



# NATIONAL ELECTRIFICATION ADMINISTRATION

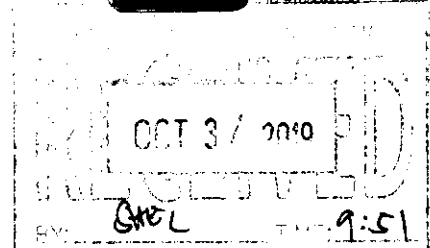
"The 1<sup>st</sup> Performance Governance System-Institutionalized National Government Agency"  
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Management System  
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October 30, 2019



## 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 **November 09, 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](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>SENIOR INTERNAL CONTROL OFFICER B</b>
<b>Place of Assignment</b>	Internal Audit and Quality Standards Management Office – Systems Audit and Quality Standards Division (IAQSMO-SAQSD)
<b>Item No.</b>	31
<b>Monthly Salary/ Salary Grade</b>	Php33,584.00/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> : Preferably CPA
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Conduct in-depth interviews and gathers data to determine NEA existing systems and procedures;</li> <li>• Conduct surveys and inquiries to validate NEA standards, policies, systems and procedures;</li> <li>• Undertake analysis on the existing systems and procedures and makes necessary recommendations with internal controls;</li> <li>• Participate in the conduct of data gathering during the course of system and operations and compliance audit;</li> <li>• Assist in special investigation of on-going NEA operations and drafts audit report/working papers; and</li> <li>• Assist in the gathering and documenting information to be use as a tool in the basis of evaluation.</li> </ul>

\*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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<b>Position Title</b>	<b>CORPORATE PLANNING SPECIALIST</b>
<b>Place of Assignment</b>	Corporate Planning Office – Office of Strategy Management
<b>Item No.</b>	48
<b>Monthly Salary/ Salary Grade</b>	Php40,637.00/SG 18
<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> : Preferably with experience in Scorecard and Quality Management
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Review and consolidate Corporate and Departmental Performance Scorecards;</li> <li>• Assist in the activities required for the conduct of strategic planning conference-workshops and meetings including presentation of the same for validation of the department's performance;</li> <li>• Prepare documents for the monitoring and evaluation of the Quality Management System (QMS) implementation;</li> <li>• Prepare memoranda, letters, endorsements and other forms of communications and presentations;</li> <li>• Supervise the division's record management system including monitoring of incoming and outgoing documents; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

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<b>Position Title</b>	<b>EXECUTIVE SECRETARY C</b>
<b>Place of Assignment</b>	Office of the Deputy Administrator for Field Operations (Electric Cooperative Management Services)
<b>Item No.</b>	86
<b>Monthly Salary/ Salary Grade</b>	Php20,754.00/SG 11
<b>Qualification Standards</b>	<b>Education</b> : Completion of two (2) years studies in college <b>Experience*</b> : None required <b>Training</b> : None required <b>Eligibility</b> : None required <b>Preference</b> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Act as Executive Secretary of the Deputy Administrator for Management Services but not limited to gathering pertinent data for decision making and in providing administrative support;</li> <li>• Control all incoming and outgoing communications from ECs, other Department/Offices and concerned agencies and ensures appropriate dispatch;</li> <li>• Calendar appointments, meetings and conference schedules of the Deputy Administrator for Management Services;</li> <li>• Review all documents received/acted upon by the office and farms out to concerned Field Teams/Departments for appropriate action; and</li> <li>• Receive scheduled visitors of the DAECMS and attend to visiting EC representatives on their Administrative concerns; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

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<b>Position Title</b>	<b>SENIOR FINANCIAL PLANNING ANALYST</b>
<b>Place of Assignment</b>	Finance Services Department – Financial Services and Accounting Division
<b>Item No.</b>	211
<b>Monthly Salary/ Salary Grade</b>	Php30,531.00/SG 15
<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>• Verify and process DV's with supporting documents of the following: <ul style="list-style-type: none"> <li>a. Administrative Expenses</li> <li>b. Loan Releases</li> <li>c. Subsidy Releases;</li> </ul> </li> <li>• Audit claim for expenses below Php1,000.00;</li> <li>• Prepare JEV for disbursements of HRAD and Issuance of Inventory Items;</li> <li>• Maintain subsidiary records and Index/Control Card every creditor, employee and various EOU's excluding TEV's;</li> <li>• Reconcile various creditor accounts; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

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<b>Position Title</b>	<b>CHIEF CORPORATE BUDGET OFFICER A</b>
<b>Place of Assignment</b>	Finance Services Department – Financial Planning and Control Division
<b>Item No.</b>	220
<b>Monthly Salary/ Salary Grade</b>	Php57,805.00/SG 21
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree relevant to the job <b>Experience*</b> : 3 years of relevant experience <b>Training</b> : 16 hours of relevant training <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : Preferably CPA
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Recommend and develop new ideas and approaches affecting policy decision on budgeting and releases of operational funds;</li> <li>• Recommend approval of the availability of funds on in-house expenditures based on the approved corporate operating budget;</li> <li>• Oversee the preparation of the Annual Corporate Operating Budget for submission to the Board of Administrators and Department of Budget and Management;</li> <li>• Supervise and direct the preparation of short-term financial projections as required by different foreign institutions and other government agencies;</li> <li>• Institute a system of plan and control of the corporate funding program to achieve a synchronized and systematic flow of resources;</li> <li>• Direct the preparation and analysis of Statement of Financial Operations and other reports for submission to management, DOF, DBM and other external users;</li> <li>• Coordinate with ECs and concerned NEA departments/offices on the funding allocation for the rural electrification targets and commitments;</li> <li>• Supervise the conduct of budget hearing on the proposed budgetary requirements for in-house operation;</li> <li>• Supervise the preparation of Cash Flow Statements and Budget Utilization Reports; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

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<b>Position Title</b>	<b>CORPORATE BUDGET OFFICER A</b>
<b>Place of Assignment</b>	Finance Services Department – Financial Planning and Control Division
<b>Item No.</b>	223
<b>Monthly Salary/ Salary Grade</b>	Php36,942.00/SG 17
<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 development of new ideas and approaches affecting policy decision on budgeting and releases of EC funds;</li> <li>• Evaluate budget request of electric cooperatives (ECs) in accordance with the approved work plan and approved budget and recommends certification of availability of funds;</li> <li>• Prepare monthly status report on subsidy loan and guarantee releases to ECs for management use and those of DOE, NPC &amp; other government agencies accounts;</li> <li>• Prepare DBM and DOF requirements for the release of subsidy and/or equity funds;</li> <li>• Coordinate with concerned departments inputs on the formulation of budget proposals for electric cooperatives (ECs) work plan and priorities;</li> <li>• Maintain subsidy ledger for each EC for monitoring &amp; control;</li> <li>• Initiate recommendation for approval/disapproval on EC request in financial support &amp; other related assistance;</li> <li>• Provide assistance to ECs for the immediate release of electrification funds; and</li> <li>• Perform duties that may be assigned from time to time.</li> </ul>

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<b>Position Title</b>	<b>HEAD CASHIER</b>
<b>Place of Assignment</b>	Finance Services Department – Treasury Division
<b>Item No.</b>	234
<b>Monthly Salary/ Salary Grade</b>	Php45,269.00/SG 19
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree <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>• Implement policies and control procedures for receipt, custody, deposit and disbursement of corporate financial resources thru cash and checks/online deposit;</li> <li>• Act as custodian of cash, NEA passbooks, checks, certificate of checks for NEA in-house expenditures, subsidy and loan releases;</li> <li>• Supervise preparation of the following reports for submission to Management and other Government Agencies: <ul style="list-style-type: none"> <li>a) Cash and Investment Balances (CIB)</li> <li>b) Daily Cash Position Report (DPCR)</li> <li>c) Daily Collections and Deposits</li> <li>d) Accountable Forms (AF)</li> <li>e) Checks Issued Weekly;</li> </ul> </li> <li>• Oversee the issuances of bank advices for checks issued for payment of NEA in-house expenditures, subsidy and loan releases;</li> <li>• Represent NEA to all bank related transactions as per cash management systems to optimize efficiencies;</li> <li>• Oversee the Special Disbursing Officer (SDO) for miscellaneous, TEV's and other in-house expenses and Special Officer (SCO) for training and seminars conducted by NEA; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

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<b>Position Title</b>	<b>CREDIT/COLLECTION OFFICER</b>
<b>Place of Assignment</b>	Finance Services Department – Treasury Division
<b>Item No.</b>	237
<b>Monthly Salary/ Salary Grade</b>	Php30,531.00/SG 15
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree <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> : Preferably CPA
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Record and post transactions pertaining to ECs loans assumed by PSALM (Regions 1-5) remaining loans released after June 26, 2001 and to safeguard the maintenance of its subsidiary ledgers;</li> <li>• Prepare JVs on amortizations due and the corresponding supporting schedules;</li> <li>• Prepare the following accounting reports for submission to management and other government agencies: <ul style="list-style-type: none"> <li>a. Status of Repayments of ECs loans assumed by PSALM (Regions 1-5)</li> <li>b. Loan Profile of ECs remaining loans and releases after June 26, 2001;</li> </ul> </li> <li>• Prepare quarterly collection letters and in case of default, makes personal follow-up of delinquent accounts thru letters or fax;</li> <li>• Assist EC personnel in their reconciliation of accounts with NEA</li> <li>• Administer billing and collection; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

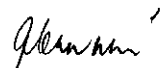
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<b>Position Title</b>	<b>COMMUNITY RELATIONS OFFICER A</b>
<b>Place of Assignment</b>	Institutional Development Department – EDU Consumer Development and Protection Division (IDD-CDPD)
<b>Item No.</b>	371
<b>Monthly Salary/ Salary Grade</b>	Php27,755.00/SG 14
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree <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> : Preferably with knowledge in oral and written communication
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Conduct Market/Consumer research on the development of new Information, Education and Communication (IEC) programs and projects;</li> <li>• Promote economically sustainable (livelihood) programs for the consumers; coordinates with and establishes linkages with LGU's, NGO's and other organizations for the sourcing of funds for these programs/projects;</li> <li>• Assist in the implementation of new policies and/or amendments to existing NEA Memoranda, Bulletins and issuances pertaining to the Organization of Member-Consumer-Owners (MCOs);</li> <li>• Assist in the implementation of strategies/recommendations to strengthen/promote Member Consumer Empowerment Program (MCEP), and other development programs and consumer services;</li> <li>• Prepare, evaluate and act on resolutions/queries/communication complaints; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

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