



September 01, 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 September 11, 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 nehrad2020@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	SENIOR INTERNAL CONTROL OFFICER B
Place of Assignment	Internal Audit and Quality Standards Management Office (IAQSMO)
Item No.	21
Monthly Salary/Job Grade	Php36,619.00/JG 10
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 conduct of financial, operational and special audit; gather pertinent documents for the integrity and reliability of reports/ information relative to the concerns and issues; • Conduct in-depth interviews and gather data/documents relevant to activities/ transactions being audited; • Undertake analyses of the information/data/records/reports gathered on the corporate programs/projects and other audit assignments and make necessary recommendations with internal controls; • Assist in the preparation of audit reports and working papers; 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	SUPERVISING INDUSTRIAL RELATIONS DEVELOPMENT OFFICER B
Place of Assignment	Institutional Development Department (NEA-EC Training Institute)
Item No.	352
Monthly Salary/Job Grade	Php46,725/JG 11
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 : Preferably with background in capacitating the NEA/EC personnel through training; knowledgeable in TNA & TIA
Duties and Responsibilities	<ul style="list-style-type: none"> • Identify and assess current and future training programs through the conduct of Training Needs Analysis and consultation with Section Chief; • Draw an overall or individualized training and development plan that addresses needs and expectations to maximize job competencies and reconcile skills gap for the NEA; • Facilitate development of tools and materials to communicate with the NEA, ECs and other stakeholders; • Accountable for the conduct of periodic TNA & skills inventory to identify & recommend programs to maximize job competencies & reconcile skills gap for the NEA Officials and employees; • Conduct researches and innovations on techniques relevant to the design & conduct of training and organizational program & recommends its adoption; • Ensure a thorough & critical review of issues which arises during the conduct of organizational & HR programs; and • Perform other duties that may be assigned from time to time.

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Position Title	INDUSTRIAL RELATIONS DEVELOPMENT OFFICER A
Place of Assignment	Institutional Development Department (NEA-EC Training Institute)
Item No.	357
Monthly Salary/Job Grade	Php36,619.00/JG 10
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 with background in capacitating the NEA/EC personnel through training
Duties and Responsibilities	<ul style="list-style-type: none"> • Identify training needs by evaluating strengths and weaknesses of all officials and employees of NEA and Electric Cooperatives; • Prepare annual training plan and prepare teaching plans for customized training programs; • Identify and recommend the possible training providers that meet the training needs of the electric cooperatives; • Oversee the production of training handouts, instructional materials, aids and manuals; • Assess training effectiveness to ensure incorporation of taught skills and techniques into employees work behavior, periodically evaluate ongoing programs to ensure that they reflect changes in the employee performance; 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 No.	393 & 395
Monthly Salary/Job Grade	Php36,619.00/JG 10
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 Accounting Graduate/CPA
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist in the conduct of comprehensive review and examination of EC's financial statements, accounting records and related books of accounts and recommend controls to ensure fair presentation of financial statements, system reliability and data integrity; • Assist the Team Leader during pre-engagement meeting with the DU's Management to discuss the audit coverage, scope of audit and the documents required for submission; • 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 to discuss the initial findings and observations and recommend remedial measures; • Assist in the preparation of detailed audit report based on findings and observations including preparation of adjusted Trial Balance, Statement of Financial Performance and Statement of Financial Position to present fairly the financial information; • 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 DU's submitted documents pertaining to requested uncollectible accounts for write-off, prepares a summary report and recommend appropriate amount based on the results of the evaluation; 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 No.	398
Monthly Salary/Job Grade	Php36,619.00/JG 10
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 Accounting Graduate/CPA
Duties and Responsibilities	<ul style="list-style-type: none"> • Review, analyze the financial and operational performance assessment of ECs, special studies on various issues and concerns affecting ECs and submission of reportorial data and information needed for evaluation of ECs; • Review and analyze the classification of ECs based on the established standards and parameters; • Review the financial and statistical data/information relevant to reports, special studies/guidelines being prepared/conducted by the Department; • Participate in the formulation of performance scorecard of the Department; • Prepare/summarize report on the initiatives and activities on rural electrification; • Process member-consumer owners (MCOs) concerns lodged through Hotline 8888, OPCC, DOE-CWPO, Contact Center ng Bayan, etc; • Review and analyze ECs submissions of funding requirement for Two-Year Institutional Development Plan for e-IPCM's approval; • Process Board resolutions/policies and other concerns of ECs; 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.