



December 29, 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 January 08, 2024**.

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](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>CORPORATE FINANCE SERVICES CHIEF</b>
<b>Place of Assignment</b>	Office of the Deputy Administrator for Field Operations - Management Assistance Group
<b>Item No.</b>	145
<b>Monthly Salary/Job Grade</b>	Php81,588.00/JG 12A
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree relevant to the job <b>Experience*</b> : 4 years of relevant experience <b>Training</b> : 24 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>• Manage and monitor all procurement activities of the Office;</li> <li>• Manage, conduct and monitor all phases of the procurement process from acquisition to payment with compliance to the existing procurement and auditing laws, rules and regulations;</li> <li>• Monitor compliance of the Contract with specified terms and conditions thereof;</li> <li>• Manage and prepare BAC Resolutions, Minutes of the Meetings, Supplemental Bid Bulletin, Notice of Award (NOA), Contract, Notice to Proceed (NTP) and other correspondence of the BAC;</li> <li>• Manage the preparation, submission and uploading of the Annual Procurement Plan (Indicative APP-non CSE, APP-non CSE and APP-CSE), Procurement Monitoring Report, Certificate for 50% Conduct of Early Procurement Activities, Agency Procurement Compliance and Performance Indicator System and other such documents as maybe required by Government Procurement Policy Board, Department of Budget and Management, Governance Commission for GOCC and Commission on Audit;</li> <li>• Manage the posting of all bidding opportunities and required documents from invitations to notices of awards;</li> <li>• Provide administrative support to the BAC; and</li> <li>• Perform other duties that 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>Secretary II (A)</b>
<b>Place of Assignment</b>	Office of the Deputy Administrator for Field Operations - Management Assistance Group
<b>Item No.</b>	157
<b>Monthly Salary/Job Grade</b>	Php22,688.00/JG 7A
<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>• File and maintain all procurement documents and records;</li> <li>• Organize and make all necessary arrangements for BAC meetings and conferences;</li> <li>• Manage the sale and distribution of Bidding Documents to interested bidders;</li> <li>• Consolidate Project Procurement Management Plans from various units of the procuring entity into one (1) APP;</li> <li>• Prepare Bidding Document; and</li> <li>• Perform other duties and responsibilities as may be assigned from time to time.</li> </ul>

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**ILUGEN P. MABANSAG**  
 Acting 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.*