



November 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 November 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 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 | CHIEF INTERNAL CONTROL OFFICER |
| Place of Assignment | Internal Audit & Quality Standards Management Office - Financial and Special Audit Division |
| Item No. | 16 |
| Monthly Salary/Job Grade | Php81,588.00/JG 12A |
| Qualification Standards | Education : Bachelor's degree relevant to the job Experience* : 4 years of relevant experience Training : 24 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably CPA |
| Duties and Responsibilities | <ul style="list-style-type: none"> • Supervise implementation of work plan and programs of the section; • Organize and check audit reports including working papers for the review of Division Manager; ensure that the audit procedures/programs and instruments/tools are properly carried out in the conduct of internal audit activities; • Supervise the subordinates in the conduct of financial, operations and special audit, evaluation/assessment and appraisal activities including the preparation of audit reports and working papers; • Supervise the subordinates in the review and assessment of financial and internal controls, policies, financial records/reporting processes and economic/efficient use of resources, operating controls/procedures, regulatory measures and risk management system for operational efficiency and effectiveness; • Recommend to the Division Manager courses of actions on financial and operational deficiencies and improvements to strengthen the internal control system to achieve ethical, efficiency, effectiveness and economy measures to various operations of 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 | 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 | <p>Education : Bachelor's degree relevant to the job</p> <p>Experience* : 3 years of relevant experience</p> <p>Training : 16 hours of relevant training</p> <p>Eligibility : CS Professional/Second Level Eligibility</p> <p>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.</p> |
| 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 | Senior Economist B |
| Place of Assignment | Corporate Planning Office - Strategic Planning Division (Regulatory Affairs Office) |
| Item No. | 50 |
| Monthly Salary/Job Grade | Php39,456.00/JG 10A |
| 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 : 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"> • Assist in the preparation and evaluation of the ECs' cost of service/unbundled rate proposal/studies in compliance to the ERC Uniform Rate Filing Requirements and for other ECs' operational purposes (Lifeline, Unbundled Rate, RFSC Implementation, Rate Reduction due to Loan Condonation, Comparative Reports and ECs e-ICPM Workplan); • Conduct research/impact studies in aid of the preparation of reports, comments, position papers for completion/ submission by the Section.; • Monitor/analyze and collect financial and statistical data/information relevant to impact and other studies being conducted by the Section; • Develop and/or manage the development of research methodology and source of information; • Prepare all technical data/information materials as vital inputs to the conduct of Strategic Planning activities and collaborative processes; • Provide staff support in the conduct of Strategic Planning, Balanced Scorecard Assessment and Evaluation, and Conduct of Seminar Workshop on Strategic Formulation and Execution; • Maintain comprehensive computer databases and supervise inventory of records and supply management of the Section; and • Perform other duties that may be assigned from time to time. |

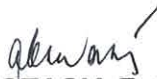
*Experience refers to the previous jobs in either the government or private sector, whether full-time or part-time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled.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

| | |
|------------------------------------|---|
| Position Title | PRINCIPAL ENGINEER A |
| Place of Assignment | Office of the Deputy Administrator for Field Operations - Management Assistance Group (Management and Consultancy Services Office) |
| Item No. | 117 and 119 |
| Monthly Salary/Job Grade | Php81,588.00/JG 12A |
| Qualification Standards | Education : Bachelor's degree in Engineering relevant to the job Experience* : 4 years of relevant experience Training : 24 hours of relevant training Eligibility : RA 1080 Preference : Preferably a Registered Electrical Engineer |
| Duties and Responsibilities | <ul style="list-style-type: none"> • Supervise the formulation and implementation of rehabilitation programs and supervise the provision of needed technical consultancy and direct management assistance to problematic EDUs. Lead in the evaluation of technical operational performance of EDUs and conduct in-depth analysis on issues and concerns of EDUs based on the provisions of R.A. 9136 and R.A. 10531 and other relevant issuances toward EDUs good governance, reliability, efficiency and consumer satisfaction; • Lead in the implementation of rehabilitation plans of low performing EDUs through hands-on management or take-over of operation as required; • Undertake periodic evaluation and assessment of EDUs performance on the basis of technical operation and governance standards set forth under R.A. 10531 and other NEA issuances including OIP, DDP, CAPEX and OPEX Plans and Long Term Development Plan (LTDP) under the enhanced Integrated Computerized Planning Model (e-ICPM); • Provide management and technical assistance in the EDUs construction, operation and maintenance of the distribution lines, substations, transmission lines and power plants in compliance with the Philippine Distribution and Grid Codes (PDC/PGC), and in the development and application of Multi-Year CAPEX Plan; • Supervise, monitor and assist in the preparation and implementation of the System Loss Reduction Program and related technical activities based on the approved LTDP under the e-ICPM; • Initiate creation of manpower and equipment pooling of Task Force for the needs of EDUs in the Region/Inter-Regional requirements particularly during emergency situation; • Assess the operational performance and provides technical and management assistance in the operation of problematic EDUs; • Plan and assist on the EDUs technical requirements and in the areas of promotion and facilitation of the programs and project implementation with the concerned government/private agencies and other stakeholders; 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 | 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 CPA |
| 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; • Prepare simple financial projections for use in the evaluation of proposed loan application; • Review status reports concerning the over-all performance of the ECs and propose appropriate measures for implementation; • Assist project site inspection visit on the projects funded by NEA loans prepare project monitoring report; • Assist in the review/presentation of EC's CAPEX plans; • Gather data in the preparation of Project Evaluation Reports of accounts; • Gather data in the recommendation options for settlement and obligations in case of loan default/guarantee call; • Prepare report on the behavior of all accounts – Accounts Monitoring 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 facilities/policies/guidelines; 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.