

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: 25-Apr-22

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	
1	ACCOUNTANT II	PNRIB-A2-1-2011	16	38,150	Bachelor's Degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA1080	<ul style="list-style-type: none"> • Extensive comprehension in principles of financial/general accounting (government) • Ability to prepare, maintain and analyze the ff. components of Financial statements: <ul style="list-style-type: none"> • Income statement • Balance Sheet • Statement of changes in equity • Statement of cash flows • Ability to prepare, maintain and analyze tax rules(monthly/annual remittances and alphalist) • Ability to maintain and analyze monthly regular payroll • Ability to prepare,maintain and analyze monthly bank reconciliation statements • Ability to process government remittances(Tax, GSIS, Philhealth and HDMF) 	Accounting 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 May 5, 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.