



ANNOUNCEMENT OF VACANT POSITIONS
As of 09 July, 2025

I. METALS TECHNOLOGIST II

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 Heat Treatment of steel such as hardening, tempering and annealing. Assist the foreman in the preparation and operation of vacuum chamber.
Experience:	One (1) year experience	
Training:	Four (4) hours training	
Eligibility:	Machinist (CSC MC 10, s. 2013, Cat II, as amended)	
Other qualifications:	Knowledge in furnace operation and control is an advantage.	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)
<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>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>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 reconciliation with accounting records.</p> <p>Metal Fabrication (Basic) - Applies safety practices in accordance with applicable standard. Interprets simple drawing and sketches. Ensures compliance with standards in the performance of lay-outing based on simple drawing and sketches. Ensures compliance with standards in the performance of benchwork activities. Operates manual metal fabrication equipment.</p> <p>Presswork (Basic) - Applies safety practices in accordance with applicable standard. Interprets drawing and sketches. Operates manual hydraulic press / single hit tooling. Inspects product using standard inspection equipment, e.g. vernier caliper, etc. Identifies metal properties used in stamping process.</p> <p>Welding (Basic) - Applies safety practices in accordance with applicable standard. Interprets drawing and sketches. Prepares carbon steel materials in 1G, 1F, 2F position for plate in accordance with applicable standard. Ensures compliance with standards in the performance of basic welding operations.</p> <p>Heat Treatment (Advanced) - Operates and maintains vacuum furnace based on workplace procedures. Ensures the conduct of quality control based on workplace procedures.</p>

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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 :

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: July 20, 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!