



October 18, 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 October 28, 2022**.

1. Application letter; **(please indicate position title, Item number and department/office)**
2. Updated Personal data sheet (CS Form No. 212 revised 2017)
  - 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. 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](https://bit.ly/App_forms))

**The employee engagement is contractual only until the end of December 2022.**

Applicants may also send their applications thru our e-mail address [neahrad2020@gmail.com](mailto: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.**

<b>Position Title</b>	<b>PROJECT OFFICER</b>
<b>Place of Assignment</b>	Disaster Risk Reduction and Management Department (DRRMD)
<b>Monthly Salary/Job Grade</b>	Php25,000.00
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree in Electrical Engineering <b>Eligibility</b> : RA 1080 <b>Preference</b> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Monitor and evaluate ECs submitted Vulnerability and Risk Assessment Plan, Emergency Response Plan and Resiliency Compliance Plan;</li> <li>• Assist in the conduct of Final Inspection and Acceptance of distribution lines and facilities damaged by disasters funded by government subsidy or NEA loan;</li> <li>• Prepare daily Power Monitoring Report (PMR);</li> <li>• Attend inter-agency meetings for Task-Forces and Situational Reports in relation to ECs restoration and rehabilitation after a disaster;</li> <li>• Monitor submissions of restoration reports and damaged cost of ECs affected by disasters;</li> <li>• Conduct engineering studies, evaluate and recommend measures for improvement of EC's distribution system towards resiliency; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

  
**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.*