



ANNOUNCEMENT OF VACANT POSITIONS
As of 04 April, 2025

I. METALS TECHNOLOGIST II (RE-POSTING)

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 21,448.00**

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 SalaryMandatory 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 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)
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.
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.
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.

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 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!