



May 24, 2017

NOTICE OF VACANCY

LEGAL SECTOR

PROMOTION/HIRING

1. REGION: NCR; AGENCY: National Electrification Administration; PLACE OF ASSIGNMENT: Office of the Corporate Secretary; POSITION/TITLE: **RECORDS OFFICER B**; SG 14; ITEM No.: 2; P25,290.00/mo.

QUALIFICATION STANDARDS:

| | | |
|-------------|---|--|
| Education | : | Bachelor's degree |
| Experience | : | 1 year of relevant experience |
| Training | : | 4 hours of relevant training |
| Eligibility | : | CS Professional/Second Level Eligibility |

All qualified applicants are enjoined to submit application letter, personal data sheet (CS Form No. 212 revised 2017), competence assessment rating signed by immediate supervisor (for employed applicants), copy of eligibility and TOR to the HRMD not later than June 07, 2017. Applicants may also send their applications thru our e-mail address hrmd@nea.gov.ph. **Only application with complete attachments will be accepted.**

ANASTACIA B. SUASI
Acting Division Manager
Human Resources Management