



August 4, 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 14, 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.**


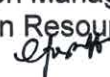
NOTE: ONLY APPLICATIONS RECEIVED UNTIL THE DEADLINE WITH COMPLETE AND CLEAR JOB APPLICATION REQUIREMENTS WILL BE ACCEPTED. THE ACCOMPLISHMENT OF ALL FORMS SUCH AS THE PERSONAL DATA SHEET AND WORK EXPERIENCE SHEET SHOULD BE IN ACCORDANCE WITH THE REQUIRED FORMAT.

Position Title	ELECTRONIC COMMUNICATIONS SYSTEMS OPERATOR C
Place of Assignment	Office of the Deputy Administrator for Field Operations – Management Assistance Group (EC Management Services Office – Management and Consultancy Services Office)
Item No.	164
Monthly Salary/Job Grade	Php15,586.00/JG 5
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</p> <p>Preference : N/A</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Monitor and coordinate with the continuing efficiency of the computers, telephone interconnections, fax machines and other communication system in the office; • Route and monitor action of incoming and outgoing documents/requests/reports and queries to and from the ECs; • Compile/bind reports with all attachment for proper dispatch and filing; • 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.

*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)

Position Title	SENIOR MANAGEMENT INFORMATION SYSTEM ANALYST
Place of Assignment	Information Technology and Communication Services Department - Database Management and Program Control Division
Item No.	201
Monthly Salary/Job Grade	Php36,619.00/JG 10
Qualification Standards	<p>Education : Bachelor's degree relevant to the job</p> <p>Experience* : 1 year of relevant experience</p> <p>Training : 4 hours of relevant training</p> <p>Eligibility : CS Professional/ Second Level Eligibility</p> <p>Preference : Preferably with knowledge in database development and management; Proficient in MS Office (knowledgeable in photo and video editing and other multimedia presentations); Possesses good interpersonal communication, presentation skills and documentation.</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist in the monitoring of the EC's key financial and statistical performance and effects the inclusion in the ECs' financial and statistical database; • Prepare comparative analysis of key performance parameters necessary for the attainment of corporate performance commitments; • Assist in the consolidation of historical key performance data and effects archiving of the same in the electronic and book format; • Handles the monitoring of submittal of the ECs' financial; and Statistical Reports; • Prepare requested data/information as required by management and other monitoring agencies; 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.