



July 30, 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 August 09, 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/4v86nhek>).



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	CHIEF ELECTRIC COOPERATIVE MANAGEMENT SERVICES
Place of Assignment	Office of the Deputy Administrator for Field Operations - Management Assistance Group (Management and Consultancy Services Office)
Item Nos.	126, 128 and 133
Monthly Salary/Job Grade	Ph81,588.00/JG 12A
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 4 years of relevant experience Training : 24 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Evaluate/supervise/assist in the preparation and implementation of Operation Improvement Plan (OIP) for identified Yellow 1, Yellow 2 and Red ECs in coordination with Finance and Technical Sectors to include other concerned departments/offices of NEA; • Supervise/undertake quarterly evaluation and assessment of EC performance based on approved Operation Improvement Plan (OIP) and the standards under the KPGS. Conduct in-depth study on problematic EC operation and recommend double actions/measures; • Provide direct assistance as Institutional Assist to PS/AGM of problematic EC when necessary or act as technical consultant on EC development plans/programs on the following: <ul style="list-style-type: none"> a. Image building and Coop Culture Enhancement b. Human Resource Growth and Skills Development c. Organizational Structure Enhancement d. Customer Relations and Services Satisfaction based on the Customer Services Standards; • Formulate/recommend/facilitate/act as Resource Person in the conduct of requested in-house training/seminars/workshops and other related activities for the improvement of EC operation; • Lead/assist in the conduct of research/benchmarking and development of programs/projects for Management intervention to problematic ECs; • Represent NEA/assist the ECs in networking/linkages with LGUs/GOs/MGOs/GOPCC and other entities for the promotion and facilitation of programs/projects implementation to cope with issuances and requirements of energy regulatory agencies and other government institutions; 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	DATA MANAGEMENT CHIEF A
Place of Assignment	Data Management and Program Control Division - Information Technology and Communication Services Department
Item No.	194
Monthly Salary/Job Grade	Ph81,588.00/JG 12A
Qualification Standards	<p>Education : Bachelor's degree relevant to the job</p> <p>Experience* : 4 years of relevant experience</p> <p>Training : 24 hours of relevant training</p> <p>Eligibility : CS Professional/Second Level Eligibility</p> <p>Preference : Preferably knowledgeable in data governance and administration; Efficient in knowledge management, reporting and publication; Competent in analytical thinking and decision making; Knowledgeable in statistical processes; Possesses leadership qualities and capabilities</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Supervise the development, enhancement and maintenance of the database on the status of Rural Electrification Program and effect appropriate monitoring control; • Supervise the over-all generation and recommend approval of Monthly Status of Energization Report summarizing the accomplishments of the ECs for the given period; • Supervise the validation and integration of data gathered for translation into effective management tools necessary for decision making and policy formulation; • Supervise the publication of the RE Chronicle and other relevant information (through NEA's Annual Report and EnerNEA) to showcase accomplishments on the RE program; • Conceptualize and recommend data/information and reports that should be included in the agency's intranet and internet system; • Supervise the conceptualization and processing of data/information requirements of the management and various monitoring groups, interested sectors, researchers and academe; • Coordinate and coordinate with other government and private institutions on matters related to RE statistics, other statistical activities, updates and trends; • Administer and recommend for approval enhancements on the data collection system, data banking and security based on current trends and technology; • Administer the formulation and recommend approval of targets and accomplishments, budgetary requirements, logistics support and APP of REMs; and • Perform other duties and responsibilities as may be assigned from time to time.

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Position Title	CREDIT/COLLECTION OFFICER
Place of Assignment	Treasury Division – Finance Services Department
Item No.	237
Monthly Salary/Job Grade	Ph39,456.00/JG 10A
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"> • Record and post transactions pertaining to EC's loans of the assigned regions, MERALCO & Other Loans and to maintains/safeguards of its subsidiary ledgers; • Prepare quarterly Billing and Collection Letter for ECs of the assigned regions; • Prepare Application of Payment Letter to ECs and encodes to e-Ngas for every corresponding payment made; • Prepare Journal Vouchers on amortizations due and the corresponding supporting schedules pertaining to ECs accounts of the assigned Regions and encodes to e-Ngas; • Prepare the following accounting reports for submission to Management and other Government Agencies: <ul style="list-style-type: none"> a. Loan Profile (assigned region ECs and Other Loans b. Loan data of ECs in compliance to RA 9510 c. Projected Collections d. Annual Procurement Plan (APP); • Reconcile Loans Receivable and Accrued Interest on Loans Receivable Accounts per e-NGAS and subsidiary ledgers of ECs of the assigned regions; • Monitor collection of other receivables like Processing Fees, Engineering and Administrative Overhead, etc; • Coordinate to ECs with delinquent accounts; • Conduct reconciliation with EC personnel on their loan accounts with NEA; and • Perform other duties and responsibilities as may be assigned from time to time.

Position Title	ACCOUNTS MANAGEMENT SPECIALIST
Place of Assignment	Accounts Management Division - Accounts Management and Guarantee Department
Item No.	249
Monthly Salary/Job Grade	Ph39,456.00/JG 10A
Qualification Standards	<p>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 graduate of BS in Business Administration or Accountancy; Proficient in loan evaluation and implementation of loan policies.</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Gather, examine, validate and interpret financial statements and other data pertaining to ECs' loan/guarantee application and request for availment/call; • Examine and validate ECs' request for clearance to avail loans from other banks/FIs and prepare recommendations for simple accounts; • Prepare non-complex financial projections and recommend appropriate financial operating levels for use in the evaluation of the proposed loan application; • Examine and validate the operation and present appropriate measures of loan amendments (Loan Moratorium/Restructuring); • Assist preparation of Project Evaluation Reports of simple accounts; • Assist project site inspections visits on the projects funded by NEA loans prepare project monitoring reports and submit recommendation; • Assist in the recommendation options for settlement and obligations for complex/problem accounts in case of guarantee call; • Monitor and evaluate ECs' compliance with loan terms and conditionalities along with the ECs' overall performance; • Gather data in the conduct of review studies for loan and guarantee facilities/policies/guidelines; • Prepare disbursement voucher and Utilization Request for loan and Guarantee call releases; and • Perform other duties and responsibilities as may be assigned from time to time.

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Position Title	SENIOR ACCOUNTS MANAGEMENT SPECIALIST
Place of Assignment	Accounts Servicing Division - Accounts Management and Guarantee Department
Item No.	260
Monthly Salary/Job Grade	Ph48,830.00/JG 11A
Qualification Standards	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 knowledgeable in loan/subsidy management.
Duties and Responsibilities	<ul style="list-style-type: none"> • Update/maintain EC's individual data pertaining to the status of loan profile and subsidy releases liquidation and compliance; • Evaluate/examine the validity of documents to support the liquidation of subsidy releases; • Evaluate/examine EC's loan collaterals against outstanding loan; • Prepare book entries for all loan and subsidy releases; • Review MOA, Loan Contract and Guarantee documentation and ensures compliance of documentation requirements of EC loan/subsidy grants; • Draft letter concerning loan releases/collaterals of the ECs; • Prepare communications to ECs and other departments/agency; and • Perform other duties and responsibilities as may be assigned from time to time.

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Position Title	RESEARCHER ANALYST A
Place of Assignment	Institutional Development Department (NEA-EC Training Institute)
Item No.	360
Monthly Salary/Job Grade	Ph33,719.00/JG 9A
Qualification Standards	Education : Bachelor's degree Experience* : None Required Training : None Required Eligibility : CS Professional/Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Develop testing/evaluation procedures and research tools for use in post-training evaluation, training needs analysis and training impact analysis; • Conduct periodic training needs, skills inventory and assessment to develop new training programs or modify and improve existing programs; • Conduct research skills towards identifying and developing learning objectives, sourcing, selecting and sequencing content, designing training/learning methodologies and activities and developing training/learning materials; • Apply basic computer skills in work using basic MS Office application. Maintains files in a hard drive in an organized manner; and • Perform other duties and responsibilities as may be assigned from time to time.

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Position Title	RECORDS OFFICER C
Place of Assignment	Institutional Development Department (NEA-EC Training Institute)
Item No.	361
Monthly Salary/Job Grade	Ph31,380.00/JG 8B
Qualification Standards	Education : Bachelor's degree Experience* : None Required Training : None Required Eligibility : CS Professional/Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Ensure the completeness of the Implementation Folder as required in the ISO 9001 Program/Course Implementation Process; • Administer pre-designed data gathering instruments in accordance with their accompanying instructions; • Prepare materials, coordinates with participants and preserves outputs in the conduct of Focus Group Discussions, surveys, interviews, etc.; • Administer pre-designed tests and checks using pre-determined answer keys. Tallies data gathered using specified tally sheets and/or matrices; • Apply basic computer skills in work using basic MS Office application. Maintains files in a hard drive in an organized manner; and • Perform other duties and responsibilities as may be assigned from time to time.

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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.