



October 26, 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 05, 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. Certification of duties and responsibilities relevant to the position applied for, if applicable;
4. Copy of IPCR (latest rating period prior to the application, for those employed in government);
5. 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);
6. Copy of authenticated eligibility or updated PRC ID (whichever is applicable); and
7. 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 recruitment@nea.gov.ph. Previous applicants to republished position/s need to submit their application letter, updated Personal Data Sheet with Work Experience Sheet and 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	DRIVER-MECHANIC B
Place of Assignment	Office of the Deputy Administrator for Field Operations - Management Assistance Group (Management and Consultancy Services Office)
Item No.	94
Monthly Salary/Job Grade	Php16,166/JG 5
Qualification Standards	Education : High school graduate or completion of relevant vocational/trade course Experience* : None Required Training : None Required Eligibility : Professional Driver's License (MC 11, s. 1996 – Cat. II) Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Drive NEA vehicles for NEA officials and employees to and from place of destination; • Perform preventive maintenance measure of assigned vehicles; • Maintain cleanliness & roadworthiness of his assigned vehicle; • Comply to all lawful orders of Superior/s in the office; 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	SECRETARY II (A)
Place of Assignment	Office of the Deputy Administrator for Field Operations - Management Assistance Group (Management and Consultancy Services Office)
Item No.	159, 161 and 162
Monthly Salary/Job Grade	Php21,129.00/JG 7
Qualification Standards	Education : Completion of 2 years studies in college Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : CS Subprofessional / First Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Receive, Monitor and Evaluate incoming and outgoing communication from other departments/Offices and ECs for appropriate dispatch; • Encode/Type letters, memoranda, communication, field reports and prepare power point presentation of the department; • Prepare Itinerary/liquidation/travels of employees within the department; • Review/study and files all documents/papers received for easy reference; • Monitor and prepare requisition of office supplies and materials of the department; and • Perform other duties that may be assigned from time to time.

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Position Title	DEPUTY ADMINISTRATOR
Place of Assignment	Office of the Deputy Administrator for Corporate Resources and Financial Services (ODACRFS)
Item No.	176
Monthly Salary/Job Grade	Php167,432.00/JG 16
Qualification Standards	<p>Education : Master's Degree or Certificate in Leadership and Management from the CSC</p> <p>Experience* : 5 years of supervisory / management experience</p> <p>Training : 120 hours of supervisory / management learning and development intervention</p> <p>Eligibility : CS Professional / Second Level Eligibility</p> <p>Preference : N/A</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Oversee the formulation of plans and programs, policies and guidelines pertaining to information and communications technology (ICT), financial, management loan, guarantee and subsidy administration, human resource management and development and property and supply management and recommend such to the administrator; • Supervise and provide directions in all matters related to ICT, financial, human and materials resource disciplines; • Represent the Administrator in dealing with the unions/associations and other internal organizations; • Administer the translation of data into information tool for management decision/action, the application of information system and maintenance of the ICT infrastructure; • Ensure sound management of corporate fund sources by promoting the agency's financing programs for competitive terms and packages and by supervising and monitoring loan releases, guarantee programs grants and subsidies to and amortization collection from the ECs and other funded projects of the agency; • Direct and supervise the implementation of policies, guidelines and programs that will enhance the performance of officials and employees and will effect improvement of their personal and professional growth; • Evaluate recommendation made by various departments and submits findings to the Administrator for action/decision; and • Perform other duties and responsibilities as may be assigned by the administrator from time to time.

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Position Title	PROPERTY/SUPPLY OFFICER A
Place of Assignment	Human Resources and Administration Department – General Services Division (HRAD-GSD)
Item No.	290
Monthly Salary/Job Grade	Php31,320.00/JG 9
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 knowledge in property management
Duties and Responsibilities	<ul style="list-style-type: none"> • Prepare and maintain Property Card for recording and monitoring of issuance, transfer, surrender, disposal of all NEA assets; • Maintain and control the data base files of NEA assets to ensure proper and complete documentation; • Prepare Property Acknowledgement Receipts, Inventory Custodian Slip, Property Transfer Report and all documents related to property management activities; • Facilitate the conduct of annual physical inventory of property, plant and equipment (PPE) and semi-expendables properties and prepare the required Report on Physical Count of Property, Plant and Equipment (RPCPPE) and Semi-Expendable properties; • Maintain the proper recording and stacking of unserviceable properties and prepare the necessary documents required for the disposition of unserviceable properties; • Facilitate disposal of PPEs and semi-expendables properties as needed; • Receive complaints/requests about disposition of NEA properties and problems related to property management; 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.