



September 05, 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 15, 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	DIVISION MANAGER A
Place of Assignment	Information Technology and Communication Services Department - Information Technology and Systems Development Division
Item No.	182
Monthly Salary/Job Grade	Php80,003.00/JG 12
Qualification Standards	<p>Education : Master's Degree or Certificate in Leadership and Management from the CSC</p> <p>Experience* : 4 years of supervisory/management experience</p> <p>Training : 40 hours of supervisory/management learning and development intervention</p> <p>Eligibility : CS Professional/Second Level Eligibility</p> <p>Preference : Knowledgeable in supervising in systems development and network communication technologies; Knowledgeable in information technology system planning</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Manage and administer the implementation, maintenance and technology deployment of the Agency's overall Information and Communications Technology Projects & systems such as Network & Connectivity, Website, Application Sys, Databases and Security infrastructure; • Supervise the implementation and deployment of the ECS Information and Communication Systems Exchange, Application systems and related assistance (off-site and on-site), ICT planning & acquisition assessment, audit towards system integration, enhancements and standardization; • Lead the Division in the overall development, planning, acquisition, implementation and management of the overall ICT Projects of NEA in accordance with the overall ICT Plan/ISSP; • Assist the Information Systems Planner in the formulation and development of the three year NEA Information Systems Strategic Plan (ISSP); Supervise the NEA Stakeholders in the planning & implementation of the ICT Projects in accordance with the ISSP; • Recommend to management appropriate ICT Policies, guidelines, design and configuration of ICT Architecture for the NEA; Provide corporate end-user support and training for ICT;

*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)

<p>Duties and Responsibilities</p>	<ul style="list-style-type: none"> • Represent the management in the overall ICT related efforts of the government for unification, inter-operability and standardization; Data Privacy and Cyber Security and information security; and • Perform other duties that maybe 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.