



November 22, 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 December 02, 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/49asxza5>).



**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>PROJECT PLANNING AND DEVELOPMENT OFFICER A</b>
<b>Place of Assignment</b>	Rural Electrification Project Planning and Development Division - Corporate Planning Office
<b>Item No.</b>	61
<b>Monthly Salary/Job Grade</b>	Php39,456.00/JG 10A
<b>Qualification Standards</b>	<p><b>Education</b> : Bachelor's degree relevant to the job</p> <p><b>Experience*</b> : 1 years of relevant experience</p> <p><b>Training</b> : 4 hours of relevant training</p> <p><b>Eligibility</b> : CS Professional/Second Level Eligibility</p> <p><b>Preference</b> : Preferably with experience/knowledge in the formulation, preparation and review of Electric Cooperatives (ECs) Capital Expenditure Planning thru the enhanced-Integrated Computerized Planning Model (e-ICPM) and Distribution Development Plan (DDP)</p>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist in the formulation, development and assessment of the NEA's Rural Electrification Development Plan (medium and long term);</li> <li>• Provide assistance in the conduct of ECs regional planning activities for an effective monitoring, control of prioritization of projects and implementation;</li> <li>• Provide inputs in the development of parameters in the formulation of policies, resource utilization and effective implementation of EC CAPEX Projects;</li> <li>• Provide inputs in ensuring that the proposed Capital Expenditure (CAPEX) Projects of ECs are in accordance with different memorandum and regulations issued by ERC, NEA and DOE;</li> <li>• Assist in the validation and analysis of the rate schedule.</li> <li>• Contribute in the enhancement of the ICPM for the CAPEX Planning of ECs to cope with the changes of the electric power industry;</li> <li>• Utilize the e-ICPM Model to assist in decision-making processes and provide insights to support strategic initiatives of Electric Cooperatives;</li> <li>• Assist in the conduct of researches concerning Rural Electrification;</li> <li>• Prepare required reports, communications, and other correspondences related to CAPEX Projects for internal and external stakeholders; 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)

<b>Position Title</b>	<b>DIVISION MANAGER A</b>
<b>Place of Assignment</b>	Rural Electrification Project Planning and Development Division - Corporate Planning Office
<b>Item No.</b>	54
<b>Monthly Salary/Job Grade</b>	Php99,526.00/JG 12C
<b>Qualification Standards</b>	<p><b>Education</b> : Master's Degree or Certificate in Leadership and Management from the CSC</p> <p><b>Experience*</b> : 4 years of supervisory/management experience</p> <p><b>Training</b> : 40 hours of supervisory/ management learning and development intervention</p> <p><b>Eligibility</b> : CS Professional/Second Level Eligibility</p> <p><b>Preference</b> : N/A</p>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Accountable for the strategic allocation of resources and sourcing of funds for rural electrification (RE) projects through comprehensive fiscal planning, annual budget preparation and ensure compliance with budgetary requirements set by agencies such as NEA, DBM, Congress and other financial institutions;</li> <li>• Exercise full authority for the performance of two (2) sections within the division (9 personnel). This includes delegating of tasks, providing training, resolving issues, evaluating performance, recommending personnel actions and fostering a high performance culture that motivates employees to maximize productivity;</li> <li>• Lead the formulation, preparation and submission of NEA's Total Electrification Plan, Electric Cooperatives' Biennial Workplans, Distribution Development Plans (DDP) and other reportorial requirements as mandated by RA 10531 and its Implementing Rules and Regulations;</li> <li>• Play a pivotal role in the evaluation and approval process of Capital Expenditure (CaPex) projects for ECs, ensuring that proposed projects are aligned with NEA's guidelines, national energy plans and the regulatory standards set by the DOE and ERC;</li> <li>• Spearhead the formulation and execution of plans for the Rural Electrification Program (REP) in alignment with the Department of Energy (DOE) and the Philippine Energy Plan, driving the division's initiatives towards achieving national electrification goals;</li> <li>• Lead the strategy and review design of information systems and databases for effective monitoring, evaluation and improvement of RE projects, incorporating risk mitigation strategies to ensure optimal project performance;</li> <li>• Engage in networking and collaborative efforts with development partners, stakeholders and governmental and non-governmental organizations to assess the impact of policies, explore new business practices and respond to developments affecting ECs' plans and programs; 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>DEPARTMENT MANAGER A</b>
<b>Place of Assignment</b>	Office of the Deputy Administrator for Field Operations – Management Assistance Group (Management and Consultancy Services Office)
<b>Item No.</b>	105
<b>Monthly Salary/Job Grade</b>	Php133,370.00/JG 14
<b>Qualification Standards</b>	<p><b>Education</b> : Master’s Degree or Certificate in Leadership and Management from the CSC</p> <p><b>Experience*</b> : 5 years of supervisory/management experience</p> <p><b>Training</b> : 120 hours of supervisory/ management learning and development intervention</p> <p><b>Eligibility</b> : CS Professional/Second Level Eligibility</p> <p><b>Preference</b> : N/A</p>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Review and oversee the implementation of NEA policies, guidelines and issuance concerning the ECs and the Field Operations Group in accordance with RA 9146 (EPIRA) and RA 10531 (NEA Reform Act of 2013);</li> <li>• Provide consultancy services to ECs and other stakeholders on Technical, Financial, Institutional, Social and Environmental concerns to ensure and accelerate deployment and access of affordable, modern and clean energy at the least cost manner and/or provide cost effective options, while ensuring sustainable supply;</li> <li>• Direct the assessment of management and operation of the ECs within the assigned areas of responsibility and recommend necessary remedial measures of the EC management and/or NEA for better performance and compliance with regulatory requirements and be competitive in the deregulated environment;</li> <li>• Provide technical assistance to ECs in the preparation/implementation of Rural Electrification Plans and Programs such as Operation Improvement Plan (OIP), Strategic Development Plan (SDP), Long-Term Development Plan (LTDP) under the e-ICPM and CAPEX and OPEX Plans and Renewable Energy for RE and Energy Efficiency Management Program;</li> <li>• Recommend to the EC Board of Directors appropriate policies, program of action and other measures to improve the management and operation of their cooperative under a competitive business environment;</li> <li>• Recommend approval/disapproval of EV budget request board resolution and policies, guidelines, memoranda and issuances; 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>MANAGEMENT INFORMATION SYSTEMS DESIGN SPECIALIST B</b>
<b>Place of Assignment</b>	Information Technology and Systems Development Division – Information Technology and Communication Services Department
<b>Item No.</b>	187
<b>Monthly Salary/Job Grade</b>	Php48,830.00/JG 11A
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree relevant to the job <b>Experience*</b> : 2 years of relevant experience <b>Training</b> : 8 hours of relevant training <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Develop software applications or systems using programming languages such as but not limited to Python, Java, C++, C#, or JavaScript, and PHP and databases based on technical specifications and user requirements;</li> <li>• Maintain and update existing software to fix bugs, improve functionality, or adapt to new hardware or operating systems;</li> <li>• Design and maintain databases, writing SQL queries and scripts to support software operations;</li> <li>• Provide technical support to end-users or clients by addressing software-related issues;</li> <li>• Identify, troubleshoot, and resolve software bugs or technical issues;</li> <li>• Assist in the management and maintenance of the NEA website;</li> <li>• Provide assistance in the implementation and operation of NEA-BIT;</li> <li>• Design and develop multimedia presentations and videos for NEA's corporate portfolio;</li> <li>• Facilitate efficient communication services to ECs and other agencies through the NEA website;</li> <li>• Perform technical evaluation on specifications and other documents as requested; 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>ELECTRONICS COMMUNICATION SYSTEMS TECHNICIAN A</b>
<b>Place of Assignment</b>	Information Technology and Systems Development Division – Information Technology and Communication Services Department
<b>Item No.</b>	192
<b>Monthly Salary/Job Grade</b>	Php20,762.00/JG 6
<b>Qualification Standards</b>	<p><b>Education</b> : Completion of 2 years studies in college or high school graduate with relevant vocational/trade course</p> <p><b>Experience*</b> : 1 year of relevant experience</p> <p><b>Training</b> : 4 hours of relevant training</p> <p><b>Eligibility</b> : Electronics Equipment Technician (MC 10, s. 2013 - Cat. II)</p> <p><b>Preference</b> : N/A</p>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Operate Telephone and Public Address (PABX) System of NEA, Recommends improvement of the PA system for enhancement;</li> <li>• Assist the Sr. Electronic Communications Technician in the installation, interconnection, and maintenance of telephone and public address systems;</li> <li>• Monitor smooth operation of PABX equipment and reports out of service telephone lines and equipment. Assist in communication repair and troubleshooting;</li> <li>• Assist in the operation of the Audio/Video Teleconferencing;</li> <li>• Set up, operate, and maintain various ICT (Information and Communications Technology) systems and equipment as required;</li> <li>• Assist in the setup, operation, and troubleshooting of audio-video equipment in the auditorium and during face-to-face meetings or events;</li> <li>• Assist in troubleshooting and technical issues within the organization, ensuring minimal downtime for ICT systems;</li> <li>• Support in the proper handling, organization, and maintenance of ICT-related records and documentation; 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.*