



August 07, 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 **August 17, 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 hrmd@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 one (1) position, please submit complete attachments for each position/item. **ONLY APPLICATIONS WITH COMPLETE ATTACHMENTS WILL BE ACCEPTED.**

Position Title	CORPORATE BOARD SECRETARY V
Place of Assignment	Office of the Corporate Secretary
Item No.	1
Monthly Salary/ Salary Grade	Php83,406.00/SG 24
Qualification Standards	Education : Bachelor's degree Experience* : 4 years of relevant experience Training : 24 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Serve as an adviser to the Board Members on their responsibilities and obligations; • Keep the Minutes of the Meetings of the Board, the Executive Committee, and all other committees in a book or books kept for that purpose, and furnish copies thereof to the Chairman, the CEO and other Members of the Board as appropriate; • Attend to the giving and serving of notices of Board meetings; • Receive instructions from the Chairman on the preparation of annual schedule, the calling of Board meetings, the preparation of regular agenda for meetings, and notifying the Board of such agenda at every meeting;

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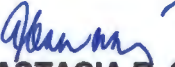
*Experience refers to the previous jobs in either the government or private sector, whether full-time or part-time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled.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



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Duties and Responsibilities	<ul style="list-style-type: none"> • Oversee the adequate flow of information to the Board prior to meetings; • Ensure fulfillment of disclosure requirements to regulatory bodies; • Act as NEA Compliance Officer (GCG MC No. 2012-07) and GOCC Leadership Management System (GCG MC No. 2014-02); and • Perform other duties that may be assigned from time to time.
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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.