



September 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 September 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 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>DEPUTY ADMINISTRATOR</b>
<b>Place of Assignment</b>	Office of the Deputy Administrator for Corporate Resources and Financial Services (ODACRFS)
<b>Item No.</b>	176
<b>Monthly Salary/Job Grade</b>	Php234,491.00/JG 17
<b>Qualification Standards</b>	<b>Education</b> : Master's Degree or Certificate in Leadership and Management from the CSC <b>Experience*</b> : 5 years of supervisory/management experience <b>Training</b> : 120 hours of supervisory / management learning and development intervention <b>Eligibility</b> : CS Professional / Second Level Eligibility <b>Preference</b> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Supervise the formulation of plans and programs, policies and guidelines pertaining to financial, management loan, guarantee and subsidy administration, human resource management and development and property and supply management and recommend such to the administrator;</li> <li>• Supervise and provide directions in all matters related to financial, human and materials resource disciplines;</li> <li>• Represent the Administrator in dealing with the unions/associations and other internal organizations;</li> <li>• Ensure sound management of corporate fund sources by promoting the agency's financing programs for competitive terms and packages and by supervising and monitoring loan releases, guarantee programs grants and subsidies to and amortization collection from the ECs and other funded projects of the agency;</li> <li>• Direct and supervise the implementation of policies, guidelines and programs that will enhance the performance of officials and employees and will effect improvement of their personal and professional growth;</li> <li>• Evaluate recommendations made by various departments and submits findings to the Administrator for action/decision; and</li> <li>• Perform other duties and responsibilities as may be assigned by the Administrator 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)

  
**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.*