



ANNOUNCEMENT OF VACANT POSITIONS
As of 2 June 2025

I. METALS TECHNOLOGIST I

Place of Assignment: **Technical Solution Services Section**
Item Number: **MIRDCB-MTEK1-6-1998**
No. of vacancy: **1** (Permanent)
Salary Grade/Step: **06-1**
Monthly Basic Salary: **Php 18,957.00**

Minimum Qualification Requirements (Based on CSC standards):		Brief Description of Duties and Responsibilities:	
Education:	Completion of two (2) years of studies in college or high school graduate with a relevant vocational/trade course	Conduct preventive and corrective maintenance of Industrial Equipment, including accessories, hand tools and some office equipment. Assist the Foreman in managing documents relevant to unit operations.	
Experience:	None required		
Training:	None required		
Eligibility:	Machinist (CSC MC 10, s. 2013, Cat II, as amended)	Compensation Package: <ul style="list-style-type: none">○ Annual Basic Salary○ Mandatory 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 Gift▪ Uniform Allowances○ Allowable 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	
Other qualifications:	Preferably possesses basic tool proficiency, fundamental mechanical and electrical skills, and a strong awareness of safety protocols.		

Technical Competency Requirements (Rubric Description/Elements/Behavioral Indicators)	
Data Management (Basic) - Gathers and compiles data using various data collection techniques.	
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.	
Written Communication (Basic) - Practices and uses the different written business communication formats used in the office.	
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 before it is distributed	
Records Management (Intermediate) - Maintains documents and records in a manner compliant with organizational policies as well as laws, rules, and regulations. Keeps updated with records management technology and practices to continuously improve existing systems. Supports others in the development and introduction of new record-keeping practices and procedures. Displays proactive approach to improving record-keeping practices.	
Use of Technology (Advanced) - Demonstrates know-how of the technological infrastructure (hardware, software operating systems, personal computing, local area network (LAN), wide area network (WAN), computer telephony integration and internet), where applicable. Uses other built-in/ add-on functions of the word processor. Creates graphs and other graphical presentations of information/data contained in spreadsheet platforms. Develops presentation materials using appropriate technology-enabled presentation software. Conducts routine check-up of computers for viruses and malware/spyware, where applicable. Exhibits proficiency in operating various office systems. Identifies problems and executes troubleshooting activities, where applicable. Creates backup data, where applicable.	

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Republic of the Philippines
Department of Science and Technology
METALS INDUSTRY RESEARCH AND DEVELOPMENT CENTER
General Santos Avenue, Bicutan, Taguig City
Tel. No. 8370431 to 38, <http://www.mirdc.dost.gov.ph>

Technical Competency Requirements (Rubric Description/Elements/Behavioral Indicators)
<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. 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.</p> <p>Metal Casting (Basic) - 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 g operation. Demonstrates understanding of basic quality control activities. Applies safety practices in accordance with applicable standards.</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>Press Work (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>

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 13, 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!