



Republic of the Philippines  
Department of Science and Technology



## PHILIPPINE NUCLEAR RESEARCH INSTITUTE

### NOTICE OF VACANCY

Notice is hereby given that the Administrative Aide IV (SG- 4), Item Nos. PNRIB-ADA4-19-2004 position of the Property and Procurement Section, Finance and Administrative Division is vacant. The aforesaid position is proposed to be filled up immediately.

#### Qualification Requirements:

EDUCATION	Completion of two-year studies in college
RELEVANT TRAINING	None required
WORK EXPERIENCE	None required
ELIGIBILITY	CS Sub-professional
COMPETENCIES	Computer literate, knowledge on procurement activities; preferably with background in Accounting

#### Brief Description of Duties and Responsibilities:

Under general supervision, performs a variety of skilled and responsible clerical work.

#### Documentary Requirements:

1. Application Letter
2. Accomplished CS Form 212
3. Transcript of Records/Certificates
4. Diploma
5. Training Certificates
6. Awards

Please forward all applications to:

ALICIA F. LAGUNZAD  
Head, Human Resource Management and Records and Communications  
Section  
2F, NART Building, Philippine Nuclear Research Institute, Commonwealth  
Ave., Diliman, Quezon City

**NOV 15 2018**

Deadline for submission of applications is on or before \_\_\_\_\_.

Address: Commonwealth Avenue, Diliman, Quezon City  
PO Box 213 UP Quezon City | PO Box 932 Manila | PO Box 1314 Central, Quezon City  
Telephone (632) 929-60-10 to 19 | Fax (632) 920-16-46