



# NATIONAL ELECTRIFICATION ADMINISTRATION

"The 1<sup>st</sup> Performance Governance System-Institutionalized National Government Agency"  
57 NIA Road, Government Center, Diliman, Quezon City 1100



Management System  
ISO 9001:2015

www.tuv.com  
ID 910502030



February 20, 2019

## NOTICE OF VACANCY

All qualified applicants are enjoined to submit the following documents to the Human Resource Management Division (HRMD) of the National Electrification Administration (NEA), not later than the end of office hours on **March 02, 2019**:

1. Application letter; (please indicate Item number and department/office)
2. Personal data sheet (CS Form No. 212 revised 2017);
3. Work Experience Sheet (CS Form No. 212 Attachment);
4. Copy of IPCR (latest rating period, for those employed in government);
5. Potential assessment rating signed by immediate supervisor (for employed applicants, form available at the HRMD);
6. Copy of eligibility; and
7. Transcript of Records (non-NEA applicants)

Applicants may also send their applications thru our e-mail address [hrmd@nea.gov.ph](mailto:hrmd@nea.gov.ph). Previous applicants to republished position/s need to submit their updated Personal Data Sheet and application letter. **Only applications with complete attachments will be accepted.**

<b>Position Title</b>	<b>PRINCIPAL ENGINEER A</b>
<b>Place of Assignment</b>	Field Operations – Management Assistance Group (Management and Consultancy Services Office)
<b>Item No.</b>	117 and 123
<b>Monthly Salary/ Salary Grade</b>	Php58,717.00/SG 22
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree in Engineering relevant to the job <b>Experience</b> : 4 years of relevant experience <b>Training</b> : 24 hours of relevant training <b>Eligibility</b> : RA1080 <b>Preference</b> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Supervise/Undertake periodic evaluation and assessment of ECs performance on the basis of technical operation and governance standards set forth under R.A. 10531 and other NEA issuances including SDP, SP, OIP, DDP, CAPEX and OPEX Plans and Long Term Development Plan (LTDP) under the enhanced Integrated Computerized Planning Model (e-ICPM);</li> <li>• Provide technical management assistance in the ECs construction, operation and maintenance of the distribution lines, substations, transmission lines and power plants in compliance with the distribution and grid codes, and in the application/development of Multi-Year CAPEX Plan;</li> <li>• Manage/conduct the rehabilitation of low performing ECs through hands-on management or take-over of operation as required;</li> </ul>

*Ylan*



	<ul style="list-style-type: none"><li>• Supervise/monitor/assist in the preparation and implementation of System Loss Reduction Program and related technical activities based on the approved Integrated Plan under the ICPM;</li><li>• Initiate/lead creation of manpower and equipment pooling of Task Force for the needs of ECs in the Region/Inter-Regional requirements particularly during emergency situation;</li><li>• Monitor/assess and provides management assistance in the operation of the problematic ECs for improvement and better operation; and</li><li>• Assist/coordinate the requests of the ECs on technical requirements and in the areas of promotion/facilitation of the program and project implementation with the concerned government/private agencies and other stakeholders.</li></ul>
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<b>Position Title</b>	<b>FINANCIAL PLANNING SPECIALIST A</b>
<b>Place of Assignment</b>	Financial Planning and Control Division – Finance Services Department (FPCD-FSD)
<b>Item No.</b>	222
<b>Monthly Salary/ Salary Grade</b>	Php42,099.00/SG 19
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree relevant to the job <b>Experience</b> : 2 years of relevant experience <b>Training</b> : 8 hours of relevant training <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist in the development of ideas and approaches policy decision on budgeting and releases of operational funds;</li> <li>• Prepare and analyze the Statement of Financial Operations for submission to DOF and DBM and explain variances vis-à-vis the projection;</li> <li>• Review periodically the existing guidelines on the preparation and monitoring of the corporate budget for the improvement of NEA's financial condition viability;</li> <li>• Prepare NEA's Corporate Operating Budget for Board approval and submission to DBM;</li> <li>• Prepare and analyze the NEA's short and long term financial projections for submission to various government agencies such as DBM, both House and Department of Finance; and</li> <li>• Initiate recommendation for the approval/disapproval on letters memoranda concerning financial matter.</li> </ul>

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<b>Position Title</b>	<b>ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A</b>
<b>Place of Assignment</b>	Organization and Management Development Division – Institutional Development Department (OMDD-IDD)
<b>Item No.</b>	346
<b>Monthly Salary/ Salary Grade</b>	Php31,765.00/SG 16
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree relevant to the job <b>Experience</b> : 1 year of relevant experience <b>Training</b> : 4 hours of relevant training <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist in the supervision and conduct of district election and resolution of election-related dispute;</li> <li>• Prepare draft decisions on queries regarding policies and procedures related to institutional development of EC's;</li> <li>• Review/evaluate and prepare recommendations for the approval of the amendments to EC By-laws and Articles of Incorporation;</li> <li>• Provide assistance in the evaluation of problematic EC's and recommend corrective measures;</li> <li>• Harmonize the NEA-EC's institutional programs/projects; and</li> <li>• Prepare staffwork on EC's resolutions, queries and communications received by the division.</li> </ul>

  
**ANASTACIA B. SUASI**  
 Acting Division Manager  
 Human Resources Management  


*Note: These positions are open to all qualified applicants regardless of gender, civil status, disability, ethnicity and/or religion.*

*Next-In-Rank employees should signify their interest by applying in writing otherwise they waive their rights to the vacant position/s.*