



June 16, 2017

## NOTICE OF VACANCY

### LEGAL SECTOR

#### PROMOTION

1. REGION: NCR; AGENCY: National Electrification Administration; PLACE OF ASSIGNMENT: Internal Audit & Quality Standards Management Office; POSITION/TITLE: **SUPERVISING INTERNAL CONTROL OFFICER**; SG 20; ITEM No.: 17; P43,250.00/mo.

#### QUALIFICATION STANDARDS:

Education	:	Bachelor's degree relevant to the job
Experience	:	3 years of relevant experience
Training	:	16 hours of relevant training
Eligibility	:	CS Professional/Second Level Eligibility

*Preferably a Certified Public Accountant*

### CORPORATE RESOURCES & FINANCIAL SERVICES SECTOR

#### PROMOTION

1. REGION: NCR; AGENCY: National Electrification Administration; PLACE OF ASSIGNMENT: Human Resources & Administration Department-General Services Division; POSITION/TITLE: **ADMINISTRATIVE/GENERAL SERVICES CHIEF A**, SG 21; ITEM No.: 284; P47,779.00/mo.

#### QUALIFICATION STANDARDS:

Education	:	Bachelor's degree
Experience	:	3 years of relevant experience
Training	:	16 hours of relevant training
Eligibility	:	CS Professional/Second Level Eligibility

#### PROMOTION/HIRING

1. REGION: NCR; AGENCY: National Electrification Administration; PLACE OF ASSIGNMENT: Human Resources & Administration Department-General Services Division; POSITION/TITLE: **BUILDING & GROUNDS MAINTENANCE HEAD B**, SG 16; ITEM No.: 286; P30,044.00/mo.

#### QUALIFICATION STANDARDS:

Education	:	Bachelor's degree relevant to the job
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 July 03, 2017. Applicants may also send their applications thru our e-mail address [hrmd@nea.gov.ph](mailto:hrmd@nea.gov.ph). **Only application with complete attachments will be accepted.**

**ANASTACIA B. SUASI**  
Acting Division Manager  
Human Resources Management