

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: January 4, 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	ACCOUNTANT III	PNRIB-A3-1-1998	19	51,357	Bachelor's Degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA1080	<p>KNOWLEDGE Demonstrates Knowledge of:</p> <ul style="list-style-type: none"> • Policies on formats of financial statements and reports • Principles of analysis and interpretation of financial statements. • Legal requirements for annual financial statements <p>SKILLS</p> <ul style="list-style-type: none"> • Designing and managing the work plans and schedules for processing of financial transactions, preparation and submission of periodic financial statements and regular in-year reports. • Estimating staffing requirements for financial transaction processing and resources available for more advanced tasks. • Articulating in a best professional and compassionate manner a series of options to solve operational and financial issues and making recommendations based on advantages and disadvantages <p>BEHAVIOURS AND ATTITUDE</p> <ul style="list-style-type: none"> • Provides management with regular reports on the results and implications of the financial reports • Organises the workload of the team so that the work is efficiently shared, encouraging staff to gain skills in a range of processing task. 	Accounting Section Finance and Administrative Division

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)	
2	ADMINISTRATIVE ASSISTANT III	PNRIB-ADAS3-3-2004	9	21,211	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 especially with government procurement RA No. 9184 & Its IRR. 2. Competent to prepare Annual Procurement Plan, Project Procurement Management Plan, and Procurement Monitoring Report. 3. Has the capability to prepare financial report on supplies, stock inventory and bulk procurement to PS DBM. 4. Knowledgeable with government payment process. 5. At least 1 year experience in Finance and Administrative Division. 6. Computer literate including solid knowledge on Excel and database management.	Property and Procurement Section Finance and Administrative Division
3	ADMINISTRATIVE AIDE IV	PNRIB-ADA4-19-2004	4	15,586	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996 Career Service (Sub-professional) First Level Eligibility	1. Experience in procurement and/or property unit. 2. Knowledgeable with government standard receiving process. 3. Computer literate including solid knowledge on Excel and database management. 4. Familiar with government procurement RA 9184 & Its IRR.	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 January 14, 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;
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.