



June 18, 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 **June 28, 2019**:

1. Application letter; (**please indicate position title, 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 hcmd@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"> • Ensure the availability of the Members of the NEA Board of Administrators & Committees for Board & Committee meetings; • 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; • 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; <p style="text-align: right;"><i>Continue on the next page</i></p>

*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)

Duties and Responsibilities	<ul style="list-style-type: none"> • 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; • Prepare draft certifications of Resolutions passed by the NEA Board & Committees; • 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.
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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.

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Position Title	SR. AUTO MECHANIC
Place of Assignment	Human Resources & Administration Department – General Services Division
Item No.	294
Monthly Salary/ Salary Grade	Php19,233.00/SG 10
Qualification Standards	Education : High School Graduate or Completion of Relevant Vocational/ Trade Course Experience : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : Automotive Mechanic (Light Duty) (MC 11, s. 96 - Cat. I) Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Monitors all stages of preventive maintenance and repair works to ensure detailed accomplishment of job orders; • Checks/ensures that the vehicles assigned to the different Department/Office are properly maintained by the respective driver mechanics; • Recommends to the Section Chief for approval job estimates and spare parts requisition for reparable vehicles; • Assists supervisor in the evaluation of completed work on vehicles prior to re-issuance to respective end-users; and • Prepare job estimates or reparable NEA vehicles and make requests for spare parts purchase.

Position Title	SECRETARY A
Place of Assignment	Institutional Development Department (IDD)
Item No.	334
Monthly Salary/ Salary Grade	Php17,975.00/SG 09
Qualification Standards	Education : Completion of 2 years studies in college Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : CS Sub-professional/First Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Record incoming and outgoing correspondences, memos, and board resolutions. • Prepare routing slips; • Encode letter, memoranda, reports and other correspondences; • Sort and file reports, memos, evaluation and retrieves required files; • Transmits information and instructions between the Department Manager and staff; • Schedule appointments for the Department Manager, refers visitors to the Department Manager or Staff concerned; and • Receive incoming calls and makes official calls.

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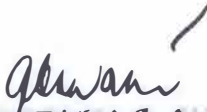
Position Title	CHIEF ELECTRIC COOPERATIVE DEVELOPMENT SERVICES
Place of Assignment	Institutional Development Department – Organization and Management Development Division (IDD-OMDD)
Item No.	337
Monthly Salary/ Salary Grade	Php65,319.00/SG 22
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 4 years of relevant experience Training : 24 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably with in-depth knowledge and experience on Electric Cooperative operation particularly on HR matters, and other institutional concerns
Duties and Responsibilities	<ul style="list-style-type: none"> • Plan, direct and supervise the personnel and activities of the Division in matters pertaining to: <ul style="list-style-type: none"> a. EC personnel reorganization b. Selection process of GM applicants or permanency of general manager c. Evaluation of GM's performance for purposes of permanency and salary upgrading and retirement benefits d. Integration of EC Balanced Scorecard with individual performance e. Evaluation of EC grant of incentives or allowance and employees' salaries f. Evaluation of EC policies g. Investigation of management-employee conflicts arising from the EC h. Institutional developments of ECs <ul style="list-style-type: none"> h.1 assistance in the evaluation of problematic ECs h.2 assistance in the orderly conduct of district election and LSO resolution of protest/disputes arising from the conduct of D.E.; • Set and enforce Institutional and governance standards for the efficient operation of EC in accordance with Chapter 2 Section 5(L) of RA 10531; <p style="text-align: right;"><i>Continue on the next page</i></p>

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Duties and Responsibilities	<ul style="list-style-type: none"> • Formulate new policies and/or amendments of existing NEA memo, bulletin and issuances pertaining to EC personnel development; • Recommend confirmation of the appointment of Board of Directors; • Represent the Division in conferences and other business affairs and signs all correspondences emanating from the Division; • Review/approve workplans, programs and activities of the Division and report accomplishments of the Division; • Prepare position papers to various proposed bills; and • Review and approves administrative requirements of the Division.
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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.