



July 23, 2019

NOTICE OF VACANCY

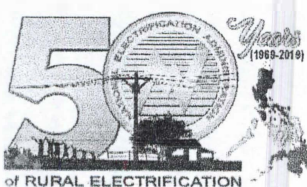
All qualified applicants are enjoined to submit the following documents to the Human Resource Management Division (HRMD) of the National Electrification Administration (NEA), not later than the end of office hours on **August 02, 2019**:

1. Application letter; **(please indicate position title, 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 (non-NEA applicants); and
7. Transcript of Records (non-NEA applicants)

Applicants may also send their applications thru our e-mail address hrmd@nea.gov.ph. Previous applicants to republished position/s need to submit their updated Personal Data Sheet and application letter. **For those who are applying to more than 1 (one) position, please submit complete attachments for each position/item. ONLY APPLICATIONS WITH COMPLETE ATTACHMENTS WILL BE ACCEPTED.**

Position Title	ACCOUNTS MANAGEMENT ANALYST II
Place of Assignment	Account Management and Guarantee Department
Item No.	252
Monthly Salary/ Salary Grade	Php25,232.00/SG 13
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : None Required Training : None Required Eligibility : CS Professional/Second Level Eligibility Preference : Preferably graduate of BS Accountancy/BS Accounting Management/BS Administration and Accountancy
Duties and Responsibilities	<ul style="list-style-type: none"> • Gather & validate financial and other data pertaining to ECs loan application & request for loan availment; • Evaluate/recommend ECs/EDUs final package for loan and guarantee approval/confirmation of the NEA Board of Administrators; • Evaluate, recommend, facilitate approval of loan releases; • Recommend options for the settlement of obligations such as but not limited to conversion to short term loan, liquidation of collateral/security in case of guarantee call; <p style="text-align: right;"><i>Continue on the next page</i></p>

*Experience refers to the previous jobs in either the government or private sector, whether full-time or part-time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled. (2017 ORAOHRA revised 2018, Part III, Sec. 56)



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Duties and Responsibilities


- Evaluate/recommend ECs request for loan amendments (such as restructuring, loan advances, extension of repayment period, moratorium on payment of loan amortization etc.) and endorses recommendation for approval of the Administrator/Board of Administrators;
- Evaluate/recommend to the NEA Board of Administrators, Administrator ECs request for collateral sharing/clearance in relation to their loans from other banks/financing institutions; and
- Monitor and evaluate ECs compliance with loan terms and conditionalities.

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Position Title	INDUSTRIAL RELATIONS DEVELOPMENT OFFICER B
Place of Assignment	Institutional Development Department – Training and Development Services Division (NEA-EC Training Institute)
Item No.	358
Monthly Salary/ Salary Grade	Php25,232.00/SG 13
Qualification Standards	Education : Bachelor's degree Experience* : None Required Training : None Required Eligibility : CS Professional/Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Coordinates with the concerned personnel for the facilitation and logistics of all training materials, manual, certificates and other important documents; • Provides complete staff work, conduct of training, prepares pre and post training evaluations and post training reports for proper documentation after the conduct of training activities; • Compiles needed information about the participants for accomplishment report and documentation of the training activity for proper output, database and reference; and • Provides assistance in the conduct of all meetings, fora, and consultative sessions.

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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.