



April 24, 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 May 04, 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)
3. All items should be answered properly and completely, in accordance with CSC MC No. 16 s. 2017 (<https://bit.ly/CSCMC16s2017>)
4. With recent passport-sized ID picture and signature on each page;
5. Copy of IPCR (latest rating period prior to the application, for non-NEA applicants employed in government);
6. 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);
7. 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
8. Copy of Transcript of Records for undergraduate and/or graduate studies (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 are advised to hand in or send thru our e-mail address recruitment@nea.gov.ph, with subject: **Application_Position Title, Item No., Department/Office_Name of Applicant**.

Applicants may also send their application through the NEA Online Job Application (<https://tinyurl.com/NEAOnlineJobApplication>).



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	MANAGEMENT INFORMATION SYSTEMS/DEVELOPMENT CHIEF B
Place of Assignment	Information Technology and Communication Services Department - Information Technology & Systems Development Division (ITCSD-ITSDD)
Item No.	184
Monthly Salary/Job Grade	Php66,551.00/JG 11C
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably with knowledge in VLAN configuration, TCIP and in operation of Business Intelligence System
Duties and Responsibilities	<ul style="list-style-type: none"> • Operationalize, implement and administer the Local Area Network Servers, internet/intranet server system, E-commerce application/installation and monitor its day-to-day operations; • Design network directory services and documents LAN system drawings/diagrams and all other network systems documentation of computer/office automation processes and other ICT issues; • Develop and document methodologies, guidelines and procedures on the use and application of the agency's computing policy, use and application of computer/office automation processes and other ICT issuances; • Formulate and develop the agency's over-all information and Communication Technology (ICT) Systems Development Plan (ICTSD); • Manage the actual installation and implementation of communication related projects/services to NEA and ECs and monitor its day-to-day systems operations; • Evaluate and monitor systems performance of software and its impact on the over-all system implementation; 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	MANAGEMENT INFORMATION SYSTEMS DESIGN SPECIALIST A
Place of Assignment	Information Technology and Communication Services Department - Database Management and Program Control Division (ITCSD-DMPCD)
Item No.	197
Monthly Salary/Job Grade	Php57,690.00/JG 11B
Qualification Standards	<p>Education : Bachelor's degree relevant to the job Experience* : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably with experience and proficient in the operation of the NEA BIT; Directly involved in the development of the Unified Sitio Electrification (USE) Database; Knowledgeable in the system and database development and management; Possesses good interpersonal communication, presentation skills and documentation; Collaborative, logical, eager to learn and be trained, multi-tasker, adaptable, creative and attentive to details.</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Lead in the development and management of the Unified Sitio Electrification (USE) Database; • Lead in the operation, maintenance and sustainability of the enhanced Document Tracking System (eDTS); • Review and recommend system enhancements based on current trends and technology; • Generate reports on periodic basis for management and other monitoring entities; • Conceptualize and process data/information requirements of the management and various monitoring groups, interested sectors, researchers and academe; • Conduct data audit on a regular basis to ensure data integrity and reliability; • Conceptualize and prepare statistical and graphical analysis to reflect the status of operations; and • Perform other duties that may be assigned from time to time.

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Position Title	CORPORATE ACCOUNTANT
Place of Assignment	Finance Services Department - Financial Services and Accounting Division (FSD-FSAD)
Item No.	210
Monthly Salary/Job Grade	Php39,456.00/JG 10A
Qualification Standards	Education : Bachelor's degree in Commerce/ Business Administration major in Accounting Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : RA 1080 Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Prepare journal entry vouchers (e-NGAS) for liquidation of cash advance to ECs (subsidy releases), disbursements for various payrolls and remittance of statutory deductions to various government agencies, collections and deposits and other necessary adjustments; • Review disbursement vouchers, journal entry vouchers and supporting documents for proper classification, coding and journalization of transactions to ensure accurate recording in the books of original entry; • Summarize and consolidate monthly financial transactions necessary for the preparation of cash flow statement; • Prepare adjusting and correcting entries for discrepancies noted in the course of verification and review of books maintained; • Prepare financial reports, summaries and schedules required by the other government agencies and private creditors; • Prepare schedules and supporting documents for cash and extraordinary adjustments journal entry vouchers; and • Perform other duties that may be assigned from time to time.

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Position Title	CORPORATE BUDGET OFFICER A
Place of Assignment	Finance Services Department - Financial Planning and Control Division (FSD-FPCD)
Item No.	224
Monthly Salary/Job Grade	Php 46,261.00/JG 10C
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 : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist in the analysis and interpretation of the Electric Cooperatives (ECs) Financial Statistical Reports, Balance Sheet and Budget Performance Evaluation to serve as a tool in the monitoring and control of their pre-established financial performance in relation to their approved budgets and initiates recommendation of remedial measures; • Evaluate the ECs Annual Cash Operating Budget (COB) & initiates approval thereof; • Conduct budget hearing to ascertain the reasonableness of the ECs' proposed Annual Cash Operating Budget (COB); • Coordinate with the ECs officials on problems concerning their budgets/finances & initiates remedial solutions; • Prepare the ECs Financial and Statistical Reports, Balance Sheet and Budget Performance for submission to management and external use; • Initiate recommendation for the approval/disapproval of board resolutions affecting ECs financial matters; • Evaluate and analyze the ECs financial performance based on standard/s approved ratios and Key Performance Indicators (KPIs); • Prepare the evaluation and analysis of the ECs' performance based on the NEA guidelines for Classification of ECs' and Provision for NEA intervention; and • Perform other duties that may be assigned from time to time.

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Position Title	SENIOR FINANCIAL PLANNING ANALYST
Place of Assignment	Finance Services Department - Financial Planning and Control Division (FSD-FPCD)
Item No.	226
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 : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Evaluate all requests for payment and maintain financial ledger of all expenditures to ensure that disbursements are within the approved level; • Prepare and consolidate all financial reports required by both Houses of Congress during budget hearings; • Prepare and analyze Monthly Statement of Budget Utilization and Balances (Budget Performance Report) of various departments/offices to serve as a tool in the succeeding years' budget process; • Coordinate with the different NEA offices/departments in the formulation of budgetary proposals and other related activities; • Prepare monthly report on subsidy & loan releases to ECs for management use; • Assist in the preparation of NEA's Corporate Operating Budget for approval of the board and submission to the Department of Budget and Management; • Process budget requests (BR) of electric cooperatives (ECs) subsidy fund and loan request and recommends certification of availability of fund. • Initiate recommendation for approval/disapproval on letters/memoranda concerning financial matters; and • Perform other duties that may be assigned from time to time.

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Position Title	CREDIT/COLLECTION CHIEF
Place of Assignment	Finance Services Department - Treasury Division (FSD-TS)
Item No.	232
Monthly Salary/Job Grade	Php66,551.00/JG 11C
Qualification Standards	Education : Bachelor's degree Experience* : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Supervise the implementation of formulated policies, guidelines and programs in compliance with the internal control procedures in managing EC loan obligations; • Monitor daily/monthly and yearly actual/projected cash flow to ensure fund availability for all operating expenditures and EC budget request for loans and subsidies; • Assist in the development of billing and collection procedures, policies and strategies to further strengthen and improve NEA's collection performance; • Review and oversee the proper recording, classifying and summarizing of all transactions pertaining to Regions I-V, CAR, MERALCO & Other Loans; • Review, verify and oversee the following reports for submission to management and other government agencies; and • Perform other duties that may be assigned from time to time.

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Position Title	PROCUREMENT OFFICER A
Place of Assignment	Human Resources and Administration Department - General Services Division (HRAD-GSD)
Item No.	288
Monthly Salary/Job Grade	Php42,859.00/JG 10B
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 : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Conduct canvassing and the procurement of supplies, equipment and materials, supplies based on the specifications provided; • Coordinate and verify specification requirements of supplies, equipment and materials for canvass/purchase with End-user to avoid errors; • Coordinate/follow-up with suppliers RE: immediate delivery of supplies, equipment and materials purchased; • Maintain and update lists of accredited suppliers for procurement; and • Perform other duties that may be assigned from time to time.

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Position Title	PRINCIPAL ENGINEER C
Place of Assignment	Engineering Department
Item No.	307
Monthly Salary/Job Grade	Php66,551.00/JG 11C
Qualification Standards	<p>Education : Bachelor's degree in Engineering relevant to the job</p> <p>Experience* : 3 years of relevant experience</p> <p>Training : 16 hours of relevant training</p> <p>Eligibility : RA 1080</p> <p>Preference : Electrical Engineer; Knowledgeable about the operation of an electric distribution system; Proactive, visionary and can work beyond the mandatory tasks.</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Review, check, and evaluate the electric distribution development projects, network or non-network projects included in the Distribution Development Plan, Approved Work Plan, and Capital Expenditure Plan of the electric cooperative; • Assist or collaborate with the electric cooperatives' technical personnel in performing distribution system planning required in the preparation of capital expenditure projects which includes technical data for System Modeling, Energy, Demand, and Customer Forecast, Load Flow Analysis, and Economic Analysis; • Assist or collaborate with the electric cooperatives' technical personnel in performing an impact study for the proposed interconnection of power generation facilities to the ECs distribution system following the rules and processes of the Competitive Selection Process for new power provider; • Perform or collaborate with EC technical personnel on the Operation and Maintenance of critical distribution facilities such as substations, circuit breakers, and other major equipment in the power system; • Provide technical support on foreign-supported and/or Inter-agency projects promoting the improvement of the ECs distribution system operations including the conduct of on-site inspection required for the issuance of documents certifying the completion of the projects; • Review the report prepared by the associates for technical assistance rendered to the electric cooperative to be submitted to higher-level management; and • Perform other duties that may be assigned from time to time.

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Position Title	PRINCIPAL ENGINEER A
Place of Assignment	Engineering Department
Item No.	324
Monthly Salary/Job Grade	Php81,588.00/JG 12A
Qualification Standards	<p>Education : Bachelor's degree in Engineering relevant to the job</p> <p>Experience* : 4 years of relevant experience</p> <p>Training : 24 hours of relevant training</p> <p>Eligibility : RA 1080</p> <p>Preference : Electrical Engineer; Knowledgeable about the operation of an electric distribution system; Proactive, visionary and can work beyond the mandatory tasks.</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Delegate task to associates for the evaluation, review, and monitoring of electric distribution development projects included in the Distribution Development Plan, Approved Work Plan, and Capital Expenditure Plan of the electric cooperative; • Lead the technical team in assisting the electric cooperative on distribution system study and planning, distribution impact study, and system operation and maintenance work; • Prepare work schedules, priorities, targets, and reports for the evaluation of distribution development projects and the technical assistance rendered to the electric cooperative to be submitted to higher-level management for approval; • Lead, collaborate, and supervise associates providing technical support on foreign-supported and/or Inter-agency projects promoting the improvement of the distribution system operations; • Advise associates of the performance requirements of the position and always inform their progress in meeting the requirements; and • Perform other duties that may be assigned from time to time.


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Position Title	SENIOR INFORMATION OFFICER
Place of Assignment	Institutional Development Department - Consumer Development Protection Division (IDD-CDPD)
Item No.	367
Monthly Salary/Job Grade	Php48,830.00/JG 11A
Qualification Standards	Education : Bachelor's degree Experience* : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Plan and develop strategies/recommendations to strengthen/promote the Barangay Power Association (BAPA), Power Use Development, Consumer Services; • Conduct researches and special studies in relation to Consumer Development and Protection; • Assist in the promotion of economically sustainable livelihood program for the consumers; • Assist in the development of responsible consumership, market/consumer research on the development of new information and education consumers (IEC) programs and projects; • Assist in the monitoring and evaluation of programs and projects; and • Perform other duties that may be assigned from time to time.

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Position Title	ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Audit Department - Electric Cooperative Operations and Systems Audit Division (ECAD-ECOSAD)
Item No.	414
Monthly Salary/Job Grade	Php42,859.00/JG 10B
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 : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Assess the soundness of existing internal control system, its implementation and recommendations improvement; • Monitor the implementation of NEA audit recommendations and EC Management action plans; • Assist in the conduct of exit conference with the Board of Directors, General Manager, Department Heads and other concerned personnel to discuss the result of the above engagement; • Assist in the preparation of corresponding report on the activities conducted; • Assist in the evaluation of the effectiveness of Meter Reading, Billing and Collection (MRBC), Warehousing, Accounting and other EC operating systems; • Evaluates EC's submitted documents pertaining to uncollectible accounts for write-off and recommend appropriate amount on the results thereof; • Conduct evaluation and appraisal of the salvage value of EC's non-performing assets and recommend the floor price of assets for disposal; and • Perform other duties that may be assigned from time to time.

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ILUGEN P. MABANSAG
 Acting Division Manager *cpa*
 Human Resources Management *mu*

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.