



August 23, 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 September 02, 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)

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	SUPERVISING ECONOMIST
Place of Assignment	Corporate Planning Office - Strategic Planning Division (Regulatory Affairs Office)
Item No.	45
Monthly Salary/Job Grade	Php66,551.00/JG 11C
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Knowledgeable in Cost Components of EC Tariffs or Rate Structure not limited to Generation, Transmission, System Loss, and Distribution / Supply / Metering Charges; Knowledgeable in Financial and Cost Benefit Analysis.
Duties and Responsibilities	<ul style="list-style-type: none"> • Prepare, process and check financial (cost of service – generation rate) and technical data, reports, briefs and related concerns that may be required of the section either as internal reference or as compliance to the urgent requirements of NEA management and other concerned parties; • Validate and evaluate the economic aspects of Electric Cooperatives' (ECs) cost of service rate studies in compliance to ERC Uniform Rate Filing Requirements and for the ECs' other operational purposes; • Review and validate data included in various reports on the consolidated power rates data on Lifeline Customers, Unbundled Rates, Reinvestment Fund for Sustainable CAPEX Projects (RFSC) Implementation and Loan Condonation; • Prepare Comparative Analysis of ECs Unbundled Rates to determine ECs with significant increases or decreases in electricity rates vis-à-vis private distribution utilities within the franchise areas of the ECs and identify causes of the fluctuations in the total energy charges; • Validate and evaluate the EC's submissions of their respective power supply proposals through the EVOSS system and check the completeness of required documents submitted; • Prepare financial studies, comments, and position papers on proposed or amended directives or orders affecting ECs' power supply contracting, rates and other rates related concerns; • Consolidate and analyze research or impact studies in aid of the preparation of reports, comments and position papers for completion and submission by the section to various stakeholders such as the Senate, House of Representatives, Department of Energy, and Energy Regulatory Commission; • Supervise the general office administration; and • Perform other duties that may be assigned from time to time.

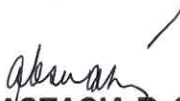
*Experience refers to the previous jobs in either the government or private sector, whether full-time or part-time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled. (2017 ORAOHRA revised 2018, Part III, Sec. 56)

Position Title	ADMINISTRATIVE/GENERAL SERVICES CHIEF A
Place of Assignment	Human Resources & Administration Department - General Services Division (HRAD-GSD)
Item No.	284
Monthly Salary/Job Grade	Php75,411.00/JG 11D
Qualification Standards	Education : Bachelor's degree Experience* : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably with knowledge in R.A. 9184 and Preparation of Terms of Reference
Duties and Responsibilities	<ul style="list-style-type: none"> • Manage the implementation of operations related to the renovation/ repair and maintenance of the NEA building and its facilities, vehicles, office furniture/ fixtures and equipment; • Ensure that NEA building, facilities, and premises are properly maintained (cleanliness and orderliness of surroundings and beautification efforts); • Supervise the use and upkeep of all NEA vehicles; • Supervise the security personnel of the security provider to ensure the protection and safety of NEA's property and building occupants; • Prepare Term of Reference (TOR) and other reportorial documents pertaining to transport services, and building repair and maintenance; • Supervise the monitoring of the Agency's compliance to the Government Energy Management Program; 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	SUPERVISING ELECTRIC COOPERATIVE DEVELOPMENT OFFICER
Place of Assignment	Electric Cooperative Audit Department - Electric Cooperative Financial Management Audit Division (ECAD-ECFMAD)
Item No.	379
Monthly Salary/Job Grade	Php66,551.00JG 11C
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably CPA
Duties and Responsibilities	<ul style="list-style-type: none"> • Evaluate the effectiveness of Meter Reading, Billing and Collection (MRBC), Warehousing, Accounting and other Electric Cooperative (EC) operating systems; • Assess the soundness of existing internal control system, its implementation and recommends improvement; • Monitor the implementation of NEA audit recommendations and EC Management action plans; • Conduct evaluation and appraisal of the salvage value of EC's non-performing assets and recommend the floor price of assets for disposal; • Conduct exit conference with the Board of Directors, General Manager, Department Heads and other concerned personnel to discuss the result of the above engagement; • Evaluate EC's submitted documents pertaining to uncollectible accounts for write-off and recommend appropriate amount on the results thereof; • Prepare corresponding report on the activities conducted; 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)


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.