



October 31, 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 November 10, 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/ywv2te79>).



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	MINUTES/AGENDA OFFICER B
Place of Assignment	Office of the Corporate Secretary
Item No.	4
Monthly Salary/Job Grade	Php29,049.00/JG 8A
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"> • Secure the availability of the members of the Board of Administrators & Committees for Board & Committee meetings; • Check completeness of staff work/attachments of agenda materials including powerpoint presentations submitted by the Management for the Board & Committees; • Collate agenda materials and prepare agenda folders for the Board & Committees and deliver these folders to the Board members; • Assist in facilitating the conduct of Board & Committee meetings and referenda; • Record and transcribe deliberations/proceedings during the Board & Committee meetings; • Prepare draft Resolutions passed by the Regular Board & Board Audit Committee; • Prepare draft Minutes of Regular Board & Committee meetings; • Prepare draft certifications of Resolutions passed by the Regular Board & Board Audit Committee; • Prepare and send formal notices of meetings to members of the Board, Committees & Management; • Assist in scheduling and facilitating the conduct of Pre-Board & Pre-Committee meetings; • Prepare summary of Regular Board & Committees' actions taken and drafts memoranda of directives/instructions of the Regular Board & Committees including the monitoring compliance of the same; • Prepare draft routine correspondences, memoranda & reports and perform other activities/tasks as may be assigned from time to time by the Corporate Board Secretary; • Assist in the personal service of decisions of the Board in the exercise of its quasi- judicial functions; 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	ATTORNEY IV
Place of Assignment	Office of the Deputy Administrator for Legal Services
Item Nos.	78 and 79
Monthly Salary/Job Grade	Php90,557.00/JG 12B
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : RA1080 (Bar) Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Review contracts of ECs and other contracts pertaining to NEA: <ul style="list-style-type: none"> a) Render Legal opinion on EC Board Resolutions b) Address legal concerns of NEA and EC c) Drafts report and comments on legal matters concerning NEA and ECs; • Membership in Administrative Committee: <ul style="list-style-type: none"> a) Conduct of hearing b) Legal research necessary for drafting decisions • Attendance in court hearings involving NEA and EC officials: <ul style="list-style-type: none"> a) Draft pleadings for court cases involving NEA and ECs b) Draft pleadings for NEA officials before administrative tribunals c) Research on formulation and preliminary analysis on cases involving NEA and ECs; • Research and gathering of data on pertinent laws to provide feedback for management and corporate decisions; • Committee membership: <ul style="list-style-type: none"> a) Attendance in Committee hearings b) Provide opinion on legal concerns; • Conduct fact-finding investigation and evaluation of complaints; 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)


VIRGINIA P. CABONCE
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.