



February 27, 2025

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 March 09, 2025**.

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/3yu4unxy>).



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	AUDIO-VISUAL SYSTEMS TECHNICIAN A
Place of Assignment	Institutional Development Department (NEA-EC Training Institute)
Item No.	363
Monthly Salary/Job Grade	Php20,762.00/JG 6
Qualification Standards	Education : High school graduate or completion of relevant vocational/trade course Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : Audio-Visual Equipment Operator/Technician (MC 13, s. 2013) Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Handle/ operate audio visual equipment/ apparatus to be used for training, seminars, conference, fora, etc. • Assist the training officers in the preparation of training manuals/ handouts and other training materials; • In-charge of receiving, releasing and monitoring of inventory stocks of supplies and materials of NETI; • Keeps all AV equipment in proper place and in orderly condition; • Records and releases incoming and outgoing communications to the different departments whenever the secretary is on leave of absence; • Maintains complete and up to date records of all machines; and • Performs other duties that 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
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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.