



March 19, 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 29, 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>INDUSTRIAL RELATIONS MANAGEMENT OFFICER A</b>
<b>Place of Assignment</b>	Human Resources and Administration Department - Human Resources Management Division
<b>Item No.</b>	277
<b>Monthly Salary/Job Grade</b>	Php39,456.00/JG 10A
<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> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Maintain and update the HR processes thru the HRIS of the agency;</li> <li>• Update HR processes thru information systems and technologies;</li> <li>• Maintain employee demographics and generation of HR-related reports;</li> <li>• Manage system upgrades and maintenance of data integrity;</li> <li>• Prepare communications relative to human resources management;</li> <li>• Assist in the conduct of surveys, FGDs, researches, policy studies, and benchmarks on Recruitment, Selection and Placement, Rewards and Recognition and Performance Management;</li> <li>• Monitor and review office reports to ensure compliance with existing policies, processes and systems of benefits, compensation, rewards and incentives, health and wellness mechanism of the organization; 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>BUILDING &amp; GROUNDS MAINTENANCE HEAD B</b>
<b>Place of Assignment</b>	Human Resources and Administration Department - General Services Division
<b>Item No.</b>	286
<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 Civil Engineer
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Review and evaluate the sufficiency of all electrical mechanical, sanitary, plumbing, buildings management system, fire alarms system plans and other related contract of all NEA projects, particularly in the maintenance of the existing main office facilities;</li> <li>• Prepare Terms of Reference (TOR), project cost estimates and specification required particularly in the internal office renovation in the upgrading of the existing main office amenities;</li> <li>• Monitor all mechanical motors and equipment installed and make necessary repair/recommendations to higher authorities;</li> <li>• Supervise and evaluate construction/repair of all administration project under construction; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>


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<b>Position Title</b>	<b>PROPERTY/SUPPLY OFFICER A</b>
<b>Place of Assignment</b>	Human Resources and Administration Department – General Services Division (HRAD-GSD)
<b>Item No.</b>	289
<b>Monthly Salary/Job Grade</b>	Php36,464.00/JG 9B
<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> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Prepare and maintain Property Card for recording and monitoring of issuance, transfer, surrender, disposal of all NEA assets;</li> <li>• Prepare, maintain and update Stock Card of office supplies and materials;</li> <li>• Prepare reports of office supplies and materials requisition and issuances;</li> <li>• Receive deliveries and facilitate issuances of PPE, Semi-expendable properties, and office supplies and materials;</li> <li>• Maintain and control the data base files of NEA assets to ensure proper and complete documentation;</li> <li>• Prepare Property Acknowledgement Receipts, Inventory Custodian Slip, Property Transfer Report and all documents related to property management activities;</li> <li>• Facilitate the conduct of annual physical inventory of property, plant and equipment (PPE) and semi-expendable properties, and office supplies and prepare the required Report on Physical Count of Property, Plant and Equipment (RPCPPE), Report on Physical Count of Semi-Expendable Properties (RPCSP), and Report of Physical Count of Inventories (RPCI);</li> <li>• Maintain the proper recording and stacking of unserviceable properties and prepare the necessary documents required for the disposition of unserviceable properties;</li> <li>• Review complaints from end-user about defective items and make necessary referral to procurement unit and concerned suppliers; and</li> <li>• Perform other duties that 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.