



August 03, 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 **August 13, 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 or updated PRC ID (whichever is applicable); 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 neahrad2020@gmail.com. Previous applicants to republished position/s need to submit their updated Personal Data Sheet and application letter.

Position Title	SENIOR INTERNAL CONTROL OFFICER B
Place of Assignment	Internal Audit and Quality Standards Management Office - Systems Audit and Quality Standards Division
Item Nos.	31
Monthly Salary/ Salary Grade	Php33,584.00/SG 16
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"> • Conduct in-depth research through interviews and data gathering to determine NEA existing systems and procedures; • Conduct surveys and inquiries to validate NEA standards, policies, systems and procedures; • Undertake analysis on the existing systems and procedures and makes necessary recommendations with internal controls; • Assist in the evaluation/review of the financial and economic aspects of procurement documents; <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	<ul style="list-style-type: none">• Participate in the conduct of data gathering during the course of system and operations and compliance audit;• Assist in special investigation of on-going NEA operations and drafts audit report/working papers; and• Perform other duties that may be assigned from time to time.
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Position Title	ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Audit Department - Electric Cooperative Financial Management Audit Division
Item Nos.	392, 393, and 395
Monthly Salary/ Salary Grade	Php33,584.00/SG 16
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 : Preferably CPA
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist in the preparation of audit program prior to the execution of audit work in the determination of the audit procedures to be adopted; • Assist in the conduct of comprehensive review and examination of EC's financial statements, accounting records and related books of accounts and recommends controls to ensure fair presentation of financial statements, system reliability and data integrity; • Assist in the evaluation of EC's policies, regulatory compliances and management operating procedures with regards to the attainment of their specific objectives in the most effective and efficient manner; • Assist in the conduct of exit conference with the Board of Directors, General Manager, Department Heads and other concerned personnel the result of audit and recommends remedial measures; • Assist in the preparation of detailed reports on audit findings/observations; • Evaluate EC's submitted explanations/justifications and action plans to audit findings to determine compliances and adherence to remedial measures recommended and to justify any adverse audit findings and observations; • Evaluate EC's submitted uncollectible accounts for write-off and recommends the approval of the results thereof; • Conduct evaluation and appraisal of the salvage value of EC's non-performing assets and recommend the floor price of assets for disposal; and • Perform other duties that may be assigned from time to time.

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Position Title	ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Audit Department - Electric Cooperative Operations and Systems Audit Division
Item Nos.	414 and 416
Monthly Salary/ Salary Grade	Php33,584.00/SG 16
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 : Preferably CPA
Duties and Responsibilities	<ul style="list-style-type: none"> • Assess the soundness of existing internal control system, its implementation and recommendations improvement; • Monitor the implementation of NEA Audit recommendations and EC management action plan; • 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 management; • Assist in the Preparation of corresponding report on the activities conducted; • Assist in the evaluation of the effectiveness of Meter Reading, Billing and Collection (MRBC) Warehousing, Accounting and other EC operating systems; • Evaluate ECs submitted documents pertaining to uncollectable accounts for white-off and recommends appropriate amount of the result thereof; • Conduct evaluation and appraisal of the Salvage value of ECs non-performing assets and recommend the floor price assets of disposal; 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.