

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: 13-Feb-25

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 AIDE V	PNRIB-ADA5-15-2004	5	17,866	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	<ul style="list-style-type: none"> <li>- Knowledge in preparation of payment vouchers for gasoline, janitorial and security services, ensuring accuracy, completeness and timely submission.</li> <li>- Knowledge in the preparation of procurement request, market scoping for vehicle maintenance requirement</li> <li>- Knowledge, skills in the documentation for vehicle maintenance, registration and other compliance requirements</li> <li>- Skills in the preparation of procurement reports</li> <li>- Excellent in oral and written communications.</li> </ul>	General Services Section/ Finance and Administrative Division
2	ADMINISTRATIVE AIDE V	PNRIB-ADA5-18-2004	5	17,866	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	<ul style="list-style-type: none"> <li>- Skills in monitoring vehicle schedules, dispatch and maintenance-related activities.</li> <li>- Skills in record management pertaining to vehicle maintenance and other related documents.</li> <li>- Skilled in market scoping relative to procurement of section's requirements</li> <li>- With excellent oral and written communication skills.</li> </ul>	General Services Section/ Finance and Administrative Division
3	ADMINISTRATIVE AIDE IV	PNRIB-ADA4-28-2004	4	16,833	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	<ul style="list-style-type: none"> <li>- With TESDA NC II in Electrical Installation and Maintenance or equivalent higher (e.g. Master Electrician) or at least 10 years relevant experience.</li> </ul>	General Services 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 23, 2025.

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);

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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.**