

Republic of the Philippines
PHILIPPINE NUCLEAR RESEARCH INSTITUTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PHILIPPINE NUCLEAR RESEARCH INSTITUTE in the CSC website:

MA. NADIA D. ESTARIS

Date: March 7, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	SCIENTIFIC DOCUMENTATION OFFICER III	PNRIB-SDO3-1-1998	18	45,203	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Library Work: 1. Comprehension of library and information science (Old KSA) 2. Comprehension of various reference materials in nuclear science and technology from local and international sources as well as various modalities of acquisition of reference materials (Old KSA) 3. Ability to effectively use and maintain formal and informal networks inside and outside the PNRI to share information, gather knowledge and find more easily solutions to problems (CAAT) 4. Ability to draw on the expertise or knowledge of others to quickly access relevant and useful information (CAAT) 5. Ability to prepare bibliographic reports and summarized information to be provided to requesting parties. (Old KSA) Communication Work: 1. Ability to write articles/social media posts, take photographs or videos, design materials or infographics, OR respond to queries in social media or email. 2. Ability to render technical services during online and face-to-face events	Nuclear Information and Documentation Section Technology Diffusion Division
2	ADMINISTRATIVE AIDE VI	PNRIB-ADA6-5-2004	6	16,877	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility	1 year experience in procurement unit; Familiar with government procurement and RA 9184 & Its IRR, computer literate including solid knowledge on Excel and database management; organized and detailed oriented.	Property and Procurement Section Finance and Administrative Division

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than Mar 17, 2022.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MA. NADIA D. ESTARIS

Administrative Officer V

Commonwealth Ave. Diliman, Quezon City

personnel@pnri.dost.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.