



NATIONAL ELECTRIFICATION ADMINISTRATION

"The 1st Performance Governance System-Institutionalized National Government Agency"
57 NIA Road, Government Center, Diliman, Quezon City 1100



Management System
ISO 9001:2015

www.tuv.com
ID 910502030



January 08, 2019

NOTICE OF VACANCY

All qualified applicants are enjoined to submit the following documents to the Human Resource Management Division (HRMD) of the National Electrification Administration (NEA), not later than the end of office hours on **January 18, 2019**:

1. Application letter; (please indicate Item number and department/office)
2. Personal data sheet (CS Form No. 212 revised 2017);
3. Work Experience Sheet (CS Form No. 212 Attachment);
4. Copy of IPCR (latest rating period, for those employed in government);
5. Potential assessment rating signed by immediate supervisor (for employed applicants, form available at the HRMD);
6. Copy of eligibility; and
7. Transcript of Records (non-NEA applicants)

Applicants may also send their applications thru our e-mail address hrmd@nea.gov.ph. Previous applicants to republished position/s need to submit their updated Personal Data Sheet and application letter. **Only applications with complete attachments will be accepted.**

Position Title	SR. CORPORATE PLANNING SPECIALIST
Place of Assignment	Corporate Planning Office – Strategic Planning Division (CPO-SPD)
Item No.	47
Monthly Salary/ Salary Grade	Php42,099.00/SG 19
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 Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Research, organize and analyze information related to quality management system; • Support the Central Document Controller in maintaining storage and disposition of QMS records and documented information; • Monitor periodically the maintenance of customer-focus department procedures of process owners; • Validate department procedures with the process owners; • Monitor and report continual improvement, risk management and compliance of the agency units; • Prepares administrative requirements for the conduct of QMS sessions, conferences and related deliberation activities; • Draft minutes of meetings, reports, office communications and other related documents; and • Prepares the Section's Scorecard and accomplishments.

Page 1 of 8

file

Position Title	CREDIT/COLLECTION CHIEF
Place of Assignment	Finance Services Department – Treasury Division (FSD-TD)
Item No.	232
Monthly Salary/ Salary Grade	Php47,037.00/SG 20
Qualification Standards	Education : Bachelor's degree Experience : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Supervise the implementation of formulated policies, guidelines and programs in compliance with the internal control procedures in managing EC loan obligations; • Assist in the development of billing and collection procedures, policies and strategies to further strengthen and improve NEA's collection performance; • Review and oversee the proper recording, Classifying and summarizing of all transactions pertaining to Regions I-V, CAR, MERALCO, PHILRECA and other Loans; • Review, verify and oversee the following reports for submission to management and other government agencies: <ul style="list-style-type: none"> a. Collections Reports b. Loan Profile (Regions I-V and CAR) c. ECs Outstanding Loans d. Status of Repayments of MERALCO, PHILRECA, and other Loans e. Aging Receivables: • Review and oversee the preparation of Billing and Collection Letters, Application of Payment Letter and other accounting documents and correspondences to ECs and other Stakeholders; and • Review and verify reconciliation of ECs Loans Receivable and Accrued Interest on Loans Receivable Accounts per e-NGAS and subsidiary ledgers for Regions I-V and CAR.

Position Title	SR. INDUSTRIAL RELATIONS MANAGEMENT OFFICER B
Place of Assignment	Human Resources and Administration Department -- Human Resource Management Division (HRAD-HRMD)
Item No.	275
Monthly Salary/ Salary Grade	Php34,781.00/SG 17
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 Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Review/Check General Payroll on statutory and other deductions; • Prepare disbursement voucher for employees and service partners <ul style="list-style-type: none"> a. Refund of loan payments for PAG-IBIG Fund and GSIS b. Lifeguard Billing c. Salary adjustments and RATA; • Prepare remittances on PHILHEALTH and PAG-IBIG Fund; • Prepare certifications, correspondence and other related documents relative to the employees compensation; • Implement and monitor the employees' salary adjustments due to promotion and other personnel movements; and • Review/update service records of active and separated employees

gls

Position Title	ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Audit Department – Electric Cooperative Financial Management Audit Division (ECAD-ECFMAD)
Item No.	393
Monthly Salary/ Salary Grade	Php31,765.00/SG 16
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 Preference : Preferably Electrical Engineer
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist the conduct of technical audit of Electric Cooperatives; • Assist in the preparation of technical audit reports for management information and guidance; • Assist in the evaluation of ECs disposal of non-performing assets; • Assist in the evaluation of Board and Management Justification/Action Plan on Technical Audit findings/recommendations; and • Assist in the preparation of corresponding report on the activities conducted.

ah

Position Title	ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Audit Department -- Electric Cooperative Financial Management Audit Division
Item Nos.	394,395,396 and 397
Monthly Salary/ Salary Grade	Php31,765.00/SG 16
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 Preference : Preferably CPA
Duties and Responsibilities	<ul style="list-style-type: none"> • Assess the soundness of existing internal control system, it's implementation and recommends improvement; • Assist in the evaluation of the effectiveness of Meter Reading, Billing and Collection (MRBC), Warehousing, Accounting and other EC operating systems; • Conducts evaluation and appraisal of the salvage value of EC's non-performing assets and recommend the floor price of assets of disposal; • Evaluate EC's submitted documents pertaining to uncollectible accounts for write-off and recommends appropriate amount of the results thereof; • Assist in the conduct of exit conference with the Board of Directors, General Manager, Department Heads and other concerned personnel to discuss the result of the above engagement; • Assist in the preparation of corresponding report on the activities conducted; and • Monitor the implementation of NEA Audit Recommendations and EC Management action plans.

alix


Position Title	ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Audit Department – Electric Cooperative Financial Management Audit Division
Item No.	398
Monthly Salary/ Salary Grade	Php31,765.00/SG 16
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 Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Prepare/summarize report on the initiatives and activities on rural electrification; • Review, analyze the financial and operational performance assessment of ECs and special studies on various issues and concerns affecting the ECs; • Review and analyze the classification of ECs based on the established standards and parameters; • Review the financial and statistical data/information relevant to reports, special studies/guidelines being prepared/conducted by the Department; • Participates in the formulation of performance scorecard of the Department; and • Performs other duties that may be assigned from time to time.

John

Position Title	ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Audit Department – Electric Cooperative Operations and Systems Audit Division
Item No.	414
Monthly Salary/ Salary Grade	Php31,765.00/SG 16
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 Preference : Preferably Electrical Engineer
Duties and Responsibilities	<ul style="list-style-type: none"> • Assess the soundness of existing internal control system, it's implementation and recommends improvement; • Assist in the evaluation of the effectiveness of Meter Reading, Billing and Collection (MRBC), Warehousing, Accounting and other EC operating systems; • Conducts evaluation and appraisal of the salvage value of EC's non-performing assets and recommend the floor price of assets of disposal; • Evaluate EC's submitted documents pertaining to uncollectible accounts for write-off and recommends appropriate amount of the results thereof; • Assist in the conduct of exit conference with the Board of Directors, General Manager, Department Heads and other concerned personnel to discuss the result of the above engagement; • Assist in the preparation of corresponding report on the activities conducted; and • Monitor the implementation of NEA Audit Recommendations and EC Management action plans.

aka

Position Title	ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Audit Department – Electric Cooperative Operations and Systems Audit Division
Item No.	415
Monthly Salary/ Salary Grade	Php31,765.00/SG 16
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 Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Conduct institutional audit of various electric cooperatives (ECs) particularly on the following: <ul style="list-style-type: none"> a. Management tools e.g. reorganization, salary adjustment b. Adherence and compliances to laws and guidelines of governing bodies e.g. DOLE, NEA, BIR c. Administrative processes such as recruitment, selection and placement operational performance assessment, staffing pattern d. EC conduct of AGMA and District Election; • Assist in the preparation of reports and other communications of the audit conducted; • Assist in the evaluation of Board of Directors and Management justification/action plans on Institutional Audit Findings and recommendations; and • Assist in the conduct of exit conference with the Board of Directors, General Managers and other EC officials to discuss the result of the audit.


ANASTACIA B. SUASI
Acting Division Manager
Human Resources Management

Note: These positions are open to all qualified applicants regardless of gender, civil status, disability, ethnicity and/or religion.

Next-In-Rank employees should signify their interest by applying in writing otherwise they waive their rights to the vacant position s.