



October 24, 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 November 03, 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)

The employee engagement is contractual only until the end of December 31, 2022, pursuant to Section 11.1 of the COA-DBM Joint Circular No. 2, s. 2020 or the *"Updated Rules and Regulations Governing Contract of Service (COS) and Job Order (JO) Workers in the Government"*. However, if the rules and regulations of Contract of Service be extended, an employee may continue his/her employment until the six (6)-month term is served from the date the contract was signed.

Applicants may also send their applications thru our e-mail address recruitment@nea.gov.ph. 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	PROJECT OFFICER
Place of Assignment	Regulatory Affairs Office (RAO)
Monthly Salary/Job Grade	Php25,000.00
Qualification Standards	Education : Bachelor's degree in Electrical Engineering Eligibility : RA 1080 Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist in the conduct service studies; • Gather data from internal and external offices on existing and proposed policies and regulatory issuance that will be of aid/supplemental to ECs; • Analyze power supply proposals and existing bilateral contracts and in facilitating the corporate power supply planning; • Conduct research and analysis on the following: <ol style="list-style-type: none"> 1. Wholesale and retail energy trading; 2. Energy related policies; 3. Econometric models of power suppliers for rate evaluation; • Assist ECs in the development of Island Power Development Plan or Power Supply Plan; • Assist RAO in the review, monitoring and evaluation of ECs' Island Power Development Plan or Power Supply Plan and Load Forecasting ; and • Perform other duties that may be assigned from time to time.


ANASTACIA B. SUASI
 Division Manager *et q*
 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.