



September 20, 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 30, 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.

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| Position Title | SENIOR CORPORATE PLANNING ANALYST |
| Place of Assignment | Corporate Planning Office - Strategic Planning Division (CPO-SPD) |
| Item No. | 49 |
| 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 with experience/knowledge in the development and monitoring of Performance Scorecards and implementing Quality Management System |
| Duties and Responsibilities | <ul style="list-style-type: none"> • Collect, analyze and interpret data, undertake data verification and quality control, ensuring data integrity and consistency with prescribed research protocol; • Assist in the pre- and post-activities required for the conduct of strategic planning conference workshops and meeting including preparation of administrative requirements for the conduct of same; • Review and consolidate organizational action plans including unit, departmental, corporate and performance commitments; • Supervise the maintenance and storage of the Section's computer database; • Prepare memoranda, letters, endorsements and other forms of communications and presentation; • Draft minutes of meetings, reports, office communications and other related documents; 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)

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| Position Title | SENIOR MANAGEMENT INFORMATION SYSTEMS ANALYST |
| Place of Assignment | Information Technology and Communication Services Department - Database Management and Program Control Division (ITCSD – DMPCD) |
| Item No. | 201 |
| 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 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. |
| 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; • Handle 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.