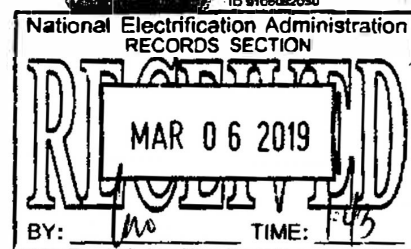




March 06, 2019



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 **March 16, 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 (non-NEA applicants); 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	MINUTES/AGENDA OFFICER B
Place of Assignment	Office of the Corporate Secretary
Item No.	4
Monthly Salary/ Salary Grade	Php20,754.00/SG 11
Qualification Standards	Education : Bachelor's degree Experience* : None Required Training : None Required Eligibility : CS Professional/Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Secure the availability of the Members of the NEA Board of Administrators & Committees for Board & Committee meetings; • Check completeness of staff work/attachments of agenda materials submitted by the Management for the Board & Committees including powerpoint presentations; • Collate agenda materials and prepare agenda folders for the Board & Committees and deliver these folders to the members of the NEA Board & Committees; • Assist in facilitating the conduct of NEA Board & Committee meetings and Referenda; • Record and transcribe deliberations/proceedings of NEA Board & Committee meetings; • Prepare draft Resolutions passed by the NEA Board & Committees; • Prepare draft Minutes of NEA Board & Committee meetings;

*Experience refers to the previous jobs in either the government or private sector, whether full-time or part-time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled. (2017 ORAOHRA revised 2018, Part III, Sec. 56)

	<ul style="list-style-type: none"> • Prepare draft certifications of Resolutions passed by the NEA Board & Committees; • Prepare and send formal notices of meetings to members or the NEA Board, Committees & Management; • Assist in scheduling and facilitating the conduct of Pre-Board & Pre-Committee meetings; • Prepare summary of Board & Committee actions taken and draft memoranda of directives/instructions of the Board & Committees including monitoring compliance of the same; and • Prepare draft routine correspondences, memoranda & reports and perform other activities/task that may be assigned from time to time by the Corporate Board Secretary.
--	---

Position Title	CHIEF INTERNAL CONTROL OFFICER
Place of Assignment	Internal Audit and Quality Standards Management Office - Financial and Special Audit Division (IAQSMO-FSAD)
Item No.	16
Monthly Salary/ Salary Grade	Php65,319.00/SG 22
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 4 years of relevant experience Training : 24 hours of relevant training ✓ Eligibility : CS Professional/Second Level Eligibility ✓ Preference : Preferably CPA ✓
Duties and Responsibilities	<ul style="list-style-type: none"> • Supervise/participate in the audit of NEA Financial Reports/books of accounts and government subsidies/grants released to electric cooperative through NEA; • Ascertain the implementation and compliance of corporate transactions with management policies and government rules and regulations; • Supervise/participate in the conduct of special/comprehensive audit, investigative works and review/verify audit reports and ensure adherence to prescribe auditing standards and procedures; • Formulate, plan and organize workplan and programs of the sections relative to the audit of NEA Financial Reports/books of accounts and operations; • Directly supervise the audit teams of the section to ensure that they are adequately motivated and work standards are maintained; and • Provide the Division Manager with information necessary in the formulation of internal control measures as a means of safeguarding assets.

*Experience refers to the previous jobs in either the government or private sector, whether full-time or part-time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled. (2017 ORAOHRA revised 2018, Part III, Sec. 56)

Position Title	SENIOR INTERNAL CONTROL OFFICER A
Place of Assignment	Internal Audit and Quality Standards Management Office – Systems Audit and Quality Standards Division (IAQSMO-SAQSD)
Item No.	29
Monthly Salary/ Salary Grade	Php40,637.00/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 audit, evaluates and analyzes the NEA's existing systems and procedures; and ascertains the extent of compliance with established processes and policies; • Monitor operational performance to ensure adherence to Management plans, policies, systems and procedures and government laws, rules and regulations; • Assist and coordinate with Chief Internal Control Officer/Supervising Internal Control Officer relative to the implementation of specific work and programs of the Section; • Prepare audit report/working papers and makes recommendations if necessary to promote efficient, effective and economical operational performance; and • Assist in the development and update of tools and techniques in the appraisal of internal control system to promote operational efficiency.

*Experience refers to the previous jobs in either the government or private sector, whether full-time or part-time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled. (2017 ORAOHRA revised 2018, Part III, Sec. 56)

Position Title	SENIOR INTERNAL CONTROL OFFICER B
Place of Assignment	Internal Audit and Quality Standards Management Office – Systems Audit and Quality Standards Division (IAQSMO-SAQSD)
Item No.	31
Monthly Salary/ Salary Grade	Php33,584.00/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"> • Conduct in-depth interviews and gathers data to determine NEA existing systems and procedures; • Conduct surveys and inquiries to validate NEA standards, policies, systems and procedures; • Undertake analysis on the existing systems and procedures and makes necessary recommendations with internal controls; • Participate in the conduct of data gathering during the course of system and operations and compliance audit; • Assist in special investigation of on-going NEA operations and drafts audit report/working papers; and • Assist in the gathering and documenting information to be use as a tool in the basis of evaluation.

*Experience refers to the previous jobs in either the government or private sector, whether full-time or part-time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled. (2017 ORAOHRA revised 2018, Part III, Sec. 56)

Position Title	EXECUTIVE SECRETARY C
Place of Assignment	Office of the Deputy Administrator for Field Operations (Electric Cooperative Management Services)
Item No.	86
Monthly Salary/ Salary Grade	Php20,754.00/SG 11
Qualification Standards	Education : Completion of two (2) years studies in college Experience* : None required Training : None required Eligibility : None required Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Act as Executive Secretary of the Deputy Administrator for Management Services but not limited to gathering pertinent data for decision making and in providing administrative support; • Control all incoming and outgoing communications from ECs, other Department/Offices and concerned agencies and ensures appropriate dispatch; • Calendar appointments, meetings and conference schedules of the Deputy Administrator for Management Services; • Review all documents received/acted upon by the office and farms out to concerned Field Teams/Departments for appropriate action; and • Receive scheduled visitors of the DAECMS and attend to visiting EC representatives on their Administrative concerns.

*Experience refers to the previous jobs in either the government or private sector, whether full-time or part-time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled. (2017 ORAOHRA revised 2018, Part III, Sec. 56)

Position Title	ACCOUNTS MANAGEMENT SPECIALIST
Place of Assignment	Accounts Management and Guarantee Department – Accounts Servicing Division (AMGD-ASD)
Item No.	264
Monthly Salary/ Salary Grade	Php30,531.00/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 : Preferably Accounting graduate and CPA
Duties and Responsibilities	<ul style="list-style-type: none"> • Maintain subsidiary ledger of loan and subsidy releases of various Electric Cooperatives; • Prepare Amortization Schedule of maturing loans of various Electric Cooperatives; • Maintain records of loan and mortgage contracts promissory notes and memorandum of agreement for subsidy releases and prepares the monthly status report covering the same; • Prepare reply to confirmation request from Electric Cooperatives and their external auditors; • Prepare release papers of mortgage documents covering loans that are already fully paid; • Prepare loan and mortgage documents, promissory notes, and memorandum of agreements of loan and subsidy granted to various Electric Cooperatives; and • Conduct periodic inventory of loan and mortgage contracts, promissory notes, memo of agreements and other important documents.

*Experience refers to the previous jobs in either the government or private sector, whether full-time or part-time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled. (2017 ORAOHRA revised 2018, Part III, Sec. 56)

Position Title	PROPERTY OFFICER A
Place of Assignment	Human Resources and Administration Department – General Services Division (HRAD-GSD)
Item No.	290
Monthly Salary/ Salary Grade	Php27,755.00/SG 14
Qualification Standards	Education : Bachelor's degree 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 and maintain equipment Ledger Card for recording and monitoring of issuance transfer, surrender and disposal of all NEA PPE and semi-expendables; • Conduct Physical Inventory and maintain/control the date files to ensure complete documentation or property management activities; • Prepare Property Acknowledgement Receipt (PAR), Inventory Custodian Slip (ICS), Property Transfer Report (PTR) and all documents related to property management activities; • Prepare documentation for disposal and coordinates with the BAC Disposal and Appraisal Committees; and • Receive complaints/requests about disposition of NEA Properties and problems related to property management.

*Experience refers to the previous jobs in either the government or private sector, whether full-time or part-time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled. (2017 ORAOHRA revised 2018, Part III, Sec. 56)

Position Title	SUPERVISING ELECTRIC COOPERATIVE DEVELOPMENT OFFICER
Place of Assignment	Institutional Development Department – Organization and Management Development Division (IDD-OMDD)
Item No.	339
Monthly Salary/ Salary Grade	Php51,155.00/SG 20
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 Preference : Preferably with knowledge and experience on Electric Cooperative operation particularly on HR matters, and other institutional concerns
Duties and Responsibilities	<ul style="list-style-type: none"> • Supervise Electric Cooperative personnel management and Development/Reorganization; • Supervise, review and resolve problems arising from organizational intervention; • Supervise integration of Electric Cooperative balanced scorecard with individual performance; • Supervise, review evaluation/ recommendation of Electric Cooperative grant of incentives, allowances and employees' salaries; • Supervise, ensure the facilitation of the selection/hiring process of applicants for Electric Cooperative GMs; • Supervise, evaluate and recommend Electric Cooperative General Managers' Salaries and retirement benefits; and • Supervise, review, evaluate/confirm Electric Cooperative policies.


*Experience refers to the previous jobs in either the government or private sector, whether full-time or part-time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled. (2017 ORAOHRA revised 2018, Part III, Sec. 56)

Position Title	INDUSTRIAL RELATIONS DEVELOPMENT CHIEF
Place of Assignment	Institutional Development Department – Training and Development Services Division (NEA-EC Training Institute)
Item No.	351
Monthly Salary/ Salary Grade	Php57,805.00/SG 21
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"> • Develop plans, directs and supervises the personnel and activities of the Division pertaining to human resource development of NEA and Electric Cooperatives personnel; • Initiate policies, programs, systems & procedures necessary to optimize organizational and HR development contributions to the corporate objectives as well as to the needs of the electric distribution utilities; • Direct the conduct of periodic Training Needs Analysis (TNA) and skills inventory to identify and recommend programs to maximize job competencies and reconcile gaps for the NEA and Electric Cooperatives; • Submit annual training plan and budget for endorsement and approval of the Department Manager, Deputy Administrator and Administrator; • Plan the equitable distribution of work among subordinate and evaluate their performance; • Prepare and submit semestral/annual accomplishment report to the Department Manager for endorsement to the concerned department; and • Provide mentoring and coaching to help develop subordinate's knowledge, skills and attitude; and • Represent the department in meetings, conferences, for a relative to human resource development.

*Experience refers to the previous jobs in either the government or private sector, whether full-time or part-time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled. (2017 ORAOHRA revised 2018, Part III, Sec. 56)

Position Title	INDUSTRIAL RELATIONS DEVELOPMENT OFFICER B
Place of Assignment	Institutional Development Department – Training and Development Services Division (NEA-EC Training Institute)
Item No.	358
Monthly Salary/ Salary Grade	Php25,232.00/SG 13
Qualification Standards	Education : Bachelor's degree Experience* : None Required Training : None Required Eligibility : CS Professional/Second Level Eligibility Preference :
Duties and Responsibilities	<ul style="list-style-type: none"> • Coordinates with the concerned personnel for the facilitation and logistics of all training materials, manual, certificates and other important documents; • Provides complete staff work, conduct of training, prepares pre and post training evaluations and post training reports for proper documentation after the conduct of training activities; • Compiles needed information about the participants for accomplishment report and documentation of the training activity for proper output, database and reference; and • Provides assistance in the conduct of all meetings, fora, and consultative sessions.

*Experience refers to the previous jobs in either the government or private sector, whether full-time or part-time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled. (2017 ORAOHRA revised 2018, Part III, Sec. 56)


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.