



ANNOUNCEMENT OF VACANT POSITIONS
As of 04 April, 2025

I. METALS TECHNOLOGIST III

Place of Assignment: **Technical Solution Services Section**
Item Number: **MIRDCB-MTEK3-7-1998**
No. of vacancy: **1 (Permanent)**
Salary Grade/Step: **10-1**
Monthly Basic Salary: **Php 25,586.00**

Minimum Qualification Requirements (Based on CSC standards):		Brief Description of Duties and Responsibilities:
Education:	Completion of two years of studies in College or High school graduate with relevant vocational/trade course	Fabricate parts and components using CNC Machines and other tools specific to the application of the equipment and technologies by referring to the product drawing. Assists the unit head in the evaluation and monitoring of semi-complex jobs and technical services and maintaining of documents pertinent to the operations of the unit.
Experience:	Three (2) years of relevant experience	
Training:	Eight (8) hours of relevant training	
Eligibility:	Machinist (CSC MC 10, s. 2013, Cat II, as amended)	
Other qualifications:	Preferably with experience in CNC Machining (Milling and Turning) and capable of using CAD/CAM software, preferably Mastercam or NX software. Preferably with Three (3) years of relevant experience and Sixteen (16) hours of relevant	Compensation Package: <ul style="list-style-type: none">Annual Basic SalaryMandatory Allowances such as but not limited to:<ul style="list-style-type: none">Personal Economic Relief Allowance (PERA)Mid-Year and Year-End Bonuses plus Cash GiftUniform AllowancesAllowable 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. Prepares technical reports and related documents involving the analysis of various interrelated data or activities/projects/ current issues. 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 authority regarding work</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 to reconciliation with accounting records.</p> <p>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. Contribute 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.</p>

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Technical Competency Requirements (Rubric Description/Elements/Behavioral Indicators)
<p>Computer-Aided Design (CAD) (Basic) - Identifies and clarifies design objectives. Defines and verifies design constraints, functions, and specifications, in accordance with design requirements. Verifies materials, machining and/or manufacturing processes, and relevant technical information, in accordance with design specifications. Plans design scopes, budgets, and schedules, in accordance with design requirements. Carries out measurements required for preparation of drawings. Generates and reviews preliminary design drawings, in accordance with design specifications. Conducts final reviews of all drawings in accordance with organizational procedures. Documents drawings and associated data. Ensures return of printed copies of all authorized drawings or CAD files after use.</p> <p>Computer-Aided Manufacturing (CAM) Programming (Intermediate) - Interprets drawing conventions and standards. Creates workpiece geometry using CAD/CAM software. Configures system variables and defaults for processing tool paths. Select 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 fine tuning to optimize machining parameters. Uses suitable measuring instruments and/or gauges to check the components for conformance with specifications.</p> <p>Machining (Intermediate) - Operates conventional machines. Identifies needed clamping tools, jigs and fixtures for specific job requirements. Ensures compliance with standards in the performance of machine fitting and assembly based on drawing and sketches of several kind tooling. Ensures compliance with standards in the performance of intermediate skills to setup work piece on complex machining jobs using clamping tools, jigs and fixtures.</p>

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: 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!