



**ANNOUNCEMENT OF VACANT POSITIONS**  
As of 04 April 2025

**I. METALS TECHNOLOGIST II**

Place of Assignment: **Technical Solution Services Section**  
Item Number: **MIRDCB-MTEK2-6-1998**  
No. of vacancy: **1 (Permanent)**  
Salary Grade/Step: **08-1**  
Monthly Basic Salary: **Php 21,448.00**

Minimum Qualification Requirements (Based on CSC standards):		Brief Description of Duties and Responsibilities:
Education:	Completion of two (2) years studies in College or high school graduate with relevant vocational/trade course	Perform simple welding processes (SMAW, GMAW, and Oxy-Ace), fabricate metals (cutting, bending, forming, and conventional machining), and assemble mechanical parts as required. Assist the unit head in the evaluation of simple jobs and technical services and in maintaining documents pertinent to the operations of the unit.
Experience:	One (1) year of relevant experience	
Training:	Four (4) hours of relevant training	
Eligibility:	Machinist (CSC MC 10, s. 2013, Cat II, as amended)	
Other qualifications:	Capable of operating metalworking machinery and tools, such as Turret Punch, Rolling Machines, Bandsaw, Presses, Conventional Milling, and Turning Machines	<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>Data Management</b> (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><b>Oral Communication</b> (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><b>Presentation</b> (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><b>Attention to Detail</b> (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><b>Metal Fabrication</b> (Advanced) - Ensures compliance with standards in the performance of assembling processes based on drawing and sketches. Operates Numeric Controlled (NC) Machine. Imparts technical knowledge and skills on Numeric Controlled (NC) Machine and assembling processes.</p> <p><b>Presswork</b> (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><b>Welding</b> (Advanced) - 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.</p>

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Republic of the Philippines  
Department of Science and Technology  
**METALS INDUSTRY RESEARCH AND DEVELOPMENT CENTER**  
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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) :

5. Application letter stating the position applied for
6. Duly accomplished **MIRDC Application for Employment**. Please attach Work Experience Sheet (CSC form 212 additional form)
7. Photocopy of training certificates, Official Transcript of Records and Diploma, certificate of eligibility
8. (additional) For GOVERNMENT EMPLOYEES: Service records, Statement of actual duties, Copy of latest Performance Evaluation

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

**Deadline of Submission: April 15, 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!*