



NATIONAL ELECTRIFICATION ADMINISTRATION

"The 1st Performance Governance System-Institutionalized National Government Agency"



June 20, 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 June 30, 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 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 send their application through the NEA Online Job Application (<https://tinyurl.com/NEAOnlineJobApplication2024>).



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	PRINCIPAL ENGINEER B
Place of Assignment	Rural Electrification Project Planning and Development Division - Corporate Planning Office
Item No.	56 -
Monthly Salary/Job Grade	Php75,411.00/JG 11D \
Qualification Standards	Education : Bachelor's degree in Engineering relevant to the job Experience* : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : RA 1080 Preference : Preferably Engineer; Preferably with experience/knowledge in the formulation, preparation and review of Electric Cooperatives (ECs) Capital Expenditure Planning thru the enhanced-Integrated Computerized Planning Model (e-ICPM) and Distribution Development Plan (DDP)
Duties and Responsibilities	<ul style="list-style-type: none"> • Develop and implement system and procedures of EC planning specifically in RE projects; • Lead the finalization of projects proposals based on the Distribution Development Plans submitted by ECs; • Prepare the National Electric Cooperatives Distribution Development Plan (NECDDP) submitted to the Department of Energy (DOE); • Assist and renders technical assistance to the Project Planning and Development Chief in the planning preparation and formation of required documents; • Lead the overall activity in the conduct of the Distribution Planning of the ECs using the e-ICPM; • Conduct technical planning studies and researches and ensure that the development plan of the ECs jive with the standards set by NEA and other recognize codes and standards; 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	SENIOR ECONOMIST A
Place of Assignment	Rural Electrification Project Planning and Development Division - Corporate Planning Office
Item No.	57
Monthly Salary/Job Grade	Php48,830.00/JG 11A
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/knowledge in the formulation, preparation and review of Electric Cooperatives (ECs) Capital Expenditure Planning thru the enhanced-Integrated Computerized Planning Model (e-ICPM); Distribution Development Plan (DDP) of the ECs</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Lead the enhancement of the ICPM for the CAPEX Planning of ECs to cope with the changes of the electric power industry; • Assist in the preparation of budget proposals/capital requirements submitted to NEDA, DBM, Congress for projects being • Assist in the evaluation of project proposals based from the Distribution Development Plans (DDPs) submitted by ECs; • Prepare reports, memos and related papers for distribution to different units of NEA and to other agencies concerned and stakeholders; • Oversee the evaluation of the ECs Capital Expenditure with EC approved workplan; • Recommend the utilization of the e-ICPM Model to assist in decision-making processes and provide insights to support strategic initiatives of Electric Cooperatives; • Ensure that the proposed capital expenditure of ECs are in accordance with different memorandum and regulations issued by NEA, DOE and ERC; • Present reports related to CAPEX Projects for internal and external stakeholders. • Recommend course of action to enhance implementation of Rural Electrification (RE) Program • Evaluate the ECs implementation of Rural Electrification projects vis-à-vis the plan; and • Perform other duties and responsibilities as may be assigned from time to time.

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Position Title	PROJECT PLANNING AND DEVELOPMENT OFFICER A
Place of Assignment	Rural Electrification Project Planning and Development Division - Corporate Planning Office
Item No.	61
Monthly Salary/Job Grade	Php39,456.00/JG 10A
Qualification Standards	<p>Education : Bachelor's degree relevant to the job Experience* : 1 years of relevant experience Training : 4 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably with experience/knowledge in the formulation, preparation and review of Electric Cooperatives (ECs) Capital Expenditure Planning thru the enhanced-Integrated Computerized Planning Model (e-ICPM) and Distribution Development Plan (DDP)</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist in the formulation, development and assessment of the NEA's Rural Electrification Development Plan (medium and long term); • Provide assistance in the conduct of ECs regional planning activities for an effective monitoring, control of prioritization of projects and implementation; • Provide inputs in the development of parameters in the formulation of policies, resource utilization and effective implementation of EC CAPEX Projects; • Provide inputs in ensuring that the proposed Capital Expenditure (CAPEX) Projects of ECs are in accordance with different memorandum and regulations issued by ERC, NEA and DOE; • Assist in the validation and analysis of the rate schedule. • Contribute in the enhancement of the ICPM for the CAPEX Planning of ECs to cope with the changes of the electric power industry; • Utilize the e-ICPM Model to assist in decision-making processes and provide insights to support strategic initiatives of Electric Cooperatives; • Assist in the conduct of researches concerning Rural Electrification; • Prepare required reports, communications, and other correspondences related to CAPEX Projects for internal and external stakeholders; and • Perform other duties and responsibilities as may be assigned from time to time.

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Position Title	DRIVER-MECHANIC B
Place of Assignment	Office of the Deputy Administrator for Legal Services
Item No.	73
Monthly Salary/Job Grade	Php19,170.00/JG 5B
Qualification Standards	<p>Education : High school graduate or completion of relevant vocational/trade course</p> <p>Experience* : None Required</p> <p>Training : None Required</p> <p>Eligibility : Professional Driver's License (MC 10, s. 2013– Cat. IV)</p> <p>Preference : Preferably competent in performing vehicle maintenance and automotive servicing; Driver's license with restrictions 1, 2 and 3.</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Drive NEA vehicles for NEA officials and employees to and from place of destination; • Perform preventive maintenance measure of assigned vehicles; • Maintain cleanliness and roadworthiness of assigned vehicles; • Comply to all lawfull orders of Superior/s in the office; and • Perform other duties and responsibilities as may be assigned from time to time.

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Position Title	RECORDS OFFICER B
Place of Assignment	Office of the Deputy Administrator for Legal Services
Item No.	84
Monthly Salary/Job Grade	Php36,464.00/JG 9B
Qualification Standards	Education : Bachelor's degree 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"> • In-charge in the recording, monitoring, preservation, proper filing, inventory and transfer of records/files of the Office. Regularly prepare, update/ inventory of records/files/cases for all active/inactive/terminated cases/files, for easy retrieval/access; • Coordinate with the Department Manager/Deputy Administrator in planning and deciding on the retention/disposal of records/cases/files of the office; Prepare/submit/retain reports on the disposal of valueless records conducted by the office; • Assist in encoding/drafting of pleadings, reports, memos, letters, manages e-mails, as directed, subject for review/approval by the Head of Office; • Assist in the preparation of annexes of pleadings and filing on cases filed with any administrative agency/quasi-judicial tribunal involving NEA/ECs; • Provide administrative support/assistance to any meeting, committee meeting and any other activity conducted by the office; • Perform other duties and responsibilities as may be assigned from time to time.

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Position Title	PRINCIPAL ENGINEER A
Place of Assignment	Office of the Deputy Administrator for Field Operations - Management Assistance Group
Item No.	123
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 : N/A
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 and issues and concerns of EDUs based on the provisions of RA 9136 and RA 10531 and other relevant issuances towards EDUs good governance, reliability, efficiency and customer satisfaction; • Lead in the implementation of rehabilitation plans of low performing EDUs through hands-on management or take-over of operations 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 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 provide 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 with the concerned government/private agencies and other stakeholders; and • Perform other duties and responsibilities as may be assigned from time to time.

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Position Title	COMPUTER SERVICES PROGRAMMER A
Place of Assignment	Information Technology & Systems Development Division- Information Technology and Communication Services Department
Item No.	190
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 : Preferably with knowledge in NEA BIT.
Duties and Responsibilities	<ul style="list-style-type: none"> • Manage and maintain the NEA website including links, databases and other application systems; • Assist the MIS Design Specialist in the programming, design and development of NEA information systems; • Assist, manage and maintain in-house servers, network and workstations and application systems; • Conduct hardwares and softwares maintenance work including set-up and configuration of NEA computer systems and security measures; • Provide assistance in the development of the Agency's audio-visual presentation, PowerPoint and system documentation; • Assist in the technical evaluation of ICT hardwares and softwares procurement; • Update and publish NEA website content; and • Perform other duties and responsibilities as may be assigned from time to time.

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Position Title	SENIOR ACCOUNTING PROCESSOR A
Place of Assignment	Financial Services and Accounting Division - Finance Services Department
Item No.	214
Monthly Salary/Job Grade	Php31,380.00/JG 8B
Qualification Standards	Education : Completion of 2 years studies in college Experience* : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : CS Sub-Professional/ First Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Prepare Journal Entry Vouchers for disbursement of the assigned departments/offices; • Maintain Employees Earning Cards (EEC) of all NEA officials and employees. • Prepare individual certification of remittances with GSIS for NEA officials and employees for purpose of loan and retirement premiums; • Prepare and issue Certificate of Taxes withheld from contractors, brokers and suppliers (BIR Form No. 2307) • Book/confirm tickets for official airline travels of NEA employees; • Function as alternate in examining/inspecting supplies and materials purchased for in-house operations; and • Perform other duties and responsibilities as may be assigned from time to time.

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Position Title	SENIOR ENGINEER A
Place of Assignment	Engineering Department (Total Electrification and Renewable Energy Development Department)
Item No.	319-A
Monthly Salary/Job Grade	Php42,859.00/JG 10B
Qualification Standards	Education : Bachelor's degree in Engineering relevant to the job Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : RA 1080 Preference : Preferably Electrical Engineer
Duties and Responsibilities	<ul style="list-style-type: none"> • Conduct technical evaluation and recommendation of projects such as distribution line, expansion and/or rehabilitation of power lines, HQ facilities and other relevant projects of ECs; • Conduct inspection of ECs on-going projects and final inspection and acceptance of completed subsidy funded projects; • Monitor and updates the status of ECs projects development with approved release of funds and cheques; • Prepare detailed engineering design of various assigned projects consistent with the overall work program activities; • Assess progress of work and check compliance with the approval plans and specifications; and • Perform other duties and responsibilities as may be assigned from time to time.

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Position Title	SENIOR ENGINEER A
Place of Assignment	Engineering Department (Total Electrification and Renewable Energy Development Department)
Item No.	328
Monthly Salary/Job Grade	Php42,859.00/JG 10B
Qualification Standards	Education : Bachelor's degree in Engineering relevant to the job Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : RA 1080 Preference : Preferably Electrical Engineer
Duties and Responsibilities	<ul style="list-style-type: none"> • Provide technical consultancy service to ECs in the conduct of sited identification and resource assessment of potential new and renewable source of energy; • Conduct technical evaluation and recommendation of renewable energy projects of the ECs; • Monitor and update implementation of the Renewable Energy projects; • Conduct of site identification and resource assessment of potential new and renewable sources of energy in off-grid and un-energized areas; • Conduct final inspection and acceptance of completed RE projects; and • Perform other duties and responsibilities as may be assigned from time to time.

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Position Title	INDUSTRIAL RELATIONS DEVELOPMENT OFFICER B
Place of Assignment	Institutional Development Department (NEA-EC Training Institute)
Item No.	358
Monthly Salary/Job Grade	Php33,719.00/JG 9A
Qualification Standards	Education : Bachelor's degree Experience* : None Required Training : None Required Eligibility : CS Professional/Second Level Eligibility Preference : Preferably excellent in all MS application software, Good oral communication skills
Duties and Responsibilities	<ul style="list-style-type: none"> • Identify and select best possible training provider that meet the training needs of the electric cooperatives; • Coordinate with the concerned personnel for the facilitation and logistics of all training materials, manual, certificates and other important documents; • Provide complete staffwork, conduct training, prepares pre and post training evaluation and post training reports for proper documentation after conduct of training activities; • Compile needed information about the participants for accomplishment report and documentation of the training activity for proper output, database and reference; • Provides assistance in the conduct of all meetings, forums and consultative sessions made for electric cooperatives; and • Perform other duties and responsibilities as may be assigned from time to time.

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Position Title	SUPERVISING ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Financial Management Audit Division - Electric Cooperative Audit Department
Item No.	402
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 Certified Public Accountant (CPA)
Duties and Responsibilities	<ul style="list-style-type: none"> • Evaluate the effectiveness of Meter Reading, Billing and Collection (MRBC), Warehousing, Accounting and other Electric Cooperative (EC) operating systems; • Assess the soundness of existing internal control system, its implementation and recommends improvement; • Monitor the implementation of NEA audit recommendations and EC Management action plans; • Conduct evaluation and appraisal of the salvage value of EC's non-performing assets and recommend the floor price of assets for disposal; • Conduct exit conference with the Board of Directors, General Manager, Department Heads and other concerned personnel to discuss the result of the above engagement; • Evaluate EC's submitted documents pertaining to uncollectible accounts for write-off and recommend appropriate amount on the results of thereof; • Prepare corresponding report on the activities conducted; and • Perform other duties and responsibilities as may be assigned from time to time.

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Position Title	ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Financial Management Audit Division - Electric Cooperative Audit Department
Item Nos.	392, 394, and 396
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 : Preferably Certified Public Accountant (CPA)
Duties and Responsibilities	<ul style="list-style-type: none"> • Assists in the conduct of comprehensive review and examination of EC's financial statements, accounting records and related books of accounts and recommends controls to ensure fair presentation of financial statements, system reliability and data integrity. • Assist the Team Leader during the pre-engagement meeting with the DU's Management to discuss the audit coverage, scope of audit and the documents required for submission; • Assist in the evaluation of ECs' policies, regulatory compliances and management operating procedures with regards to the attainment of their specific objectives in the most effective and efficient manner; • Assist in the conduct of exit conference with the Board of Directors, General Manager, Department Heads and other concerned personnel to discuss the initial findings and observations and recommend remedial measures; • Assist in the preparation of detailed audit report based on findings and observations including preparation of adjusted Trial Balance, Statement of Financial Performance and statement of Financial Position to present fairly the financial information; • Evaluates EC's submitted explanations/justifications and action plans to audit findings to determine compliances and adherence to remedial measures recommended and to justify any adverse audit findings and observations; • Evaluate DU's submitted documents pertaining to requested uncollectible accounts for write-off, prepares a summary report and recommend appropriate amount based on the results of the evaluation; and • Perform other duties and responsibilities as may be assigned from time to time.

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Position Title	ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Operations and Systems Audit Division - Electric Cooperative Audit Department
Item Nos.	416 and 417
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 : Preferably Certified Public Accountant (CPA)
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist in the evaluation of the effectiveness of Meter Reading, Billing and Collection (MRBC), Warehousing, Accounting and other EC operating systems; • Assess the soundness of existing internal control system, its implementation and recommend improvement; • Monitor the implementation of NEA audit recommendations and EC Management action plans; • Conduct evaluation and appraisal of the salvage value of EC's non-performing assets and recommend the floor price of assets for disposal; • 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; • Evaluate EC's submitted documents pertaining to uncollectible accounts for write-off and recommend appropriate amount on the results thereof; • Assist in the preparation of corresponding report on the activities conducted; and • Perform other duties and responsibilities as may be assigned from time to time.

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Position Title	DIVISION MANAGER A
Place of Assignment	Vulnerability and Risk Assessment Division - Disaster Risk Reduction and Management Department
Item No.	426
Monthly Salary/Job Grade	Php99,526.00/JG 12C
Qualification Standards	<p>Education : Master's Degree or Certificate in Leadership and Management from the CSC</p> <p>Experience* : 4 years of supervisory/management experience</p> <p>Training : 40 hours of supervisory/management learning and development intervention</p> <p>Eligibility : CS Professional/Second Level Eligibility</p> <p>Preference : Preferably with experience in Disaster Management</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Initiate proactive measures for the protection, back-up or replacement of critical assets which has high probability of damage or destruction and determine their probable vulnerability in relation to natural/man-made calamities; • Plan, review, direct and execute activities of the division in relation to disaster prevention and mitigation; • Review Electric Cooperatives' compliance to resiliency programs for "Build Back Better" principle to mitigate the impact of calamity/disaster to its distribution system and facilities; • Plan and schedule final inspection and acceptance thru field inspection of completed/restored rehabilitated subsidy and/or grant funded projects of the electric cooperatives; • Review and recommend approval of ECs Vulnerability and Risk Assessment Plans (VRA); and • Perform other duties and responsibilities as may be assigned from time to time.

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Position Title	PRINCIPAL ENGINEER C
Place of Assignment	Vulnerability and Risk Assessment Division - Disaster Risk Reduction and Management Department
Item No.	428
Monthly Salary/Job Grade	Php66,551.00/JG 11C
Qualification Standards	Education : Bachelor's degree in Engineering relevant to the job Experience* : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : RA 1080 Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Supervise, control, and coordinate various activities related to Vulnerability and Risk Assessment and Resiliency Compliant Plans of the Electric Cooperatives for the development of Mitigation Plans that will reduce/lessen the adverse impact of any disaster to EC infrastructures; • Advise, improve and control the provided reports / communications to various agencies such as National Economic Development Authority (NEDA), National Disaster Risk Reduction and Management Council (NDDRMC), Office of Civil Defense (OCD) and other concerned agencies with regards to the ECs' Priority Programs and Projects (PAPs) for funding in relation to the rehabilitation and reconstruction needs of ECs; • Oversee the conduct of Rapid Damage Assessment and Needs Analysis (RDANA) immediately during the early and critical state of onset of a disaster; • Assist in the planning and coordination with the Electric Cooperatives national and regional associations for possible task force augmentation for power lines and facilities' immediate restoration; • Conduct final inspection and acceptance of all calamity-related subsidies released to ECs; • Oversees the evaluation of Biennial Workplan included in the E-ICPM submitted by the ECs of the assigned regions for submission to NEA-CORPLAN; and • Perform other duties and responsibilities as may be assigned from time to time.

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Position Title	SENIOR ENGINEER A
Place of Assignment	Vulnerability and Risk Assessment Division - Disaster Risk Reduction and Management Department
Item No.	430
Monthly Salary/Job Grade	Php42,859.00/JG 10B
Qualification Standards	<p>Education : Bachelor's degree in Engineering relevant to the job</p> <p>Experience* : 1 year of relevant experience</p> <p>Training : 4 hours of relevant training</p> <p>Eligibility : RA 1080</p> <p>Preference : N/A</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Participate in planning of proactive measures for the protection, back-up or replacement of critical assets which has high probability of damage or destruction and determine their probable vulnerability in relation to natural/man-made calamities; • Evaluate submitted Vulnerability and Risk Assessment (VRA), Resiliency Compliance Plan (RCP), Mitigation Plan (MP) for ECs of the assigned Regions to ensure the compliance with the IRR of RA 11039; • Conduct final inspection and acceptance through field inspection of the completed/restored, rehabilitated subsidy and/or grant funded projects of the Electric Cooperatives; • Develop comprehensive National Electric Cooperatives Emergency and Resiliency Plans (NECERP) which shall be integrated into the National Risk Reduction and Management Plan under RA 10121; • Conduct the Rapid Damage Assessment and Needs Analysis (RDANA) immediately during the early and critical state of onset of a disaster; • Evaluate Biennial Workplan included in E-ICPM submitted by the ECs of the assigned Regions for submission to NEA-CORPLAN evaluate Two-Year Workplan included in the E-ICPM for submission to NEA-CORPLAN; and • Perform other duties and responsibilities as may be assigned from time to time.

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Position Title	SUPERVISING ENGINEER A
Place of Assignment	Emergency and Response Planning Division - Disaster Risk Reduction and Management Department
Item No.	435
Monthly Salary/Job Grade	Php48,830.00/JG 11A
Qualification Standards	Education : Bachelor's degree in Engineering relevant to the job Experience* : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : RA 1080 Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Initiate the planning and coordination of various engineering activities/works related to restoration, rehabilitation and recovery projects of the ECs' facilities and distribution system; • Delegate the technical evaluation of ECs' submitted documents pertaining to request of subsidy and/or grant funded project, loans and CAPEX projects; • Delegate the evaluation of submitted Emergency Response Plan (ERP) of ECs to ensure the compliance with the IRR of RA 11039; • Supervise the conduct of detailed sectoral and cross-sectoral and inter-sectoral assessment of damages and losses, impacts of disaster and needs assessment based on intensive data gathering and validation through Post Disaster Needs Assessment (PDNA); • Represent the NEA in interagency coordination meetings (e.g., NEDA, NDRRMC, OCD) with regards to priority Programs and Projects (PAPs) in relation to restoration and rehabilitation of calamity-stricken ECs; • Monitor the sending of advisory warning to the 121 electric cooperatives regarding the Low-Pressure Areas, Typhoons, Earthquakes, and monitor power situation, restoration, and rehabilitation of all ECs hit by calamities/disasters; 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	ENGINEER A
Place of Assignment	Vulnerability and Risk Assessment Division - Disaster Risk Reduction and Management Department
Item No.	431
Monthly Salary/Job Grade	Php36,464.00/JG 9B
Qualification Standards	<p>Education : Bachelor's degree in Engineering relevant to the job</p> <p>Experience* : 1 year of relevant experience</p> <p>Training : 4 hours of relevant training</p> <p>Eligibility : RA 1080</p> <p>Preference : N/A</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist in planning, evaluating, and implementing proactive measures to protect, back up, or replace critical assets at high risk of damage or destruction, and assess their vulnerability to natural or man-made disasters. Also, support in reviewing and evaluating all other records within the Department; • Evaluate ECs' submitted Vulnerability and Risk Assessment (VRA), Mitigation Plan (MP), and Resiliency Compliance Plan (RCP) for ECS of the assigned region and other reports affecting the personnel of the Department; • Assist in the final inspection and acceptance of completed, restored, or rehabilitated subsidy and grant-funded projects of the Electric Cooperatives through field inspections. Additionally, prepare vouchers for the release of calamity funds; • Assist in the development of Disaster Risk Reduction and Management Plan covering preparedness, damage assessment, and rehabilitation and restoration of network and non-network facilities; • Assist in conducting the Rapid Damage Assessment and Needs Analysis (RDANA) immediately during the early and critical stages of a disaster, addressing urgent human resource requirements to ensure an effective and timely response; • Assist in the planning, evaluating, and preparing activities and programs which require action/evaluation of the Department; 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	ENGINEER A
Place of Assignment	Emergency and Response Planning Division - Disaster Risk Reduction and Management Department
Item No.	437
Monthly Salary/Job Grade	Php36,464.00/JG 9B
Qualification Standards	Education : Bachelor's degree in Engineering relevant to the job 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"> • Assist in planning, evaluating, and implementing proactive measures to protect, back up, or replace critical assets at high risk of damage or destruction, and assess their vulnerability to natural or man-made disasters. Also, support in reviewing and evaluating all other records within the Department; • Evaluate ECs' submitted Vulnerability and Risk Assessment (VRA), Mitigation Plan (MP), and Resiliency Compliance Plan (RCP) for ECS of the assigned region and other reports affecting the personnel of the Department; • Assist in the final inspection and acceptance of completed, restored, or rehabilitated subsidy and grant-funded projects of the Electric Cooperatives through field inspections. Additionally, prepare vouchers for the release of calamity funds; • Assist in the development of Disaster Risk Reduction and Management Plan covering preparedness, damage assessment, and rehabilitation and restoration of network and non-network facilities; • Assist in conducting the Rapid Damage Assessment and Needs Analysis (RDANA) immediately during the early and critical stages of a disaster, addressing urgent human resource requirements to ensure an effective and timely response; • Assist in the planning, evaluating, and preparing activities and programs which require action/evaluation of the Department; 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)


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.