



March 05, 2024

## 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 March 15, 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 non-NEA applicants 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>SENIOR INTERNAL CONTROL OFFICER B</b>
<b>Place of Assignment</b>	Internal Audit and Quality Standards Management Office – Financial and Special Audit Division (IAQSMO – FSAD)
<b>Item No.</b>	22
<b>Monthly Salary/Job Grade</b>	Php42,859.00/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> : Preferably CPA
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist in the conduct of financial, operational and special audit; gather pertinent documents for the integrity and reliability of reports/information relative to the concerns and issues;</li> <li>• Conduct in-depth interviews and gather data/documents relevant to activities/transactions being audited;</li> <li>• Undertake analyses of the information/data/records/reports gathered on the corporate programs/projects and other audit assignments and make necessary recommendations with internal controls;</li> <li>• Assist in the preparation of audit reports and working papers; 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>SENIOR INTERNAL CONTROL OFFICER B</b>
<b>Place of Assignment</b>	Internal Audit and Quality Standards Management Office – Systems Audit and Quality Standards Division (IAQSMO – SAQSD)
<b>Item No.</b>	30
<b>Monthly Salary/Job Grade</b>	Php42,859.00/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> : Preferably CPA
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist in the conduct of compliance audit and data gathering relative to the program/projects implemented;</li> <li>• Conduct in-depth interviews and gather data/documents relevant to existing systems and procedures being evaluated;</li> <li>• Undertake analyses and perform walkthrough audit of the existing systems and procedures and make necessary recommendations with internal controls;</li> <li>• Evaluate departmental/office performance; evaluate performance standard; prepare working papers and draft evaluation report;</li> <li>• Assist in the conduct of on-site validation of the actual existence of projects/programs;</li> <li>• Undertake analyses of the information/data/records/reports gathered during the audit of project/program implemented;</li> <li>• Assist in the preparation of audit working papers and draft audit report; 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)

  
**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.*