



August 16, 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 August 26, 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 Civil Service Eligibility (original copy, authenticated copy, scanned copy or site/screen capture of the eligibility using the Civil Service Eligibility Verification System) 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](https://bit.ly/App_forms))

Applicants may also send their applications thru our e-mail address [recruitment@nea.gov.ph](mailto:recruitment@nea.gov.ph), copy furnished [oa@nea.gov.ph](mailto: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.**

<b>Position Title</b>	<b>SENIOR PROPERTY/SUPPLY OFFICER</b>
<b>Place of Assignment</b>	Human Resources & Administration Department - General Services Division (HRAD-GSD)
<b>Item No.</b>	287
<b>Monthly Salary/Job Grade</b>	Php 42,859.00/JG 10B
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree <b>Experience*</b> : 1 year of relevant experience <b>Training</b> : 4 hours of relevant training <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : Preferably with experience in property management
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Review/check/verify accuracy of reports and documents prepared by the Property Officer and Supply Officer such as but not limited to the following: <ul style="list-style-type: none"> <li>- Report of Physical Count of Property, Plant and Equipment (RPCPPE)</li> <li>- Report of Physical Count of Inventories (RPCI)</li> <li>- Inventory and Inspection Report of Unserviceable Property (IIRUP)</li> <li>- Requisition, receipt, inspection, issuance and/or transfer of newly purchased and/or existing Property, Plant and Equipment (PPE), semi-expendable items and office/motor vehicle supplies and materials;</li> <li>- Receipt, safekeeping and re-issuance of returned serviceable properties and semi-expendable items;</li> <li>- Receipt, safekeeping and disposal of returned unserviceable PPE and semi-expendable items, and waste materials</li> <li>- Gate Pass for outgoing/incoming office PPE, and semi-expendable items</li> <li>- Processing of clearance for retiring and resigning NEA employees and officials, and for other purposes;</li> </ul> </li> <li>• Handle activities pertaining to the conduct of periodic inventory of supplies and equipment;</li> <li>• Prepare reports and documents pertaining to COA Audit Observations Memorandum;</li> <li>• Perform secretariat functions for the NEA Foreclosed Properties and BAC on the Disposal of Unserviceable/Unusable Properties;</li> <li>• Prepare plans for inventory taking of serviceable PPE and semi-expendables and disposal of unserviceable PPE, reports, letters, memoranda, and other correspondences; and</li> <li>• Perform other duties and responsibilities as may be assigned from time to time.</li> </ul>


\*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)

<b>Position Title</b>	<b>PRINCIPAL ENGINEER C</b>
<b>Place of Assignment</b>	Engineering Department (Disaster Risk Reduction and Management Department)
<b>Item No.</b>	306
<b>Monthly Salary/Job Grade</b>	Php66,551.00/JG 11C
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree in Engineering relevant to the job <b>Experience*</b> : 3 years of relevant experience <b>Training</b> : 16 hours of relevant training <b>Eligibility</b> : RA 1080 <b>Preference</b> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Supervise, control, and coordinate various activities related to Vulnerability and Risk Assessment and Resiliency Compliance Plans of the Electric Cooperatives (ECs) for the development of mitigation plans that will reduce/lessen the adverse impact of any disaster to EC's infrastructures;</li> <li>• Advise, improve and control the provided reports/communications to various agencies such as National Economic Development Authority (NEDA), National Disaster Risk Reduction and Management Council (NDRRMC), Office of the Civil Defense (OCD) and other concerned agencies with regard to the ECs' Priority Programs and Projects (PAPs) for funding in relation to the rehabilitation and reconstruction needs of ECs;</li> <li>• Oversee the conduct of Rapid Damage Assessment and Needs Analysis (RDANA) immediately during the early and critical state of onset of a disaster;</li> <li>• Assist in the planning and coordination with the electric cooperatives national and regional associations for possible task force augmentation for power lines and facilities immediate restoration;</li> <li>• Conduct final inspection and acceptance of all calamity-related subsidy releases to ECs; and</li> <li>• Perform other duties and responsibilities as may be assigned from time to time.</li> </ul>

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<b>Position Title</b>	<b>ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A</b>
<b>Place of Assignment</b>	Electric Cooperative Audit Department - Electric Cooperative Operations and Systems Audit Division
<b>Item No.</b>	415, 416 & 417
<b>Monthly Salary/Job Grade</b>	Php42,859.00/JG 10B
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree relevant to the job <b>Experience*</b> : 1 year of relevant experience <b>Training</b> : 4 hours of relevant training <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : Preferably CPA
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist in the evaluation of the effectiveness of the electric cooperatives' whole operating system, including but not limited Meter Reading, Billing and Collection, Payroll, Warehousing, and Accounting &amp; Financial System, and recommend improvements;</li> <li>• Assess the soundness of the existing internal control system and its implementation, and recommend improvements to attain their specific objectives most effectively and efficiently;</li> <li>• Assist the Financial and Management Auditor in the conduct of an audit of ECs to establish systems and Internal Control, determine possible risk, and recommend measures/strategies;</li> <li>• Assist the Team Leader during the pre-engagement meeting with the DU's management to discuss the scope of the systems audit;</li> <li>• Assist in the conduct of exit conference with the Board of Directors and management to discuss areas of concern that needs improvement;</li> <li>• Assist in the preparation of an audit report based on the evaluation of the existing internal control system, its implementation and recommendations for improvement;</li> <li>• Evaluate ECs submitted explanations/justification and action plans based on the audit report;</li> <li>• Monitor the implementation of NEA Audit recommendations and actions plans; and</li> <li>• Perform other duties and responsibilities as may be assigned from time to time.</li> </ul>

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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.*