



August 3, 2022

NOTICE OF VACANCY

All interested applicants who **meet the qualification requirements** of the vacant position/s are enjoined to submit the following documents (in PDF file format) to the Human Resource Management Division (HRMD) of the National Electrification Administration (NEA), not later than the **close of office hours on August 13, 2022**:

1. Application letter; **(please indicate position title, Item number and department/office)**
2. Updated Personal data sheet (CS Form No. 212 revised 2017) and Work Experience Sheet (CS Form No. 212 Attachment)
 - All items should be answered properly and completely, in accordance with CSC MC No. 16 s. 2017 (<https://bit.ly/CSCMC16s2017>)
 - With recent passport-sized ID picture and signature on each page;
3. Copy of IPCR (latest rating period prior to the application, for those employed in government);
4. Potential assessment rating form (HRMPSB Form No. 2-A or HRMPSB Form No. 2-B, whichever is applicable) signed by immediate supervisor (for employed applicants only);
5. Copy of authenticated eligibility or updated PRC ID (whichever is applicable); and
6. Transcript of Records (non-NEA applicants)


All documents should be based on the forms provided by the HRMD. Forms may be downloaded in the NEA website. (https://bit.ly/App_forms)

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, application letter, copy of latest IPCR if applicable.**

NOTE: ONLY APPLICATIONS RECEIVED UNTIL THE DEADLINE WITH COMPLETE AND CLEAR JOB APPLICATION REQUIREMENTS WILL BE ACCEPTED. THE ACCOMPLISHMENT OF ALL FORMS SUCH AS THE PERSONAL DATA SHEET AND WORK EXPERIENCE SHEET SHOULD BE IN ACCORDANCE WITH THE REQUIRED FORMAT.

Position Title	RECORDS OFFICER B
Place of Assignment	Engineering Department (Total Electrification and Renewable Energy Development Department)
Item No.	321
Monthly Salary/Job Grade	Php31,320.00/JG 9
Qualification Standards	Education : Bachelor's degree Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably knowledgeable in database management and basic programming
Duties and Responsibilities	<ul style="list-style-type: none"> • Develop and implement data collection systems and other strategies that optimize statistical efficiency and data quality; • Monitor timely submission of the Project Officers of the After Mission Report and Certificate of Financial Inspection and Acceptance (CFIA) and ensures transmittal of the same to the concerned departments of NEA; • Develop and implement systems procedures in records management, undertakes the safekeeping and/or disposal of the documents of the department; • Develop and maintain quality of database on rural electrification program; recommends, enhances system and procedures to facilitate data management work; • Analyze, control and correct input/output file to avoid computer waste page • Validate data entry template on the status of projects and manages the Sitio/Barangay Geography Data; 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)


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.