

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: 05-Jul-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	ADMINISTRATIVE OFFICER V	PNRIB-ADOF5-8-2004	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	1. Has the ability to give direction and lead the section to attain its functions/objectives. 2. Comprehension on and appropriate application of government financial and administrative policies, rules, regulations, and guidelines 3. Comprehension in the proper execution of cash management program and financial report preparations 4. Has the ability to identify potential problems and establish appropriate solution in the implementation of cash management program 5. Has the ability to establish and maintain linkages with other government and non government agencies 6. Has the ability to provide moral support and appreciate the collective effort of subordinates in the performance of duties and responsibilities	Cash 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 July 15, 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](http://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.

PNRI encourages all interested and qualified applicants including Persons with Disability (PWD) and members of the Indigenous communities irrespective of sexual orientation and gender identify to apply for the abovementioned vacant position/s.

**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](mailto:personnel@pnri.dost.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**