

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: November 17, 2023

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	ADMINISTRATIVE ASSISTANT II	PNRIB-ADAS2-8-2004	8	19,744	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	Relevant MC 11 s. 1996 Career Service (Sub-professional) First Level Eligibility	1. Comprehension on and appropriate application of government financial and administrative policies, rules, regulations, and guidelines 2. Comprehension on the processing of all personnel benefits and provision of corresponding supporting documents 3. Has the ability to provide reference service, authentication and retrieval of official papers 4. Has the ability to cooperate well with other team members at all levels and to maintain a positive and productive atmosphere	Human Resource Management and Records and Communication 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 November 27, 2023.

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

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 positions.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.