



October 10, 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 October 20, 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 INTERNAL CONTROL OFFICER A</b>
<b>Place of Assignment</b>	Internal Audit & Quality Standards Management Office - Systems Audit and Quality Standards Division
<b>Item No.</b>	28
<b>Monthly Salary/Job Grade</b>	Php48,830.00/JG 11A
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree relevant to the job <b>Experience*</b> : 2 years of relevant experience <b>Training</b> : 8 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>• Conduct audit of management compliance with existing operating systems and processes, standards, policies, government laws, rules and regulations;</li> <li>• Evaluate/appraise systems and procedures, performance standards and adequacy of internal control systems for operational efficiency and effectiveness;</li> <li>• Assist and coordinate with the Chief Internal Control Officer on the implementation of audit procedures and programs of the Section;</li> <li>• Prepare working papers, audit reports, and make necessary recommendations to promote efficient, effective and economical operational performance and corrective action/s on operational/management deficiencies and inadequate internal controls;</li> <li>• Assist in the development and update of tools and techniques in the appraisal of internal control system to promote operational efficiency;</li> <li>• Conduct on-site validation and assessment of the actual existence of projects/programs implemented;</li> <li>• Perform analyses on pertinent data and information encompassing the overall implementation of the projects/programs; 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>SENIOR RESEARCHER ANALYST A</b>
<b>Place of Assignment</b>	Corporate Planning Office - Rural Electrification Project Planning and Development Division (CPO-REPPDD)
<b>Item No.</b>	60
<b>Monthly Salary/Job Grade</b>	Php42,859.00/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 a Registered Electrical Engineer; Preferably with experience/knowledge in the formulation, preparation and review of Electric Cooperatives (ECs) Capital Expenditure Planning thru e-ICPM;
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Evaluate and finalize project proposals based from the development plans submitted by the ECs;</li> <li>• Conduct research/impact studies in aid of the preparation of reports, comments, position papers for completion/ submission by Section;</li> <li>• Develop sound parameters (with emphasis is economic/financial/technical viability) for evaluation of projects that should be included in the development plans;</li> <li>• Assess the development programs/projects of NEA and ECs for implementation and inclusion in the Medium-Term Investment and Development Plan of the National Government;</li> <li>• Provide staff support in the conduct of planning activities for ECs;</li> <li>• Coordinate with concerned NEA offices on the projects' budgetary requirements and programs;</li> <li>• Facilitate the preparation of reports, memos and related papers for distribution to different units of NEA and to other agencies concerned; 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>CORPORATE BUDGET ASSISTANT</b>
<b>Place of Assignment</b>	Finance Services Department - Financial Planning and Control Division
<b>Item No.</b>	229
<b>Monthly Salary/Job Grade</b>	Php20,762.00/JG 6
<b>Qualification Standards</b>	<b>Education</b> : Completion of 2 years studies in college <b>Experience*</b> : 1 year of relevant experience <b>Training</b> : 4 hours of relevant training <b>Eligibility</b> : CS Subprofessional/First Level Eligibility <b>Preference</b> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Encode and update in-house Budget Performance/ Utilization;</li> <li>• Encode all memoranda and correspondences, and maintain filing system of records and other reports;</li> <li>• Receive and collate reports/data submitted by the electric cooperatives, and other government agencies in compliances with ISO standards;</li> <li>• Coordinate and follow-up data/requirements from other government and NEA offices and all incoming and outgoing communications received by the division;</li> <li>• Prepare annual budget proposal/requirements of the Financial Planning and Control Division;</li> <li>• Provide assistance and facilitates travelling requirements of NEA employees with airline providers; 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>	Institutional Development Department - Organization and Management Development Division (IDD-OMDD)
<b>Item No.</b>	345
<b>Monthly Salary/Job Grade</b>	Php 42,859.00/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> : With in-depth knowledge and experience on EC Operation particularly on HR matters, and other Institutional Concerns
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Evaluate EC personnel management and development/reorganization plan;</li> <li>• Analyze and resolve problems arising from organizational intervention;</li> <li>• Assist in the conduct of seminar/workshop on Individual Performance Scorecard;</li> <li>• Evaluate/recommend EC grant of incentives or allowances and employees' salaries;</li> <li>• Facilitate selection process of applicants for EC GMs;</li> <li>• Evaluate GMs' salaries and retirement; 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>SENIOR 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>	406
<b>Monthly Salary/Job Grade</b>	Php48,830.00JG 11A
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree relevant to the job <b>Experience*</b> : 2 years of relevant experience <b>Training</b> : 8 hours of relevant training <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>• Evaluate the effectiveness of Meter Reading, Billing and Collection (MRBC), Warehousing, Accounting and other EC operating systems;</li> <li>• Assess the soundness of existing internal control system, its implementation and recommends improvement;</li> <li>• Monitor the implementation of NEA audit recommendations and EC Management action plans;</li> <li>• Conduct evaluation and appraisal of the salvage value of EC's non-performing assets and recommend the floor price of assets for disposal;</li> <li>• Conduct exit conference with the Board of Directors, General Manager, Department Heads and other concerned personnel to discuss the result of the above engagement;</li> <li>• Evaluate EC's submitted documents pertaining to uncollectible accounts for write-off and recommend appropriate amount on the results thereof;</li> <li>• Prepare corresponding report on the activities conducted; 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.*