



August 18, 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 **August 28, 2020**:

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 hcmd@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.**

Position Title	ATTORNEY III
Place of Assignment	Legal Services Office (LSO)
Item Nos.	80 and 81
Monthly Salary/ Salary Grade	Php57,805.00/SG 21
Qualification Standards	Education : Bachelor of Laws Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : RA1080 Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist the Deputy Administrator/ LSO Department Manager in the effective enforcement and implementation of NEA Issuances, Orders, Decisions, Memoranda, Policies and other directives and initiate legal proceedings for violation of any rule or regulation pursuant to authority of NEA under R.A. 10531; • Review/evaluate/draft contracts and any related contract/agreement entered into by NEA/ECs; Render legal opinion, comment, review on EC board resolutions, letter-inquiries, memos subject for review/approval of the Department Manager; Provide legal assistance in all matters pertaining to NEA/EC concerns;

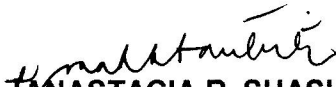
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*Experience refers to the previous jobs in either the government or private sector, whether full-time or part-time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related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

Duties and Responsibilities

- Attend court hearings including preparation of court pleadings on cases filed/pending with any administrative agency/quasi-judicial tribunal involving NEA/ECs; Conduct fact-finding investigation as necessary, studies, evaluations of cases/complaints/issues forwarded for appropriate legal action, including EC adverse audit findings, and prepare/submit report on the fact-finding investigation/s conducted, subject for review/approval of the Department Manager/Deputy Administrator;
- Attend meeting, conference, seminar, planning, consultation meeting, deliberation and any other activity/event involving the NEA/ECs, as assigned; and
- Perform other duties that may be assigned by the Administrator, Deputy Administrator and LSO Department Manager from time to time.

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TANASTACIA B. SUASI
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.