



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



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July 16, 2019

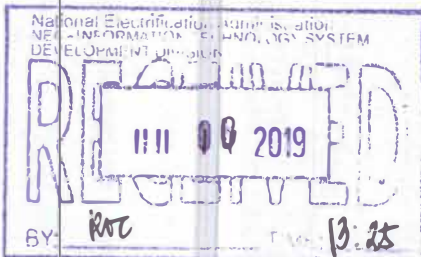
NOTICE OF VACANCY

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 **July 26, 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 hrrmd@nea.gov.ph. Previous applicants to republished position/s need to submit their updated Personal Data Sheet and application letter. **For those who are applying to more than 1 (one) position, please submit complete attachments for each position/item. ONLY APPLICATIONS WITH COMPLETE ATTACHMENTS WILL BE ACCEPTED.**

Position Title	DATA MANAGEMENT CHIEF B
Place of Assignment	Information Technology and Communication Services Department
Item No.	195
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 proficiency in knowledge management, database development and management.
Duties and Responsibilities	<ul style="list-style-type: none"> • Supervise the development, enhancement and maintenance of the database on the status of Rural Electrification Program and effect appropriate monitoring control; • Supervise the overall generation and recommends approval of the Monthly Status of Energization Report summarizing the accomplishments of the Electric Cooperatives for the given period; • Supervise the validation and integration of data gathered for translation into effective management tools necessary for decision making and policy formulation;



Continue on the next page

*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"> • Supervise the publication of the Rural Electrification Chronicle and other relevant information (through NEA's annual report and EnerNEA) to showcase accomplishments on the RE program; • Conceptualize and recommend data/information and reports that should be included in the agency's intranet and internet system; • Supervise the conceptualization and processing of data/information requirements of the management and various monitoring groups, interested sectors, researches and academe; • Coordinate and network with other government and private institutions on matters related to Rural Electrification statistics, other statistical activities, updates and trends; • Administer and recommend for approval enhancements on the data collection system, data banking and security based on current trends and technology; and • Conduct the formulation and recommend approval of targets and accomplishments, budgetary requirements, logistics support and APP of REMS
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Position Title	ATTORNEY IV
Place of Assignment	Legal Services Office
Item Nos.	78 and 79
Monthly Salary/ Salary Grade	Php73,811.00/SG 23
Qualification Standards	Education : Bachelor of Laws Experience* : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : RA1080 (BAR) Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Review contracts of Electric Cooperatives and other contracts pertaining to NEA <ul style="list-style-type: none"> a. Render Legal opinion on Electric Cooperatives Board Resolutions b. Address legal concerns of NEA and Electric Cooperatives c. Draft report and comments on legal matter concerning NEA and Electric Cooperatives; • Act as member to Committees such as, but not limited to, Administrative Committee, Technical Working Groups and Career Systems and Standards Committees to undertake the following: <ul style="list-style-type: none"> a. Conduct and/or attend hearing b. Provide legal opinion c. Legal research necessary for drafting decisions; • Represent NEA in court hearings involving the Agency's and Electric Cooperatives' officials and do the following: <ul style="list-style-type: none"> a. Draft pleadings for court cases involving NEA and Electric Cooperatives b. Draft pleadings for NEA officials before administrative tribunals c. Research on formulation and preliminary analysis on cases involving NEA and Electric Cooperatives; • Research and gather data on pertinent laws to provide feedback for management and corporate decisions; • Conduct fact-finding investigation and evaluation of complaints.

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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.