



November 08, 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 18, 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](https://bit.ly/App_forms))

Applicants are advised to send their application through the NEA Online Job Application (<https://tinyurl.com/mr4bdx8k>).



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.**



<b>Position Title</b>	<b>PRINCIPAL ENGINEER A</b>
<b>Place of Assignment</b>	Engineering Department (Total Electrification and Renewable Energy Development Department)
<b>Item No.</b>	314
<b>Monthly Salary/Job Grade</b>	Php81,588.00/JG 12A
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree in engineering relevant to the job <b>Experience*</b> : 4 years of relevant experience <b>Training</b> : 24 hours of relevant training <b>Eligibility</b> : RA1080 <b>Preference</b> : Preferably Electrical Engineer
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Supervise all activities associated with the conduct of technical evaluation and recommendation of projects such as renewable energy electrification and renewable energy development projects of the electric cooperatives;</li> <li>• Provide assistance to ECs and other stakeholders in the preparation and/or evaluation of studies to see if projects are technically feasible, financially viable and environmentally sound and recommends choices of financing schemes;</li> <li>• Supervise/conduct actual inspection of EC's on-going electrification projects, to include final inspection and acceptance of completed subsidy funded projects;</li> <li>• Supervise/direct assessment of progress of work and projects compliance with the approved plans and specifications;</li> <li>• Prepare technical reports and evaluation on the status of EC's renewable energy project development; and</li> <li>• Perform other duties and responsibilities as may be assigned from time to time.</li> </ul>

\*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)

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<b>Position Title</b>	<b>SENIOR ENGINEER A</b>
<b>Place of Assignment</b>	Engineering Department (Total Electrification and Renewable Energy Development Department)
<b>Item No.</b>	318
<b>Monthly Salary/Job Grade</b>	Php42,859.00/JG 10B
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree in Engineering relevant to the job <b>Experience*</b> : 1 year of relevant experience <b>Training</b> : 4 hours of relevant training <b>Eligibility</b> : RA 1080 <b>Preference</b> : Preferably Electrical Engineer
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Conduct evaluation of Electric Cooperatives' proposed SEP/BLEP subsidy funded projects based on submitted documents such as As-plan Staking Sheets, Bill of Materials, Construction Assembly Units, Budget Requests and Board Resolutions;</li> <li>• Prepare evaluation report of the Electric Cooperatives' proposed projects, disbursement vouchers and budget utilization request;</li> <li>• Conduct monitoring and validation through field inspection of on-going SEP/BLEP;</li> <li>• Conduct final inspection and acceptance of the completed/energized SEP/BLEP subsidy funded projects; and</li> <li>• Perform other duties and responsibilities as may be assigned from time to time.</li> </ul>

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<b>Position Title</b>	<b>SENIOR ENGINEER B</b>
<b>Place of Assignment</b>	Engineering Department (Total Electrification and Renewable Energy Development Department)
<b>Item No.</b>	320
<b>Monthly Salary/Job Grade</b>	Php39,456.00/JG 10A
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree in engineering relevant to the job <b>Experience*</b> : 1 year of relevant experience <b>Training</b> : 4 hours of relevant training <b>Eligibility</b> : RA1080 <b>Preference</b> : Preferably Electrical Engineer
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide technical assistance to the Electric Cooperatives in the identification and resource assessment of potential renewable energy source for off-grid and un-energized areas;</li> <li>• Provide assistance to ECs in consultations, installation and commissioning of projects for off-grid electrification;</li> <li>• Monitor and update the status of the Renewable Energy project development;</li> <li>• Conduct of site identification and resource assessment of potential new and renewable sources of energy in off-grid and un-energized areas;</li> <li>• Conduct final inspection and acceptance of completed RE projects; and</li> <li>• Perform other duties and responsibilities as may be assigned from time to time.</li> </ul>

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

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*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.*