



July 26, 2017

NOTICE OF VACANCY

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. A

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: Accounts Management & Guarantee Department; POSITION/TITLE: **SR. ACCOUNTS MANAGEMENT SPECIALIST**; SG 18; ITEM No.: **247**; P35,693.00/mo. ✓

QUALIFICATION STANDARDS:

Education : Bachelor's degree relevant to the job ✓
Experience : 2 years of relevant experience ✓
Training : 8 hours of relevant training ✓
Eligibility : CS Professional/Second Level Eligibility ✓

Preferably a Certified Public Accountant

2. REGION: NCR; AGENCY: National Electrification Administration; PLACE OF ASSIGNMENT: Human Resources & Administration Department-General Services Division; POSITION/TITLE: **TRANSPORT OPERATIONS SERVICES CHIEF B**; SG 20; ITEM No.: **285**; 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 ✓

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 August 10, 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