



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 November 25, 2022

I. METALS TECHNOLOGIST III (Re-posting)

Place of Assignment: **Technical Solution Services Section**
 Item Number: **MIRDCB-MTEK3-3-1998**
 No. of vacancy: **1 (Permanent)**
 Salary Grade/Step: **10-1**
 Monthly Basic Salary: **Php 22,190.00**

Minimum Qualification Requirements (Based on CSC standards):	
Education:	Completion of Two years studies in College OR Highschool graduate with relevant vocational/trade course
Experience:	Two (2) years relevant experience
Training:	Eight (8) hours relevant training
Eligibility:	Machinist (CSC MC 11, s. '96 Cat II)
Other qualifications:	
<u>Brief Description of Duties and Responsibilities:</u>	
Prepare manual and CAM program and fabricate mechanical parts, mold and die components, jigs and fixtures and other metal components using CNC machines, conventional machines and plastic injection machines.	
<u>Compensation Package:</u>	
<ul style="list-style-type: none"> o Annual Basic Salary o 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 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 	
Interested applicants may hand carry or e-mail the following requirements at:	
<i>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.ph</i>	
For HAND CARRY SUBMISSIONS:	
<ul style="list-style-type: none"> ➢ Attach all necessary requirements in a Legal sized white folder using a double clip, and in the following order: <ol style="list-style-type: none"> 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	

Organizational/Technical Competency Requirements (Description/Elements)
<p>Machining (Intermediate) - Demonstrates proficiency in conventional machine operations for semi-complex parts.</p> <p>Computer Aided Design (CAD) (Basic) - Produces assembly, layout and detail drawings using computer-aided design (CAD) software.</p> <p>Computer Aided Manufacturing (CAM) Programming (Intermediate) - Uses computer-aided manufacturing (CAM) systems to generate and optimize computer numerical control (CNC) part programs for CNC machining, to achieve competitive component cycle times.</p> <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 Skills (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. 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 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>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 application, among others;</p>

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

Deadline of Submission: December 06, 2022

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!