

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: February 6, 2024

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 OFFICER I	PNRIB-ADOF1-6-2004	10	23,176	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	1. Comprehension on and appropriate application of government financial and administrative policies, rules, regulations and guidelines. 2. Has the ability to collect and deposit monies received by PNRI in accordance with government rules and regulations. 3. Has the ability to prepare checks/ADA, ACIC, LDDAP-ADA, PaCS and its corresponding reports for all PNRI transactions 4. Has the ability to prepare the required reports with supporting documents, for submission to oversight agencies.	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 February 16, 2024.

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.

**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)

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.**