



Republic of the Philippines
Department of Science and Technology



PHILIPPINE NUCLEAR RESEARCH INSTITUTE

NOTICE OF VACANCY

Notice is hereby given that the Administrative Aide V (SG-5), Item No. PNRIB-ADA5- 18- 2004 position of the General Services Section, Finance & Administrative Division is vacant. The aforesaid position is proposed to be filled up immediately.

CSC Minimum Qualification Requirements:

EDUCATION	Completion of two- year studies in college
RELEVANT TRAINING	4 hours of relevant training
WORK EXPERIENCE	1 year of relevant experience
ELIGIBILITY	CS Sub -Professional
COMPETENCIES	1) Computer Literate 2) Knowledgeable in basic financial and administrative matters 3) Flexible and a team player

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

Deadline for submission of applications is on or before JAN 27 2019.