



May 09, 2023

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 May 19, 2023**.

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. Copy of authenticated 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, copy furnished oa@nea.gov.ph, with subject: **Application_Position Title, Item No., Department/Office_Name of Applicant.**

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 | PRINCIPAL ENGINEER A |
| Place of Assignment | Engineering Department |
| Item No. | 305 |
| Monthly Salary/Job Grade | Php81,588.00/JG 12 |
| Qualification Standards | Education : Bachelor's degree in Engineering relevant to the job Experience* : 4 years of relevant experience ✓ Training : 24 hours of relevant training ✓ Eligibility : RA 1080 ✓ Preference : N/A ✓ |
| Duties and Responsibilities | <ul style="list-style-type: none"> • Lead the technical team in assisting the electric cooperative with distribution system study and planning, distribution impact study, and system operation and maintenance work; • Lead, collaborate, and supervise associates providing technical support on foreign-supported and/or Inter-agency projects promoting the improvement of the distribution system operations; • Delegate tasks to associates for the evaluation, review, and monitoring of electric distribution development projects included in the Distribution Development Plan, Approved Work Plan, and Capital Expenditure Plan of the electric cooperative; • Prepare work schedules, priorities, targets, and reports for the evaluation of distribution development projects and the technical assistance rendered to the electric cooperative to be submitted to higher-level management for approval; • Advise associates of the performance requirements of the position and always inform their progress in meeting the requirements; 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: The NEA adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion, and/or indigenous group membership in the implementation of its recruitment, selection and placement.

Next-In-Rank employees should signify their interest by applying in writing otherwise, they waive their rights to the vacant position/s.