



February 20, 2020

**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 01, 2020**:

1. Application letter; (**please indicate position title, item number and department/office**)
2. Personal data sheet with recent passport-sized picture (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. **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.**

<b>Position Title</b>	<b>MIS DESIGN SPECIALIST A</b>
<b>Place of Assignment</b>	Information Technology and Communication Services Department – Database Management and Program Control Division
<b>Item No.</b>	197
<b>Monthly Salary/ Salary Grade</b>	Php45,269.00/SG 19
<b>Qualification Standards</b>	<p><b>Education</b> : Bachelor's degree relevant to the job</p> <p><b>Experience*</b> : 2 years of relevant experience</p> <p><b>Training</b> : 8 hours of relevant training</p> <p><b>Eligibility</b> : CS Professional/Second Level Eligibility</p> <p><b>Preference</b> : Preferably with knowledge in ECs' key financial and statistical indicators; Competent in managing databank and executing appropriate control; With good communication and presentation skills, documentation and data analysis.</p>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Monitor and assess key financial and statistical indicators of Luzon ECs performance and effects inclusion in the Financial and Statistical Databank;</li> <li>• Evaluate reports and facilitate the updating and management of the Financial and Statistical databank for Luzon ECs;</li> </ul> <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)

*dkm*

**Duties and Responsibilities**

- Coordinate with NEA departments and ECs and implement various monitoring controls to ensure data consistency, reliability, accuracy and completeness;
- Conceptualize and prepare statistical and graphical analysis to reflect the status of EC operations;
- Validate and consolidate historical key performance data/information and effects data banking and archiving in electronic and book form to preserve the gains of the RE program;
- Conduct audit of data in the Financial and Statistical databank on a regular basis to ensure data integrity;
- Conceptualize and process data/information requirements of the management and various monitoring groups, interested sectors, researchers and academe;
- Review and recommend system enhancements based on current trends and technology;
- Generate reports on periodic basis for management and other monitoring entities; and
- Perform other duties that may be assigned from time to time.

\*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)

*phs*

<b>Position Title</b>	<b>SENIOR ENGINEER A</b>
<b>Place of Assignment</b>	Engineering Department (Total Electrification and Renewable Energy Development Department)
<b>Item No.</b>	318
<b>Monthly Salary/ Salary Grade</b>	Php33,584.00/SG 16
<b>Qualification Standards</b>	<p><b>Education</b> : Bachelor's degree in Engineering relevant to the job</p> <p><b>Experience*</b> : 1 year of relevant experience</p> <p><b>Training</b> : 4 hours of relevant training</p> <p><b>Eligibility</b> : RA1080</p> <p><b>Preference</b> : Preferably graduate in Electrical or Mechanical Engineering</p>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Conduct evaluation of Electric Cooperatives' proposed SEP/BLEP subsidy funded projects based on submitted documents such as As-plan Staking Sheets, Bill of Materials, Construction Assembly Units, Budget Request and Board Resolution;</li> <li>• Prepare evaluation report of the Electric Cooperatives' proposed projects, disbursement vouchers and budget utilization request;</li> <li>• Conduct monitoring and validation thru field inspection of on-going SEP/BLEP subsidy funded projects;</li> <li>• Conduct final inspection and acceptance of the completed/energized SEP/BLEP subsidy funded projects; and</li> <li>• Perform other duties that may be assigned from time to time.</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)

*skinner*

<b>Position Title</b>	<b>SUPERVISING ELECTRIC COOPERATIVE DEVELOPMENT OFFICER</b>
<b>Place of Assignment</b>	Institutional Development Department – Organization and Management Development Division
<b>Item No.</b>	340
<b>Monthly Salary/ Salary Grade</b>	Php51,155.00/SG 20
<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 with in depth knowledge and experience on EC Operation particularly on HR matters, and other Institutional concerns
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Supervise EC management development, set and enforce institutional and governance standards for the efficient operation of EC in accordance with RA 10531 Chapter 2, Sec. 5 (L);</li> <li>• Supervise the conduct of district election, assist Legal Services Office in the resolution of protest/disputes arising from the conduct of District Elections;</li> <li>• Supervise, ensure EC compliance in accordance with RA 10531, particularly the qualifications/disqualifications of an EC Board of Directors;</li> <li>• Formulate NEA policies and/or recommend amendments and review existing policies;</li> <li>• Recommend, review, confirm the appointments of Board of Directors;</li> <li>• Supervise, review and recommend the designation /appointment of Board of Directors; and</li> <li>• Perform other duties that may be assigned from time to time.</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)

*akana*

<b>Position Title</b>	<b>SENIOR ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A</b>
<b>Place of Assignment</b>	Institutional Development Department – Organization and Management Development Division
<b>Item No.</b>	342
<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 in depth knowledge and experience on EC Operation particularly on HR matters, and other Institutional concerns
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Set and enforce institutional and governance standards for efficient operation of EC in accordance with Chapter 2, Section 5 (L) of RA 10531;</li> <li>• Supervise the conduct of district election and assist Legal Services Office in the resolution of protests/disputes arising from the conduct of District Election;</li> <li>• Validate EC compliance in accordance with RA 10531 or the fit and proper rule of Board of Directors particularly on Qualifications and Disqualifications;</li> <li>• Participate in the formulation of NEA policies and/or recommend amendments and review existing policies;</li> <li>• Facilitate confirmation of the appointment of Board of Directors;</li> <li>• Facilitate designation/appointment of NEA Interim Representative/NEA Representative and Project Supervisor/Acting General Manager/Officer-in-Charge; and</li> <li>• Perform other duties that may be assigned from time to time.</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 ORAQHRA revised 2018, Part III, Sec. 56)

*phew*

<b>Position Title</b>	<b>SENIOR INDUSTRIAL RELATIONS DEVELOPMENT OFFICER A</b>
<b>Place of Assignment</b>	Institutional Development Department – Organization and Management Development Division
<b>Item No.</b>	343
<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 in depth knowledge and experience on EC Operation particularly on HR matters, and other Institutional concerns
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Evaluate EC personnel management and development/reorganization;</li> <li>• Analyze and resolve problems arising from organizational intervention;</li> <li>• Conduct seminar/workshop on Individual Performance Scorecard;</li> <li>• Evaluate recommend EC grant of incentives or allowances and employee salaries;</li> <li>• Facilitate selection process of applicants for EC General Managers;</li> <li>• Evaluate General Manager's salaries and retirement benefits; and</li> <li>• Perform other duties that may be assigned from time to time.</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)

*John*


<b>Position Title</b>	<b>ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A</b>
<b>Place of Assignment</b>	Institutional Development Department – Organization and Management Development Division
<b>Item No.</b>	345
<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 with in depth knowledge and experience on EC Operation particularly on HR matters, and other Institutional concerns
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Evaluate on EC's resolutions, queries and communications received by the division;</li> <li>• Assist in the conduct of district election and resolution of election-related disputes;</li> <li>• Evaluate EC's policies and procedures related to institutional development of ECs;</li> <li>• Evaluate problematic ECs and recommend corrective measures;</li> <li>• Harmonize the NEA-ECs' institutional programs/projects; and</li> <li>• Perform other duties that may be assigned from time to time.</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)

*Alma*

<b>Position Title</b>	<b>ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A</b>
<b>Place of Assignment</b>	Electric Cooperative Audit Department – Electric Cooperative Financial Management Audit Division
<b>Item Nos.</b>	395,396 and 397
<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>• Assess the soundness of existing internal control system, it's implementation and recommends improvement;</li> <li>• Assist in the evaluation of the effectiveness of Meter Reading, Billing and Collection (MRBC), Warehousing, Accounting and other EC operating systems;</li> <li>• Conduct evaluation and appraisal of the salvage value of EC's non-performing assets and recommend the floor price of assets of disposal;</li> <li>• Evaluate EC's submitted documents pertaining to uncollectible accounts for write-off and recommends appropriate amount of the results thereof;</li> <li>• Assist in the conduct of exit conference with the Board of Directors, General Manager, Department Heads and other concerned personnel to discuss the result of the above engagement;</li> <li>• Assist in the preparation of corresponding report on the activities conducted;</li> <li>• Monitor the implementation of NEA Audit Recommendations and EC Management action plans; and</li> <li>• Perform other duties that may be assigned from time to time.</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)

  
**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.*



