



ANNOUNCEMENT OF VACANT POSITIONS
As of 17 June 2025

I. METALS TECHNOLOGIST III

Place of Assignment: **Technology Diffusion Division**
Item Number: **MIRDCB-MTEK3-10-1998**
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 (2) years studies in college or high school graduate with relevant vocational/trade course	Machining, fabrication of mold parts and other component using CNC Machines and other tools specific to the application of the equipment and technologies by referring to the product drawing. Assist in the conduct of trainings.
Experience:	Two (2) years of relevant experience	
Training:	Eight (8) hours of relevant training	
Eligibility:	Machinist (CSC MC 11, 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.	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)
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.
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.
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 report 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.
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
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.

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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 (Advanced) - Operates 3-axis or less CNC machines. Troubleshoots manufacturing defects and other issues to eliminate or minimize delays. Conducts training and seminars based on individual expertise. Creates CNC programs manually for basic operations like drilling, planar milling squaring, and/or turning. Prepares NC programs for fixed-axis operations using existing CAM software. Revises CNC programs, if necessary, to be compatible to CNC machine. Suggests alternative job plan to improve time and/or quality of job process.

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: June 28, 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!