



July 16, 2021

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 **July 26, 2021**:

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)

ONLY APPLICATIONS WITH COMPLETE ATTACHMENTS WILL BE ACCEPTED.

Applicants may also send their applications thru our e-mail address nehrad2020@gmail.com. Previous applicants to republished position/s need to submit their updated Personal Data Sheet and application letter.

Position Title	ELECTRONICS COMMUNICATIONS SYSTEMS OPERATOR C
Place of Assignment	Office of the Deputy Administrator for Field Operations – Management Assistance Group (Management and Consultancy Services Office)
Item No.	175
Monthly Salary/ Salary Grade	Php14,847.00/SG 6
Qualification Standards	<p>Education : Completion of 2 years studies in college or high school graduate with relevant vocational/trade course</p> <p>Experience* : None Required</p> <p>Training : None Required</p> <p>Eligibility : None Required (MC No. 10, s. 2013 – Cat. II)</p> <p>Preference : N/A</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Monitor and coordinate for the continuing efficiency of the computers, telephone interconnections, fax machines and other communication system; • Route and monitor action of incoming and outgoing documents/requests/reports and queries to and from the ECs; • Comply/bind reports with all attachment for proper dispatch and filing; <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)

Duties and Responsibilities

- Receive telephone calls and refer to concerned staff in the department;
- Act as liaison of all administrative concerns in the department;
- Assist in attending to visiting EC officials and representatives; and
- Perform other duties that may be assigned from time to time.

Position Title	SENIOR INDUSTRIAL RELATIONS DEVELOPMENT OFFICER A
Place of Assignment	Institutional Development Department (NEA-EC Training Institute)
Item No.	354
Monthly Salary/ Salary Grade	Php40,637.00/SG 18
Qualification Standards	Education : Bachelor's degree Experience* : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Analyze and evaluate studies on training needs of NEA and electric coop personnel and prepares a report/output; • Involve in setting functional strategies in the preparation of the Annual Competency Training Plan of NEA and ECs; • Design and develop management/institutional, technical and skills training and computer programs responsive to the needs of the clientele; • Set priorities for the group to ensure completion of training activities and endorse solutions; • Conduct continuous researches on latest training trends and innovations; • Coordinate and supervise with the administrative group concerning the facilitation of all training materials, manuals, certificate and other; • Review pre and post training report and other requirements of every training conducted and recommends actions; 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.