



January 22, 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 **February 01, 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	SECRETARY A
Place of Assignment	Corporate Planning Office (CPO)
Item No.	40
Monthly Salary/ Salary Grade	Php17,473.00/SG 9
Qualification Standards	Education : Completion of 2 years studies in college Experience : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : CS Subprofessional/First Level Eligibility Preference : Proficient in Microsoft Word, Excel and Powerpoint
Duties and Responsibilities	<ul style="list-style-type: none"> • Perform variety of secretariat and administrative functions under the supervision of the Department Manager and staff; • Log incoming and outgoing official documents where indicated and routes them to personnel concerned for action; • Undertake systematic filing and control of office records; • Attend to visitors/callers of the Office. Refers the officials to staff who can provide the information needed; • Place and receive phone calls; writes down messages for information/action; and • Determine supplies needed by the office and initiates requisition of the same.

Position Title	SENIOR PROJECT PLANNING AND DEVELOPMENT OFFICER
Place of Assignment	Corporate Planning Office – Rural Electrification Project Planning and Development Division (CPO-REPPDD)
Item No.	58
Monthly Salary/ Salary Grade	Php38,085.00/SG 18
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"> • Prepare requirements on the conduct of planning activities/workshops of the ECs; • Review and finalize EC Workplan; • Monitor EC project implementation based on approved Workplan; • Review, evaluate and consolidate data for the required updated NEA's Total Electrification Plan and Distribution Development Plan as stipulated in R.A. 10531 and its Implementing Rules and Regulation (IRR); • Provide support and justifies project proposals/capital requirements submitted to the National Economic Development Authority (NEDA), Department of Budget and Management (DBM), Congress and lending institutions for projects being negotiated for funding; • Manage the maintenance of related databank of potential and existing programs and projects; and • Conduct fieldwork, undertake planning studies in accordance with the Distribution Utility CAPEX planning and other technical requirements.

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Position Title	COMPUTER SERVICES PROGRAMMER A
Place of Assignment	Information Technology & Communication Services Department - Information Technology & Systems Development Division (ITCSD-ITSDD)
Item No.	190
Monthly Salary/ Salary Grade	Php29,010.00/SG 15
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"> • Develop programs/database for in-house use (application systems and website). • Evaluate systems for enhancement and computerization; • Maintain and debug NEA in-house application systems and other application packages. • Troubleshoot application software/hardware including operating system and other utility software; • Facilitate ICT training for NEA and ECs through NETI and assist in the coordination and facilitate communication linkage with ICT end-users for standardization of NEA reports and information and ECs inter-operability and connectivity; • Provide IT technical support to other special e-government projects linked or based at NEA in accordance with the G2G system of government network project; GCG, Transparency Seal, DBM, etc.; and • Prepare inventory/library of software and application. Safekeep documented codes, system software, utility software for ICT use of NEA.

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Position Title	SENIOR FINANCIAL PLANNING ANALYST
Place of Assignment	Finance Services Department - Financial Services & Accounting Division (FSD-FSAD)
Item No.	212
Monthly Salary/ Salary Grade	Php29,010.00/SG 15
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"> • Process disbursement vouchers for travelling expenses including its attached supporting documents; • Prepare journal entry vouchers (e-NGAS) for subsidy releases to electric cooperatives, liquidation of travelling expenses and disbursements of expenditures of various departments: Finance Services Department, Accounts Management and Guarantee Department and Information Technology and Communication Department; • Audit reimbursements of expenses below Php1,000.00 (petty cash vouchers) for travelling expenses; • Analyze accounts, computes and records year end closing and adjusting entries for prepayments and accruals for travelling expenses; • Prepare quarterly reports of liquidation of cash advances of NEA officials and employees ad COA employees for submission to COA; and • Maintain index/control card of travelling expenses of NEA official and employees.

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Position Title	SENIOR CORPORATE ACCOUNTANT A
Place of Assignment	Finance Services Department - Financial Services & Accounting Division (FSD-FSAD)
Item No.	202
Monthly Salary/ Salary Grade	Php38,085.00/SG 18
Qualification Standards	Education : Bachelor's degree in Commerce/Business Administration Major in Accounting Experience : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : RA1080 Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Maintain corporate general/subsidiary ledgers and prepares the following financial statements and reports: <ul style="list-style-type: none"> a) Monthly Trial Balance b) Consolidated Balance Sheet c) Income Statement d) Monthly cash flow and schedule e) Monthly Financial Statements f) Quarterly consolidated balance sheet and Financial statement g) Yearly comparative financial position h) Annual income tax return; • Oversee the collection verification and analysis of financial data covering administrative loans, subsidy and guarantee funds transactions relative to the presentation of financial statement, reports required in the implementation of management information system; • Review, analyze and evaluate transactions entered and posted to various books of original entries affecting the entire accounting system; • Analyze and organize significant financial highlights of yearly operations for disclosure to the notes to financial statements; • Supervise the prompt and accurate recording of transactions of administrative loans and subsidy funds in the different registers to ensure early closing of books; and • Prepare journal vouchers to take up interest income.


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Position Title	SENIOR ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Audit Department – Electric Cooperative Financial Management Audit Division (ECAD-ECFMAD)
Item No.	384
Monthly Salary/ Salary Grade	Php38,085.00/SG 18
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 : Preferably Electrical Engineer
Duties and Responsibilities	<ul style="list-style-type: none"> • Conduct technical audit of Electric Cooperatives (ECs); • Prepare technical audit reports for management information and guidance; • Evaluate Board and Management justification/action plan on audit findings/recommendations; • Assist the Section Chief in the preparation of technical audit workplan and other activities; and • Conduct special technical audit/fact findings.

Position Title	SENIOR ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Audit Department – Electric Cooperative Financial Management Audit Division (ECAD-ECFMAD)
Item No.	386 and 408
Monthly Salary/ Salary Grade	Php38,085.00/SG 18
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 : Preferably CPA
Duties and Responsibilities	<ul style="list-style-type: none"> • Conduct in-depth examination of ECs financial statements and related books of accounts and accounting records to evaluate existing accounting and internal control systems of ECs and recommend remedial measures in case of established weaknesses; • Determine compliance to NEA and EC policies and guidelines and propriety to transactions and protects EC assets in cases of fraud and irregularities; • Prepare audit reports and evaluation reports on audit findings for management information; and • Conduct exit conference.

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Position Title	ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Audit Department – Electric Cooperative Operations and Systems Audit Division (ECAD-ECOSAD)
Item Nos.	417
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; • Conduct 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.


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.