



NATIONAL ELECTRIFICATION ADMINISTRATION

"The 1st Performance Governance System-Institutionalized National Government Agency"
57 NIA Road, Government Center, Diliman, Quezon City 1100



Management System
ISO 9001:2015

www.tuv.com
ID 9105082030



May 17, 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 27, 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	FINANCIAL PLANNING SPECIALIST A
Place of Assignment	Finance Services Department - Financial Planning and Control Division (FSD-FPCD)
Item No.	222
Monthly Salary/Job Grade	Php48,830.00/JG 11
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably Certified Public Accountant (CPA)
Duties and Responsibilities	<ul style="list-style-type: none"> • Analyze and interpret the electric cooperatives (ECs) Financial Statistical Reports, Balance Sheet, and Budget Performance Evaluation to serve as a tool in the monitoring and control of their pre-established financial performance in relation to their approved budgets and initiate recommendation of remedial measures; • Monitor the ECs Cash Operating Budgets (COBs) to ensure compliance with the prescribed policies and guidelines; • Evaluate the ECs board resolutions/budget request pertaining to the disbursement of their internally generated fund & initiate recommendation for approval/disapproval; • Conduct budget hearing to ascertain the reasonableness of the ECs proposed annual COBs; • Oversee the preparation of ECs Financial and Statistical Reports, Balance Sheet, and Budget Performance for submission to management and external use; • Oversee the evaluation and analysis of ECs financial performance based on standard/s approved ratios and Key Performance Indicators (KPIs); • Oversee the preparation and evaluation of ECs' financial performance based on the NEA guidelines for the Classification of ECs' and provision for NEA intervention; 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	SENIOR LOANS ANALYST A
Place of Assignment	Accounts Management and Guarantee Department - Accounts Servicing Division (AMGD-ASD)
Item No.	263
Monthly Salary/Job Grade	Php39,456.00/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 Accounts Management
Duties and Responsibilities	<ul style="list-style-type: none"> • Update/maintain EC's individual data pertaining to the status of subsidy releases, liquidation, and compliance; • Evaluate/examine/validate the completeness of documents to support the liquidation of subsidy releases; • Prepare report to COA audit findings regarding EC implementation of subsidy-funded projects; • Prepare report on ECs' utilization of subsidy releases; • Facilitate the timely liquidation of subsidies released to the ECs; • Prepare and maintain the quarterly status of fund transfers (NGOs/POs) for submission to COA and DOE; • Conduct quarterly reconciliation with e-NGAS on subsidy releases and liquidation; • Prepare communication to ECs and other departments/agencies; • Monitor and prepare report on EC compliance with MOA provisions; • Review Memorandum of Agreement between NEA and ECs pertaining to subsidies; 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	SUPERVISING INDUSTRIAL RELATIONS MANAGEMENT OFFICER B
Place of Assignment	Human Resources and Administration Department - Human Resources Management Division (HRAD-HRMD)
Item No.	273
Monthly Salary/Job Grade	Php48,830.00/JG 11
Qualification Standards	Education : Bachelor's degree Experience* : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Participate in the management and implementation of human resource functions such as employee benefits and welfare, recognition and rewards program, and personnel movement of employees; • Supervise the maintenance and monitoring of manpower complement database and personnel status; • Participate in the maintenance and updating of the HRIS Database per module such as the Personnel Information for service record and compensation purposes; • Participate in the formulation and implementation of policies and guidelines pertaining to employee welfare, timekeeping, and personnel policies and procedures; • Supervise the administration and facilitation of the timekeeping procedure and leave benefits program and network with other agencies regarding employees benefits; • Supervise the updating and maintenance of the HRIS timekeeping module; • Recommend applicability of various government issuances such as on employee welfare, compensation and leave administration, and among others; 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.