



ANNOUNCEMENT OF VACANT POSITIONS

As of 03 December 2024

I. INFORMATION SYSTEMS ANALYST I (Re-posting)

Place of Assignment: **Planning and Management Division**
 Item Number: **MIRDCB-INFOSA1-9-2010**
 No. of vacancy: **1 (Permanent)**
 Salary Grade/Step: **12-1**
 Monthly Basic Salary: **Php 30,705.00**

Minimum Qualification Requirements (Based on CSC standards):		Brief Description of Duties and Responsibilities:
Education:	Bachelor Degree relevant to the job	Develops, enhances and maintains websites and information systems of the Center
Experience:	None required	
Training:	None required	
Eligibility:	Career Service (Professional) / Second Level Eligibility	
Other qualifications:	Preferably with experience in Website Content Management System using Wordpress. With knowledge on system programming ex. Javascript, or PHP	Compensation Package: <ul style="list-style-type: none"> ○ Annual Basic Salary ○ Mandatory Allowance ○ s 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 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 (Intermediate) - Investigates up-to-date information from various sources and in various formats. Seeks additional resources when gaps and inconsistencies or variances in data are found. Identifies trends in data. Identifies issues, problems, or opportunities and determines if action is needed. Provides the means for additional data collection when sufficient data does not exist.</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 authorities 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 (Basic) Maintains records in a methodical and organized manner to facilitate easy retrieval. Applies knowledge of records management software applications and their use. Ensures accuracy of the details of all transactions and record keeping.</p> <p>Use of Technology (Basic) - Applies basic computer skills using basic MS Office applications, among others. Complies with standards, policies and procedures in the use of the Center's e-mail system. Uses technology-enabled equipment and is familiar with operating basic systems such as Windows, MS Word, MS Excel, multimedia presentations and Internet, among others. Complies with standards, policies and procedures in computer file maintenance.</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>

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

Network Management (Wired and Wireless Technologies) (Intermediate) - Utilizes Cloud-based applications, local server-based applications and applications installed on a local computer, and chooses among them. Adheres to policies, procedures and standards in the maintenance, administration, and securing of Local Area Networks. Recognizes methods of network access security. Exemplifies expertise on reliable and efficient data backup and restoration.

Information and Communications Technology (ICT) Management and Planning (Intermediate) - Keeps abreast of IT trends and new technologies. Assesses/ Evaluates hardware readiness, consolidates and rationalizes benchmarks, data centers and infrastructure, and manages ICT assets. Plans and manages upgrades of hardware and software systems. Ensures compliance with applicable policies, laws, rules and regulations in IT procurement processes (services and equipment).

IT Hardware and Software Maintenance (Intermediate) - Determines upgrade, repair or replacement through hardware and software inventory. Provides preventive maintenance and support to moderate software/hardware issues. Provides technical support / corrective actions for common accessibility issues and concerns. Demonstrates specialization or expertise in troubleshooting problems in person or remotely. Maintains ICT inventory (hardware/software).

Information and Online System Programming (Advanced) - Demonstrates knowledge on User-Experience Design (Interaction Design / Accessibility / Usability) Back-end Development (SQL database). Designs and implements online security program/standards. Documents information processing source codes. Assesses/ Evaluates the organizational or end-users needs and modifies the system in accordance to the current requirements. Develops /Implements networked, web-based, application software and online system.

Databases and Applications (Advanced) - Manipulates data/records using structured query language and functions/procedures. Installs and configures database application. Defines metrics that are used to characterize data and different kinds of data (structures, unstructured, text based, character limits. Recommends updates in the implementation of data/database security policies.

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: December 14, 2024

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.

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ANNOUNCEMENT OF VACANT POSITIONS

As of 03 December 2024

I. ELECTRICAL INSPECTOR II (Re-posting)

Place of Assignment: **Analysis and Testing Division**
Item Number: **MIRDCB-EI2-1-1998**
No. of vacancy: **1 (Permanent)**
Salary Grade/Step: **8-1**
Monthly Basic Salary: **Php 20,534.00**

Minimum Qualification Requirements (Based on CSC standards):		Brief Description of Duties and Responsibilities:
Education:	High School graduate or Completion of relevant vocational / trade course	Performs all required operations on the installation, maintenance, and repair of ACU, electrical and communications equipment, and wirings used in the Center; and conducts in-house and in-plant calibration of instruments.
Experience:	One (1) year of relevant experience	
Training:	Four (4) hours of relevant training	
Eligibility:	Electrician, building wiring (CSC MC10, s. 2013, Cat II, as amended)	
Other qualifications:	<ul style="list-style-type: none">• Preferably knowledgeable in the configuration and testing of mechatronics and automation devices and instruments• Preferably with experience in conducting in-house and in-plant calibration of laboratory instruments	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 Bonus plus Cash gift▪ Uniform Allowances○ Allowable 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

Technical Competency Requirements (Rubric Description/Elements/Behavioral Indicators)
<p>Calibration (Basic) – Uses approved laboratory procedures in the preparation of test instruments and standard set-up for calibration. Manifests basic understanding by explaining the approved laboratory procedure in preparation of test instruments and standard set-up for calibration. Manifests basic understanding by explaining the principles, theories, and standards of calibrations. Applies safety practices in accordance with applicable standards.</p> <p>Use of Technology (Basic) -. Applies basic computer skills in work using basic MS Office applications, among others. Compliance with standards, policies, and procedures in the use of the Center's e-mail system. Uses technology-enabled equipment and is familiar with operating basic systems such as Windows, MS Word, MS Excel, multimedia presentations, and the Internet, among others. Complies with standards, policies, and procedures in computer file maintenance.</p>

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ANNOUNCEMENT OF VACANT POSITIONS

As of 03 December 2024

I. METALS TECHNOLOGIST II (REPUBLICATION)

Place of Assignment: **Technical Solution Services Section**
Item Number: **MIRDCB-MTEK2-12-1998**
No. of vacancy: **1 (Permanent)**
Salary Grade/Step: **08-1**
Monthly Basic Salary: **Php 20,534.00**

Minimum Qualification Requirements (Based on CSC standards):		Brief Description of Duties and Responsibilities:
Education:	Completion of two years studies in College OR High school graduate with relevant vocational/trade course	Performs melting operations & pouring. Performs conventional casting activities & investment casting activities. Performs quality assurance activities.
Experience:	One (1) year experience	
Training:	Four (4) hours training	
Eligibility:	Machinist (CSC MC 10, s. 2013, Cat II, as amended)	
Other qualifications:	Computer Literate, with good documenting skills. Able to perform basic preventive maintenance	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 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

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>Attention to Details (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>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.</p>

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ANNOUNCEMENT OF VACANT POSITIONS

03 December 2024

I. METALS TECHNOLOGIST IV (Re-posting)

Place of Assignment: **Mold Technology Support Center**
 Item Number: **MIRDCB-MTEK4-13-1998**
 No. of vacancy: **1 (Permanent)**
 Salary Grade/Step: **12-1**
 Monthly Basic Salary: **Php 30,705.00**

Minimum Qualification Requirements (Based on CSC standards):	
Education:	Completion of two years of studies in College or High school graduate with relevant vocational/trade course
Experience:	Three (3) years of relevant experience
Training:	Sixteen (16) hours of relevant training
Eligibility:	Machinist (CSC MC 10, s. 2013, Cat II, as amended)
Other qualifications:	Preferably with experience in CNC and EDM Machining. Knowledgeable in using CAD/CAM software preferably Mastercam or NX Software

Brief Description of Duties and Responsibilities:
Machining, fabrication of mold parts and other component using CNC Machines. Assist in the conduct of trainings.
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 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

Technical Competency Requirements (Rubric Description/Elements/Behavioral Indicators)
<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 (Basic) - 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 reports 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>Use of Technology (Basic) - Applies basic computer skills in work using basic MS Office applications, among others. Complies with standards, policies and procedures in the use of the Center's e-mail system. Uses technology-enabled equipment and is familiar with operating basic systems such as Windows, MS Word, MS excel, multimedia presentations and internet, among others. Complies with standards, policies and procedures in computer file maintenance.</p> <p>Learning Program Delivery (Intermediate) - Promotes positive, safe, learner-centered and group cohesion environment by using group facilitation strategies (e.g. energizers, "ice breaker", role playing). Maintains trainees' attention by speaking clearly at an appropriate volume and varying tone and inflection. Uses verbal enhancers that more fully communicate and explain essential concepts and information, including examples and illustrations, creative phrasing, analogies, quotations, rhetorical questions, and comparing and contrasting concepts. Communicates clearly the goals and objectives and establishes with learners the criteria to achieve the desired success of the learning sessions.</p>

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Technical Competency Requirements

(Rubric Description/Elements/Behavioral Indicators)

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 use, production requirements, and standard operating procedures to be job-ready. Contributes 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.

Machining (Superior) - Operates 5-axis or more CNC machines. Prepares NC programs for multi-axis operations using existing CAM software. Ensures product quality and job timeliness are met or exceeded. Plans job process to identify time needed to complete machining process included in a job order.

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ANNOUNCEMENT OF VACANT POSITIONS
 As of 03 December 2024

I. ADMINISTRATIVE ASSISTANT III (COMPUTER OPERATOR II) (Re-posting)

Place of Assignment: **Technical Solution Services Section**
 Item Number: **MIRDCB-ADAS3-127-2004**
 No. of vacancy: **1 (Permanent)**
 Salary Grade/Step: **9-1**
 Monthly Basic Salary: **Php 22,219.00**

Minimum Qualification Requirements (Based on CSC standards):		Brief Description of Duties and Responsibilities:
Education:	Completion of two (2) years studies in College or HighSchool graduate with relevant vocational/ trade course	Preparation of design and technical drawings with CAD/CAM applications using available software at the unit to ensure quality and delivery of technical services on time. Assist the unit in the monitoring and maintaining of documents pertinent to the operations of the unit.
Experience:	One (1) year relevant experience	
Training:	Four (4) hours relevant training	
Eligibility:	Career Service (Subprofessional) / First Level Eligibility	
Other qualifications:	Preferably knowledgeable on Mastercam, NX and Cimatron Software	
		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 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

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. Provides complete details in communicating information to others. Accurately fills in or completes forms, files, and templates.</p> <p>Attention to Details (Basic) – Complies with standards, policies and procedures in ensuring the accuracy of information and completeness of work product to provide accurate and consistent work. Elevates concern on noticed errors to respective authority regarding work before it is distributed. Takes necessary actions to produce work that requires little or no checking.</p> <p>Records Management (IBasic) – Ensures accuracy of the details of all transactions and record keeping.</p> <p>Use of Technology (Basic) - Applies basic computer skills in work using basic MS Office applications, among others. Complies with standards, policies and procedures in the use of the Center's e-mail system. Uses technology-enabled equipment and is familiar with operating basic systems such as Windows, MS Word, MS excel, multimedia presentations and internet, among others. Complies with standards, policies and procedures in computer file maintenance.</p> <p>Network Management (Wired and Wireless Technologies) (Basic) - Identifies and describes differences between Local Area Networks (LAN), Wide Area Networks (WAN), Virtual Private Networks (VPN), Internet, intranets, extranets, telephony, Voice over IP (VoIP), and other networks.</p> <p>Information and Communications Technology (ICT) Management and Planning (Basic) - Demonstrates understanding of the concepts of server, desktop, application, and virtualization.</p> <p>IT Hardware and Software Maintenance (Basic) - Demonstrates knowledge in basic troubleshooting and repair, desktop/laptop support.</p> <p>Additive Manufacturing (AM) (Basic) - Applies general shop safety and machine tool safety procedures. Interprets technical drawing including geometric dimensioning and tolerancing. Demonstrates capability to setup and operate fused deposition modeling (FDM) and/or stereolithography apparatus (SLA) 3D machine tools. Identifies and performs basic post processing for FDM and/or SLA printed products.</p> <p>Computer-Aided Design (Intermediate) - Interprets international drawing conventions and standards. Clarifies details of work activities to be carried out, based on given work instructions.</p> <p>Computer-Aided Manufacturing (Basic) - Interprets drawing conventions and standards. Uses suitable measuring instruments and/or gauges to check the components for conformance with specifications.</p>

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ANNOUNCEMENT OF VACANT POSITIONS
 As of 03 December 2024

I. METALS TECHNOLOGIST V

Place of Assignment: **Technical Solutions Services Section**
 Item Number: **MIRDCB-MTEK5-4-1998**
 No. of vacancy: **1 (Permanent)**
 Salary Grade/Step: **14-1**
 Monthly Basic Salary: **Php 35,434.00**

Minimum Qualification Requirements (Based on CSC standards):		Brief Description of Duties and Responsibilities:
Education:	Completion of two years studies in college or High School graduate with relevant vocational/ trade course	Leads the development of parts and components using CNC and EDM Machines and other machine tools specific to the application of the equipment, machines and technologies by referring to the product drawing. Assist the unit head in the evaluation and monitoring of jobs and technical services and maintaining of documents pertinent to the operations of the unit
Experience:	Three (3) years of relevant work experience	
Training:	Sixteen (16) hours of relevant training	
Eligibility:	Machinist (CSC MC 10, s. 2013, Cat II, as amended)	
Other qualifications:	Capable of using CAD/CAM software, preferably Mastercam or NX software. Preferably with experience in CNC Machining and EDM Machining	
		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 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

Technical Competency Requirements (Rubric Description/Elements/Behavioral Indicators)
<p>Delivering Service Excellence (Intermediate) - Ensures products and services comply with customer requirements. Designs and implements approved guidelines and procedures to address customer requirements.</p> <p>Exemplifying Values and Ethics (Intermediate) – Builds positive working relationship across all groups/teams. Ensures that responses to related issues and concerns are decided upon based on ethics and values of the Center and the public service.</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 (Basic) – Practices and uses the different written business communication formats used in the office. Secure information from required references for specific purposes. Provides complete details in communicating information to others. Accurately fills in or completes forms, files, and templates.</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 (Basic) - Ensures accuracy of the details of all transactions and record keeping.</p> <p>Use of Technology (Basic) - Applies basic computer skills in work using basic MS Office applications, among others. Complies with standards, policies and procedures in the use of the Center's e-mail system. Uses technology-enabled equipment and is familiar with operating basic systems such as Windows, MS Word, MS excel, multimedia presentations and internet, among others. Complies with standards, policies and procedures in computer file maintenance.</p> <p>Property Management (Basic) – Ensures that the delivered items are well packed and conformed to the specification and/or terms of the approved PO (PO). Conducts inspection and/or testing, by the designated inspector, of the items delivered to ensure their completeness and acceptability prior the processing of payment. Demonstrates knowledge of processes and appropriate documentary requirements for the payment of items delivered based on the mode of procurement applied. Implements proper safekeeping, recording and issuance of goods to the requesting personnel/office. Conducts timely inventory of items on hand and ensures that existing property records reconciled with actual inventory count prior reconciliation with accounting records.</p>



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

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 use, production requirements, and standard operating procedures to be job-ready. Contributes 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.

Computer-Aided Design (CAD) (Intermediate) – Interprets international drawing conventions and standards. Clarifies details of work activities to be carried out, based on given work instructions. Creates detail drawings for each part of the assembly.

Computer-Aided Manufacturing (CAM) Programming (Intermediate) Interprets drawing conventions and standards. Creates work piece geometry using CAD/CAM software. Configures system variables and defaults for processing tool paths. Selects cutting tools and machining parameters for the tool paths. Converts CAD data to create tool paths and check for possible cutting or galling errors. Converts the tool paths into CNC part programs. Optimizes CNC program sequence to optimize the production time. Selects appropriate machining and/or finetuning to optimize machining parameter. Uses suitable measuring instruments and/or gauges to check the components for conformance with specifications.

Machining (Superior) – Operates 5-axis or more CNC machines. Prepares NC programs for multi-axis operations using existing CAM software. Ensures product quality and job timeliness are met or exceeded. Plans job process to identify time needed to complete machining process included in a job order.

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 (Basic) – Applies safety practices in accordance with applicable standard. Interprets simple drawing and sketches. Ensures compliance with standards in the performance of lay-outing based on simple drawing and sketches. Ensures compliance with standards in the performance of benchwork activities. Operates manual metal fabrication equipment.

Product Inspection and Testing (Basic) – Applies safety practices in accordance with applicable standard. Interprets simple drawing and sketches. Ensures compliance with standards in the performance of lay-outing based on simple drawing and sketches. Ensures compliance with standards in the performance of benchwork activities. Operates manual metal fabrication equipment.

Welding (Basic) – Applies safety practices in accordance with applicable standard. Interprets drawing and sketches. Prepares carbon steel materials in 1G, 1F, 2F position for plate in accordance with applicable standard. Ensures compliance with standards in the performance of basic welding operations

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: December 14, 2024

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!