



ANNOUNCEMENT OF VACANT POSITIONS
As of June 2, 2025

I. METALS TECHNOLOGIST IV

Place of Assignment: **Analysis and Testing Division**
Item Number: **MIRDCB-MTEK4-8-1998**
No. of vacancy: **1 (Permanent)**
Salary Grade/Step: **12-1**
Monthly Basic Salary: **Php 32,245.00**

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 calibration and prepares calibration reports. Conduct and assist in the in-plant instrument calibration helps facilitate in the conduct of trainings for engineers and technicians.
Experience:	Two (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 at least two (2) years' experience in Metrology Operation and forty (40) hours of relevant training in metrology. Preferably with knowledge of ISO 17025, various calibration procedures (JIS, AS, BS and ASTM), proficiency in Microsoft office (MS Word, Excel), strong oral and written communication skills, and ability to work with minimal supervision.	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>Attention to Detail (Intermediate) - Ensures compliance with procedures to produce high-quality work. Ensures monitoring of the quality of work by setting up procedures. Acts to verify the information. Maintains checklist and calendar to ensure that small details are not overlooked. Suggests a system to monitor the progress of work or project. Informs affected internal/external clients and partners of changes in a timely manner. Follows up regularly to ensure that the project is progressing as planned.</p> <p>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.</p> <p>Use of Technology (Intermediate) - 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.</p> <p>Calibration (Intermediate) - Calibrates, analyzes, and evaluates calibration results of simple and complex tools and measuring instruments using the approved calibration method. Evaluates and analyzes the applicable procedures for calibrating test instruments (simple and complex). Evaluates the test instruments using the approved criteria to determine acceptability of job request. Ensures safety practices are implemented in accordance with applicable standards.</p>

Continue on Page 2



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Department of Science and Technology
METALS INDUSTRY RESEARCH AND DEVELOPMENT CENTER
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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: 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!