



November 06, 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 **November 16, 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 authenticated eligibility and/or updated PRC ID; and
7. Transcript of Records (non-NEA applicants)

Applicants may also send their applications thru our e-mail address hrrmd@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 No.	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; <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)

<p>Duties and Responsibilities</p>	<ul style="list-style-type: none"> • Attend court hearings including preparation of court pleadings on cases filed/pending with any administrative agency/quassi-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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Position Title	COMPUTER SERVICES PROGRAMMER A
Place of Assignment	Information Technology and Communication Services Department – Information Technology & Systems Development Division
Item No.	190
Monthly Salary/ Salary Grade	Php30,531.00/SG 15
Qualification Standards	Education : Bachelor’s degree relevant to the job Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist the MIS Design Specialist in the programming and design and development of NEA information systems; • Assist in the management and maintenance of the NEA website including links, databases, and other application systems; • Assist, manage and maintain in-house servers, network and workstations and applications systems; • Set-up, configure computer systems and security measures; • Provide assistance in the development of the Agency’s audio visual presentation, PowerPoint and system documentation; • Update G2G Portal requirements of the agency; • Update and publish NEA website content; • Assist in the technical evaluation of hardware & software application or IT services related acquisition; and • Perform other duties may be assigned from time to time.

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Position Title	FINANCIAL PLANNING ANALYST
Place of Assignment	Finance Services Department – Financial Planning and Control Division
Item No.	227
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 : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Evaluate Cash Operating Budget (COB) of Electric Cooperatives (ECs) based on the prescribed forecasting methodologies, budgeting principles and existing policies/guidelines and recommend approval thereof and suggest revisions if needed; • Assist in the conduct of budget hearing to clarify and clearly explains the amendments made to the proposed COB and the rationale for making those amendments; • Monitor the EC budget performance; • Assess the financial performance of ECs using NEA approved financial key performance indicators; • Validate submitted Financial Data Entry Templates (DETS) of ECs via NEA BIT Web Portal; and • Perform other duties that may be assigned from time to time.

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Position Title	INDUSTRIAL RELATIONS DEVELOPMENT CHIEF
Place of Assignment	Institutional Development Department – Organization and Management Development Division
Item No.	338
Monthly Salary/ Salary Grade	Php57,805.00/SG 21
Qualification Standards	Education : Bachelor degree Experience* : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Plan and direct the activities of the Section in consultation with the ECs in their institutional and organizational processes involving; <ul style="list-style-type: none"> a. policy formulation b. program implementation c. monitoring d. review; • Review the evaluation of EC management tools for reorganization/realignment; • Review the evaluation of grant of incentives, allowances, benefits and compensation for EC officers and employees; • Oversee the facilitation of selection process of applicants for EC GM and designation/appointment of PS/AGM, NEA and Interim (District) Representatives; • Supervise the conduct of integration of EC balanced scorecard with individual performance evaluation; • Harmonize the NEA-EC’s institutional programs/projects; and • Perform other duties that may be assigned from time to time.

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ANASTACIA 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.