Republic of the Philippines
PHILIPPINE NUCLEAR RESEARCH INSTITUTE
Commonwealth Ave. Diliman, Quezon City
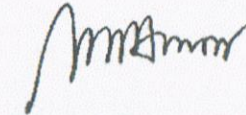**ANNOUNCEMENT OF VACANT POSITION**
Contract of Service

Date of posting: JUN 2 0 2025

POSITION	SECTION/DIVISION	EDUCATION	EXPERIENCE	TRAINING	PREFERRED QUALIFICATIONS	JOB DESCRIPTION	DEADLINE
PROJECT ADMINISTRATIVE AIDE V (Contract of Service)	Nuclear Information and Documentation Section/ Technology Diffusion Division	Completion of 2 years studies in college	For New graduates: None required For those with previous employment: 1 year of relevant experience	For New graduates: None required For those with previous employment: 4 hours of relevant training	• Knowledgeable in administrative tasks. • Proficient in common office software • Basic skill in photo and video documentation • Good communication and organizational skills • Team player but can work independently	• Handle administrative aspects of the section such as preparation of special orders, travel documents, purchased requests and other procurement and financial documents. • Coordinates with project leaders and section in IEC activities • Conduct photo and video documentation of PNRI activities and events; and • Assists in the regular function of the section, including the preparation for 2025 Atomic Energy Week Celebration	30-June-2025

Interested and qualified applicant should signify their interest in writing. Attached the following document to the application letter and send to the address below not later than _____ JUN 2 8 2025 _____.

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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.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

FRAMELIA V. ANONAS
Head, NIDS-TDD