



August 28, 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 September 07, 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/5eybyvce>).



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	ATTORNEY III
Place of Assignment	Office of the Deputy Administrator for Legal Services
Item No.	80
Monthly Salary/Job Grade	Ph75,411.00/JG 11D
Qualification Standards	Education : Bachelor of Laws Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : RA 1080 (BAR) Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Render legal opinion, reply, comment on all letter-inquiries, board resolutions, memos concerning NEA and ECs, subject for review/approval by the Department Manager/Deputy Administrator; • Review contracts/agreements and other related contracts entered into by NEA/ECs; • Prepare/submit position paper, comment, reply on House and Senate Bills/Resolutions affecting NEA and ECs, subject for review/approval by the Department Manager/Deputy Administrator/Administrator; • Provide comment, review on audit reports/findings; Conducts fact-finding and/or moto-proprio investigation to ECs, as may be forwarded/requested; submits report/recommendation on the investigation conducted, subject for review/approval by the Deputy Administrator; • Attend board committee meeting, conference, seminar, House/Senate hearing/deliberation and any other meeting/activity/event concerning NEA and ECs; Acts as resource speaker/representative, as may be assigned/directed by the Deputy administrator; • Conduct effective implementation of Alternative Dispute Resolutions (ADR) and provides legal assistance in settling cases/disputes involving NEA/ECs' officials/employees; • Attend court hearing including preparation and filing of court pleadings and other compliances to court orders/summons on all cases filed/pending with any administrative agency/quasi-judicial tribunal involving NEA/ECs, subject for review/approval by the Department Manager/Deputy Administrator; • Respond to administrative cases filed with the NEA Administrative Committee (NEA-ADCOM); 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	CHIEF ACCOUNTS MANAGEMENT SPECIALIST
Place of Assignment	Accounts Management Division – Accounts Management and Guarantee Department
Item No.	244
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"> • Supervise the over-all implementation of programs and activities of the Section. • Exercise the supervision of personnel, which includes, but not limited to, work allocation, performance and competency reviews, discipline and other personnel actions of the Division. • Supervise/review the conduct of financial, technical and institutional studies and analysis of socio-economic evaluation and credit assessment of accounts. • Supervise/review the evaluation of financial statement/ financial forecast and other data pertaining to ECs loan/guarantee application and request for avilment/call. • Supervise/review the recommendation for clearance to avail loan from other banks/FIs and prepares recommendation of accounts. • Supervise/review evaluation of ECs overall operation and presents appropriate measures of loan amendments (Loan Moratorium/Restructuring). • Supervise/review the preparation of Accounts’ Project Evaluation Report/ Monitoring/Loan Conditionalities Report. • Supervise/review ECs’ request for loan releases. • Supervise/review recommendation of options for settlement and obligations and/or remedial measures of accounts in case of loan default and guarantee call. • Recommend the conduct of review/studies for loan and guarantee facilities/policies/guidelines. • 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	ACCOUNTS MANAGEMENT ANALYST I
Place of Assignment	Accounts Management Division – Accounts Management and Guarantee Department
Item No.	254
Monthly Salary/Job Grade	Ph29,049.00/JG 8A
Qualification Standards	Education : Bachelor’s degree relevant to the job Experience* : None Required Training : None Required Eligibility : CS Professional/Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Encode ECs Loan Evaluation Report to management • Encode and prepare Power Point presentation for NEA Board of Administrators’ and other presentation to the stakeholders. • Receive, collate and control reports/data submitted by/to the other offices and store/maintain in electronic database. • Receive and collate data submitted by the EC and store/maintain in electronic database • Develop and maintain database queries, reports, and dashboards to support the Division’s needs. • Analyze the Division’s current database structures and processes to identify areas for improvement and implement changes, as necessary, to optimize the database performance. • Input, update and print data gathered of accounts officers from other offices. • Encode and print memoranda, reports, correspondents, and messages for the division. • Receive collate and print workplan and accomplishment report for the division/department. • Ensure database security, monitoring and regularly back up database systems • Perform other duties and responsibilities as may be assigned from time to time.

Position Title	LOANS ANALYST A
Place of Assignment	Accounts Servicing Division – Accounts Management and Guarantee Department
Item No.	265
Monthly Salary/Job Grade	Ph33,719.00/JG 9A
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : None Required Training : None Required Eligibility : CS Professional/Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Verify supporting documents and prepare Debit Memo (DM) for loan and subsidy releases; • Monitor submission of Loan Contracts, Guarantee Agreements, and other loan related documents; • Monitor submission of loan securities (TCTs/Tax Declarations) and appraisal of ECs' assets, and update reports covering the same; • Check entries on the Loan Contracts and Guarantee Agreements; • Draft acknowledgement letter to ECs and other concerns pertaining to loan; • Conduct yearly inventory of Loan Contracts, Guarantee Agreement and other supporting documents, and prepare the status report covering the same; and • Perform other duties and responsibilities as may be assigned from time to time.

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ILUGEN P. MABANSAG

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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.