



**ANNOUNCEMENT OF VACANT POSITIONS**  
As of June 2, 2025

**I. METALS TECHNOLOGIST IV**

Place of Assignment: **Technical Solution Services Section**  
Item Number: **MIRDCB-MTEK4-12-1998**  
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	Assist in the development of parts and components using CNC and EDM Machines as well as other specialized machine tools specific to the application of the equipment, machines and technologies by referring to the product drawing. Assist the unit head in the evaluation and monitoring of jobs and technical services and maintaining of documents pertinent to the operations of the unit.
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:	Capable of using CAD/CAM software, preferably Mastercam or NX. Experience in CNC Machining (Milling and Turning) or EDM Machining is preferred. Knowledgeable in ISO 9001:2015 standards and Quality Assurance including the use of measuring tools.	<b>Compensation Package:</b> <ul style="list-style-type: none"><li>Annual Basic Salary</li><li>Mandatory Allowances such as but not limited to:<ul style="list-style-type: none"><li>Personal Economic Relief Allowance (PERA)</li><li>Mid-Year and Year End Bonus plus Cash gift</li><li>Uniform Allowances</li></ul></li><li>Allowable benefits under Magna Carta for Scientists, Engineers, Researchers and other S&amp;T Personnel in the Government (RA 8439)</li><li>Other bonuses and benefits that may be provided by law</li></ul>

Technical Competency Requirements (Rubric Description/Elements/Behavioral Indicators)
<b>Oral Communication</b> (Intermediate) - Listens to others and shows an understanding of what they are saying. Creates opportunities for others to express their opinions, ideas and concerns, and engage in empathetic listening.
<b>Presentation</b> (Intermediate) - Presents ideas, opinions, and feelings in a large group in a confident and enthusiastic manner. Commands attention and manages group process during the presentation. Keeps the audience engaged through the use of techniques such as analogies, illustration, humor, an appealing style, and voice inflection. Presents to peers, team members or others.
<b>Written Communication</b> (Intermediate) - Practices and uses the different written business communication formats used in the office. Secure information from required references for specific purposes. Provides complete details in communicating information to others. Accurately fills in or completes forms, files, and templates.
<b>Attention to Details</b> (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.
<b>Attention to Details</b> (Basic) - Ensures accuracy of the details of all transactions and record keeping.
<b>Use of Technology</b> (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.
<b>Property Management</b> (Basic) - Ensures that the delivered items are well packed and conformed to the specification and/or terms of the approved 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.

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**Department of Science and Technology**  
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Technical Competency Requirements (Rubric Description/Elements/Behavioral Indicators)
<p><b>Equipment Corrective and Preventive Maintenance (Basic)</b> - 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><b>Computer-Aided Design (CAD) (Intermediate)</b> - Interprets international drawing conventions and standards. Clarifies details of work activities to be carried out, based on given work instructions.</p> <p><b>Computer-Aided Manufacturing (CAM) Programming (Intermediate)</b> - Interprets drawing conventions and standards. Creates work piece geometry using CAD/CAM software. Configures system variables and defaults for processing tool paths. Selects cutting tools and machining parameters for the tool paths. Converts CAD data to create tool paths and check for possible cutting or galling errors. Converts the tool paths into CNC part programs. Optimizes CNC program sequence to optimize the production time. Selects appropriate machining and/or finetuning to optimize machining parameters. Uses suitable measuring instruments and/or gauges to check the components for conformance with specifications. Stores optimized program and stores the data for repeat orders.</p> <p><b>Machining (Advanced)</b> - 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.</p> <p><b>Metal Casting (Basic)</b> - 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 operation. Demonstrates understanding of basic quality control activities. Applies safety practices in accordance with applicable standards.</p> <p><b>Metal Fabrication (Basic)</b> - 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><b>Product Inspection and Testing (Basic)</b> - Interprets basic drawing and sketches. Demonstrates understanding of basic quality control activities. Applies safety practices in accordance with applicable standards. Ensures compliance with standards in the performance of testing using basic measuring instruments. Prepares testing and inspection reports for simple products.</p> <p><b>Welding (Basic)</b> - 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](mailto: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!***