



# NATIONAL ELECTRIFICATION ADMINISTRATION

"The 1<sup>st</sup> Performance Governance System-Institutionalized National Government Agency"  
57 NIA Road, Government Center, Diliman, Quezon City 1100



Management  
System  
ISO 9001:2015

www.tuv.com  
ID 9105082030



September 16, 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 26, 2024**.

1. Application letter (**Please indicate position title and department/office**);
2. Updated Personal data sheet (CS Form No. 212 revised 2017)
  - 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 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
4. Copy of Transcript of Records (TOR)

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), with subject: **Application\_Position Title, Department/Office\_Name of Applicant.**

**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>PROJECT OFFICER</b>
<b>Number of Vacant Position/s</b>	1
<b>Place of Assignment</b>	Engineering Department
<b>Monthly Salary</b>	Php25,000.00
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree in Engineering relevant to the job <b>Experience</b> : N/A <b>Training</b> : N/A <b>Eligibility</b> : RA 1080 <b>Preference</b> : Registered Electrical Engineer
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist in the conduct of technical evaluation of Budget Request for loan and subsidy of the ECs related to their Capital Expenditure (CAPEX), Rural Electrification (RE) projects including rehabilitation projects due to force majeure e.g. typhoon, earthquake;</li> <li>• Assist in the evaluation of ECs' Board Resolutions pertaining to technical matters;</li> <li>• Assist in the preparation of periodic reports such as Power Market, Length of Distribution Line energized, Power Plant/Substation, Reliability, Power Quality, Power Supply and Philippine Grid and Distribution Codes; and</li> <li>• Perform other duties and responsibilities as may be assigned from time to time.</li> </ul>

<b>Position Title</b>	<b>PROJECT OFFICER</b>
<b>Number of Vacant Position/s</b>	1
<b>Place of Assignment</b>	Regulatory Affairs Office
<b>Monthly Salary</b>	Php25,000.00
<b>Qualification Standards</b>	<p><b>Education</b> : Bachelor's degree in Engineering relevant to the job</p> <p><b>Experience</b> : N/A</p> <p><b>Training</b> : N/A</p> <p><b>Eligibility</b> : RA 1080</p> <p><b>Preference</b> : Preferably Registered Electrical Engineer</p>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist in the conduct of service studies;</li> <li>• Gather data from internal and external offices on existing and proposed policies and regulatory issuance that will be of aid/supplemental to ECs;</li> <li>• Analyze power supply proposals and existing bilateral contracts and in facilitating the corporate power supply planning;</li> <li>• Conduct research and analysis on the following: <ul style="list-style-type: none"> <li>a. Wholesale and retail energy trading</li> <li>b. Energy related policies</li> <li>c. Econometric models of power suppliers for rate evaluation</li> </ul> </li> <li>• Assist ECs in the development of Island Power Development Plan or Power Supply Plan and Load Forecast; and</li> <li>• Perform other duties and responsibilities as may be assigned from time to time.</li> </ul>

<b>Position Title</b>	<b>PROJECT OFFICER</b>
<b>Number of Vacant Position/s</b>	1
<b>Place of Assignment</b>	Corporate Communication and Social Marketing Office
<b>Monthly Salary</b>	Php25,000.00
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree relevant to the job <b>Experience</b> : N/A <b>Training</b> : N/A <b>Eligibility</b> : N/A <b>Preference</b> : Knowledgeable in video and film documentary; Proficient in video editing software like Power Director, Adobe Premier, Adobe Premier, Adobe After Effects, and Canva
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist in the production of video documentaries; <ul style="list-style-type: none"> <li>a. Pre-production – Conceptualizing, Planning, and Script Writing</li> <li>b. Production – Video shooting</li> <li>c. Post-production – Video Editing</li> </ul> </li> <li>• Research electrification-related stories to be features on the NEA Social Media pages;</li> <li>• Coordinate with the Electric Cooperatives regarding the stories to be pitched and documented;</li> <li>• Utilize the latest trends in video documentary techniques to adapt to the agency's preferred storytelling format; and</li> <li>• Perform other duties and responsibilities as may be assigned from time to time.</li> </ul>

<b>Position Title</b>	<b>PROJECT OFFICER</b>
<b>Number of Vacant Position/s</b>	1
<b>Place of Assignment</b>	Accounts Management and Guarantee Department
<b>Monthly Salary</b>	Php25,000.00
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree relevant to the job <b>Experience</b> : N/A <b>Training</b> : N/A <b>Eligibility</b> : N/A <b>Preference</b> : Preferably with 1 year experience in Subsidy Management particularly liquidation of subsidy funds released to the Electric Cooperatives
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Examine/validate the completeness of ECs' submitted documents to support liquidation of subsidy releases in compliance to the provisions of the MOA;</li> <li>• Assist the Compliance Officers in the evaluation of ECs' compliance to the documentary requirements in the provisions of the MOA;</li> <li>• Prepare draft correspondences to ECs on the result of evaluation and submission of lacking documentary requirements in compliances to the MOA;</li> <li>• Monitor ECs submission of liquidation documents and timely compliance of the electric cooperatives; and</li> <li>• Perform other duties and responsibilities as may be assigned from time to time.</li> </ul>

<b>Position Title</b>	<b>PROJECT OFFICER</b>
<b>Number of Vacant Position/s</b>	1
<b>Place of Assignment</b>	Office of the Deputy Administrator for Field Operations – Management Assistance Group (Management and Consultancy Services Office)
<b>Monthly Salary</b>	Php25,000.00
<b>Qualification Standards</b>	<b>Education</b> : Bachelor’s degree in Accountancy or any finance related course <b>Experience</b> : N/A <b>Training</b> : N/A <b>Eligibility</b> : N/A <b>Preference</b> : Preferably graduate of Accountancy, Economics or Finance
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist in the preparation of EC Financial Profile;</li> <li>• Assist in the preparation of EC Classification Report;</li> <li>• Assist in the preparation of EC Cash Operating Budget;</li> <li>• Assist in the preparation of EC Budget Performance;</li> <li>• Assist in the preparation of EC Balance Sheet;</li> <li>• Assist in the preparation of EC Financial Key Performance Standards;</li> <li>• Assist in the evaluation of EC Board Resolution; and</li> <li>• Perform other duties and responsibilities as maybe assigned from time to time</li> </ul>

  
**VIRGINIA P. CABONCE**  
 Acting Division Manager  
 Human Resources Management

9

*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.*