



July 12, 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 July 22, 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	LOANS MANAGEMENT OFFICER
Place of Assignment	Finance Services Department - Treasury Division (FSD-TD)
Item No.	236
Monthly Salary/Job Grade	Php 46,261.00/JG 10C
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 accounting background & computer literate
Duties and Responsibilities	<ul style="list-style-type: none"> • Record and post transactions pertaining to loans of Electric Cooperatives (ECs) of the assigned regions and maintain/safeguard of its subsidiary ledgers; • Prepare quarterly Billing and Collection letter for ECs of the assigned regions; • Prepare Application of Payment Letter to ECs and encode to e-NGAs for every corresponding payment made; • Prepare Journal Vouchers on amortizations due and the corresponding supporting schedules pertaining to accounts of ECs of the assigned Regions and encode to e-NGAs; • Prepare the following accounting reports for submission to Management and other Government Agencies: <ul style="list-style-type: none"> a. Loan Profile b. Projected Collections c. Loan data of ECs in compliance to RA 9510 d. Aging of Receivables e. Treasury Division Scorecard and Accomplishment; • Reconcile Loans Receivable and Accrued Interest on Loans Receivable Accounts per e-NGAS and subsidiary ledgers of ECs of the assigned regions; • Coordinate with ECs with delinquent accounts to the concerned Department/Unit to demand payment/for Special Payment Arrangement (SPA) Agreement/Loan Restructuring; • Conduct reconciliation with EC personnel on their loan accounts with NEA; and • Perform other duties and responsibilities as 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	DEPARTMENT MANAGER A
Place of Assignment	Accounts Management and Guarantee Department (AMGD)
Item No.	240
Monthly Salary/Job Grade	Php133,370.00/JG 14
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"> • Plan, organize, direct, control the management of NEA's loan portfolio and guarantee programs for the Electric Cooperatives (ECs), liquidation of subsidy releases to the ECs and assistance to the ECs to access private financing; • Develop and recommend policies and implementing guidelines for an effective and efficient administration of NEA's lending and guarantee programs, liquidation of subsidy releases to ECs and assistance to ECs to access private financing; • Oversee the preparation of reports, information and data on the loan portfolio, guarantee program, liquidation of subsidy releases and servicing of accounts both for NEA management and other government agencies; • Oversee the documentation of loans, guarantee and subsidy releases to ECs; • Oversee compliance to COA audit recommendations relative to liquidation of subsidy releases and approved/released loans; and • Perform other duties that may be assigned from time to time.

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Position Title	SECRETARY II (A)
Place of Assignment	Accounts Management and Guarantee Department (AMGD)
Item No.	241
Monthly Salary/Job Grade	Php 22,688.00/JG 7A
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 : Preferably graduate if Information Technology Course; Basic knowledge of Accounts Management - Subsidy
Duties and Responsibilities	<ul style="list-style-type: none"> • Act as Secretary of the Department Manager for Accounts Management and Guarantee Department; • Assist in the gathering of pertinent data for decision making and providing administrative support to the AMGD; • Record all incoming and outgoing communication from ECs, other department/offices and concerned agencies and ensures appropriate dispatch of such; • Schedule appointments, meetings and conferences for the Department Manager; • Review all documents received/acted upon by the Department Manager and farms out to concerned divisions for appropriate action; • Transmit information and instructions between the Department Manager and concerned personnel; • Provide assistance in the management of database for loan and subsidy releases/liquidation; and • Perform other duties and responsibilities as may be assigned from time to time.

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Position Title	ACCOUNTS MANAGEMENT ANALYST II
Place of Assignment	Accounts Management and Guarantee Department - Accounts Management Division (AMGD-AMD)
Item No.	251
Monthly Salary/Job Grade	Php 33,719.00/JG 9A
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : None required Training : None required Eligibility : CS Professional/Second Level Eligibility Preference : Preferably graduate of BS Electrical Engineering
Duties and Responsibilities	<ul style="list-style-type: none"> • Gather, analyze, examine, validate and interpret financial statement/technical operation and other data pertaining to ECs' loan/guarantee application and request for availment/call; • Gather, analyze, examine and validate ECs request for clearance to avail loan from bank/FIs and prepare recommendation for simple accounts/technical aspect; • Assist in the evaluation of ECs' technical analysis and simulation required for loan processing; • Review status reports concerning the over-all performance of the ECs and propose appropriate measures for implementation; • Conduct project site inspection visit on the projects funded by NEA loans and prepare project monitoring report; • Assist in the review/presentation of ECs CAPEX plans; • Gather data in the preparation of project evaluation/recommendation of accounts; • Prepare report on the behavior of all accounts – Accounts and Loan Conditionalities; • Assist in the gathering of data in the conduct of review/studies for loan and guarantee facilities/policies/guidelines; • Prepare Disbursement Voucher and Utilization Request for loan and guarantee call release; and • Perform other duties and responsibilities as may be assigned from time to time.

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Position Title	ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Institutional Development Department - Organization and Management Development Division (IDD-OMDD)
Item No.	346
Monthly Salary/Job Grade	Php 42,859.00/JG 10B
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 : With in-depth knowledge and experience on EC Operation particularly on HR matters, and other Institutional Concerns
Duties and Responsibilities	<ul style="list-style-type: none"> • Evaluate EC personnel management and development/reorganization plan; • Analyze and resolve problems arising from organizational intervention; • Assist in the conduct of seminar/workshop on Individual Performance Scorecard; • Evaluate/recommend EC grant of incentives or allowances and employees' salaries; • Facilitate selection process of applicants for EC GMs; • Evaluate GMs' salaries and retirement; and • Perform other duties and responsibilities as may be assigned from time to time.

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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.