Elements)
Education:	Completion of two years in College OR High school graduate with relevant vocational or trade course	<ul style="list-style-type: none"><li>✓ Communicates ideas simply and understandably and uses basic methods to present ideas across</li><li>✓ Understands operating procedures of a functional area ((basic computer skills; MS Office applications)</li></ul>
Experience:	One (1) year relevant experience	
Training:	Four (4) hours relevant training	
Eligibility:	Career Service Sub-Professional (CSSP)/ First Level Eligibility	
Other qualifications:	<ul style="list-style-type: none"><li>• Preferably with relevant experience in laboratory testing; knowledge in ISO/IEC:17025 is an advantage</li><li>• Preferably with at least 8hrs. of relevant training</li><li>• Knowledgeable on MS Office applications (word, excel, PowerPoint)</li></ul>	

**Brief Description of Duties and Responsibilities:**

- Prepare and process documents
- Perform analysis at Chemical laboratory as directed by Chief, ATD
- Assist in the receiving and releasing of certificates; encoding and processing of test certificates
- Perform secretarial functions

**Compensation Package:**

- Annual Basic Salary
- Mandatory Allowances such as but not limited to:
  - Personal Economic Relief Allowance (PERA)
  - Mid-Year and Year End Bonus 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

**Interested applicants may hand carry or e-mail the following requirements at:**

*Metals Industry Research And Development Center  
G/F HR Office, MIRDC Laboratories Bldg., MIRDC compound, General Santos Avenue, Bicutan, Taguig city  
or at [fad-agss@mirdc.dost.gov.phs](mailto:fad-agss@mirdc.dost.gov.phs)*

**For HAND CARRY SUBMISSIONS:**

- Attach all necessary requirements in a Legal sized white folder using a double clip, and in the following order:
  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
- For online (e-mail) submissions, scan the above listed requirements in (.pdf) format

**\*\*\*INCOMPLETE REQUIREMENTS WILL NOT BE PROCESSED\*\*\***

**Deadline of Submission: October 09, 2021**

***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!***