



September 05, 2019

**NOTICE OF VACANCY**

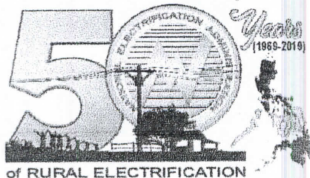
All qualified applicants are enjoined to submit the following documents to the Human Resource Management Division (HRMD) of the National Electrification Administration (NEA), not later than the end of office hours on **September 15, 2019**:

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](mailto: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.**

<b>Position Title</b>	<b>SECRETARY A</b>
<b>Place of Assignment</b>	Corporate Planning Office (CPO)
<b>Item No.</b>	40
<b>Monthly Salary/ Salary Grade</b>	Php17,975.00/SG 09
<b>Qualification Standards</b>	<b>Education</b> : Completion of 2 years studies in college <b>Experience*</b> : 1 year of relevant experience <b>Training</b> : 4 hours of relevant training <b>Eligibility</b> : CS Sub-professional/First Level Eligibility <b>Preference</b> : Proficient in Microsoft Word, Excel and Powerpoint
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Perform variety of secretariat and administrative functions under the supervision of the Department Manager;</li> <li>• Log incoming and outgoing official documents where indicated and routes them to personnel concerned for action;</li> <li>• Undertake systematic filing and control of office records;</li> <li>• Attend to visitors/callers of the office. Refers the officials to staff who can provide the information needed;</li> <li>• Place and receive phone calls; writes down messages for information/action;</li> <li>• Determine supplies needed by the office and initiates requisition of the same; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

\*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)



*[Handwritten signature]*

<b>Position Title</b>	<b>DRIVER-MECHANIC B</b>
<b>Place of Assignment</b>	Field Operations – Management Assistance Group (Management and Consultancy Services Office)
<b>Item No.</b>	96 and 97
<b>Monthly Salary/ Salary Grade</b>	Php15,738.00/SG 07
<b>Qualification Standards</b>	<b>Education</b> : High school graduate or completion of relevant vocational/trade course <b>Experience*</b> : None Required <b>Training</b> : None Required <b>Eligibility</b> : Professional Driver's License (MC 11, s. 1996 – Cat. II) <b>Preference</b> : Driver's license with restrictions 1, 2 and 3
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Drive NEA vehicles in conducting NEA officials and employees to and from place of designation;</li> <li>• Perform preventive maintenance measure of assigned vehicles;</li> <li>• Maintain cleanliness and roadworthiness of assigned vehicles;</li> <li>• Comply to all lawfull orders of superior in the office; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

\*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)

*ghana*



<b>Position Title</b>	<b>PRINCIPAL ENGINEER A</b>
<b>Place of Assignment</b>	Field Operations – Management Assistance Group (Management and Consultancy Services Office)
<b>Item No.</b>	114 and 124
<b>Monthly Salary/ Salary Grade</b>	Php65,319.00/SG 22
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree in Engineering relevant to the job <b>Experience*</b> : 4 years of relevant experience <b>Training</b> : 24 hours of relevant training <b>Eligibility</b> : RA1080 <b>Preference</b> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Supervise/Undertake periodic evaluation and assessment of ECs performance on the basis of technical operation and governance standards set forth under R.A. 10531 and other NEA issuances including SDP, SP, OIP, DDP, CAPEX and OPEX Plans and Long Term Development Plan (LTDP) under the enhanced Integrated Computerized Planning Model (e-ICPM);</li> <li>• Provide technical management assistance in the ECs construction, operation and maintenance of the distribution lines, substations, transmission lines and power plants in compliance with the distribution and grid codes, and in the application/development of Multi-Year CAPEX Plan;</li> <li>• Manage/conduct the rehabilitation of low performing ECs through hands-on management or take-over of operation as required;</li> <li>• Supervise/monitor/assist in the preparation and implementation of System Loss Reduction Program and related technical activities based on the approved Integrated Plan under the ICPM;</li> <li>• Initiate/lead creation of manpower and equipment pooling of Task Force for the needs of ECs in the Region/Inter-Regional requirements particularly during emergency situation;</li> <li>• Monitor/assess and provides management assistance in the operation of the problematic ECs for improvement and better operation;</li> <li>• Assist/coordinate the requests of the ECs on technical requirements and in the areas of promotion/facilitation of the program and project implementation with the concerned government/private agencies and other stakeholders; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

\*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)

gh

<b>Position Title</b>	<b>CORPORATE FINANCE SERVICES CHIEF</b>
<b>Place of Assignment</b>	Field Operations – Management Assistance Group (Management and Consultancy Services Office)
<b>Item Nos.</b>	145 and 147
<b>Monthly Salary/ Salary Grade</b>	Php65,319.00/SG 22
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree relevant to the job <b>Experience*</b> : 4 years of relevant experience <b>Training</b> : 24 hours of relevant training <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Develop and recommend financial and risk management packages for electric cooperatives in distribution and supply of electricity business;</li> <li>• Supervise/conduct periodic assessment and provides recommendation of financial position and result of operation of distribution utilities and supply business of electric cooperatives in aid to financial decisions;</li> <li>• Supervise/assist the electric cooperatives in developing strategies in financial and risk management and performance standards to achieve long term viability;</li> <li>• Supervise/monitor EC's adherence to financial guidelines set by NEA and compliance to approved Cash Operating Budget (COB) to achieve long term viability;</li> <li>• Monitor/assist EC's adherence to financial guidelines and loan conditionalities, as they may be, set by NEA;</li> <li>• Assist ECs in financial regulatory compliances and reportorial requirements;</li> <li>• Assist ECs in the improvement of working fund management and short term debt servicing; and</li> <li>• Review/evaluate and recommend appropriate action/s on the granting of financial benefits/privileges of ECs officials and employees in accordance with NEA guidelines and promulgations; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

\*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)

gls



<b>Position Title</b>	<b>CHIEF EC ORGANIZATIONAL SERVICES/CHIEF EC MANAGEMENT SERVICES</b>
<b>Place of Assignment</b>	Field Operations – Management Assistance Group (Management and Consultancy Services Office)
<b>Item Nos.</b>	132 and 134
<b>Monthly Salary/ Salary Grade</b>	Php65,319.00/SG 22
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree relevant to the job <b>Experience*</b> : 4 years of relevant experience <b>Training</b> : 24 hours of relevant training <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Evaluate/supervise/assist in the preparation and implementation of strategic plans and programs for identified ailing/problematic ECs in coordination with finance and technical sectors to include other concerned departments/offices of NEA and recommends management tools to improve employees productivity and operational efficiency;</li> <li>• Supervise/undertake periodic evaluation and assessment of ECs operations on the basis of compliance with NEA policies/guidelines and other issuances;</li> <li>• Supervise/evaluate/assist in the preparation and implementation of the institutional aspects on ECs' OIP, SDP, DDP, CAPEX and OPEX Plans and Long Term Development Plan (LTDP) under the enhanced Integrated Computerized Planning Model (e-ICPM);</li> <li>• Act as technical consultant on the ECs institutional development plans and programs as follows: <ul style="list-style-type: none"> <li>a) Image Building and Corporate Culture Enhancement</li> <li>b) EC Structural enhancement and development of management tools, reorganizational activities, salaries and wages and other benefits</li> <li>c) Human Resources Growth and Skills Development</li> <li>d) Customer Relations and Services Satisfaction;</li> </ul> </li> <li>• Formulate and recommend/facilitate/act as Resource Person in the conduct of EC In-House Seminars/Planning Workshops and other related activities for improvement of EC operation;</li> <li>• Supervise/assist in the conduct of the ECs networking/linkages with LGUs, GOs, NGOs GOCC and other entities for the promotion and facilitation of the Rural Electrification Program/Projects Implementations; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

\*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)

*ala*



<b>Position Title</b>	<b>SENIOR LOANS MANAGEMENT OFFICER</b>
<b>Place of Assignment</b>	Finance Services Department – Treasury Division
<b>Item No.</b>	233
<b>Monthly Salary/ Salary Grade</b>	Php45,269.00/SG 19
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree relevant to the job <b>Experience*</b> : 2 years of relevant experience <b>Training</b> : 8 hours of relevant training <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Oversee recording and posting of transactions pertaining to EC's loans for Regions VI-XII, ARMM &amp; CARAGA and maintain/safeguard of its subsidiary ledgers;</li> <li>• Monitor EC's compliance with terms and conditions set under Section 5 d(a) of EO 119 and prepare status report and collection letter to PSALM;</li> <li>• Record and post transactions pertaining to ECs assumed loans by PSALM and maintain/safeguard subsidiary ledgers;</li> <li>• Prepare monthly Billing and Collection Letter to PSALM for ECs assumed loans;</li> <li>• Prepare the following accounting reports for submission to Management and other Government Agencies: <ul style="list-style-type: none"> <li>a) Collection Reports</li> <li>b) Status of Repayments on ECs assumed loan by PSALM;</li> </ul> </li> <li>• Coordinate ECs with delinquent accounts thru letters, e-mail, fax or call;</li> <li>• Oversee reconciliation of ECs Loans Receivable and Accrued Interest on Loans Receivable Accounts per e-NGAS and subsidiary ledgers (Regions VI-XII, ARMM &amp; CARAGA);</li> <li>• Conduct reconciliation with EC personnel on their loan accounts with NEA; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

\*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)

gh



<b>Position Title</b>	<b>HEAD CASHIER</b>
<b>Place of Assignment</b>	Finance Services Department – Treasury Division
<b>Item No.</b>	234
<b>Monthly Salary/ Salary Grade</b>	Php45,269.00/SG 19
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree <b>Experience*</b> : 2 years of relevant experience <b>Training</b> : 8 hours of relevant training <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Implement policies and control procedures for receipt, custody, deposit and disbursement of corporate financial resources thru cash and checks/online deposit;</li> <li>• Custodian of cash, NEA passbooks, checks, certificate of checks for NEA in-house expenditures, subsidy and loan releases;</li> <li>• Supervise preparation of the following reports for submission to Management and other Government Agencies: <ul style="list-style-type: none"> <li>a) Cash and Investment Balances (CIB)</li> <li>b) Daily Cash Position Report (DPCR)</li> <li>c) Daily Collections and Deposits</li> <li>d) Accountable Forms (AF)</li> <li>e) Checks Issued Weekly;</li> </ul> </li> <li>• Oversee the issuances of bank advices for checks issued for payment of NEA in-house expenditures, subsidy and loan releases;</li> <li>• Represent NEA to all bank related transactions as per cash management systems to optimize efficiencies;</li> <li>• Oversee the Special Disbursing Officer (SDO) for miscellaneous, TEV's and other in-house expenses and Special Officer (SCO) for training and seminars conducted by NEA; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

\*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)

*gh*

<b>Position Title</b>	<b>SECRETARY A</b>
<b>Place of Assignment</b>	Engineering Department (Total Electrification and Renewable Energy Development Department)
<b>Item No.</b>	301
<b>Monthly Salary/ Salary Grade</b>	Php17,975.00/SG 09
<b>Qualification Standards</b>	<b>Education</b> : Completion of two (2) years studies in college <b>Experience</b> : 1 year of relevant experience <b>Training</b> : 4 hours of relevant training <b>Eligibility</b> : CS Subprofessional/First Level Eligibility <b>Preference</b> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Encode and update the EC SEP, and BLEP accomplishment/reports;</li> <li>• Type all memos and correspondences and maintains the filing system of records and other reports;</li> <li>• Receive and collate reports/data submitted by the EC's and other offices (government or private);</li> <li>• Coordinate and follow-up data/requirements from other government and NEA offices and all incoming and outgoing communications received by the department;</li> <li>• Prepare necessary vouchers/reimbursements of the department; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

\*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)

du



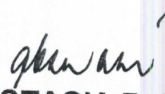
<b>Position Title</b>	<b>ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A</b>
<b>Place of Assignment</b>	Organization and Management Development Division – Institutional Development Department (OMDD-IDD)
<b>Item No.</b>	346
<b>Monthly Salary/ Salary Grade</b>	Php33,584.00/SG 16
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree relevant to the job <b>Experience*</b> : 1 year of relevant experience <b>Training</b> : 4 hours of relevant training <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist in the supervision and conduct of district election and resolution of election-related dispute;</li> <li>• Prepare draft decisions on queries regarding policies and procedures related to institutional development of EC's;</li> <li>• Review/evaluate and prepare recommendations for the approval of the amendments to EC By-laws and Articles of Incorporation;</li> <li>• Provide assistance in the evaluation of problematic EC's and recommend corrective measures;</li> <li>• Harmonize the NEA-EC's institutional programs/projects;</li> <li>• Prepare staffwork on EC's resolutions, queries and communications received by the division; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

\*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)

*ghu*

<b>Position Title</b>	<b>COMMUNITY RELATIONS OFFICER A</b>
<b>Place of Assignment</b>	Institutional Development Department – EDU Consumer Development and Protection Division (IDD-CDPD)
<b>Item No.</b>	371
<b>Monthly Salary/ Salary Grade</b>	Php27,755.00/SG 14
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree <b>Experience*</b> : 1 year of relevant experience <b>Training</b> : 4 hours of relevant training <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : Preferably with knowledge in oral and written communication
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Conduct Market/Consumer research on the development of new Information, Education and Communication (IEC) programs and projects;</li> <li>• Promote economically sustainable (livelihood) programs for the consumers; coordinates with and establishes linkages with LGU's, NGO's and other organizations for the sourcing of funds for these programs/projects;</li> <li>• Assist in the implementation of new policies and/or amendments to existing NEA Memoranda, Bulletins and issuances pertaining to the Organization of Member-Consumer-Owners (MCOs);</li> <li>• Assist in the implementation of strategies/recommendations to strengthen/promote Member Consumer Empowerment Program (MCEP), and other development programs and consumer services;</li> <li>• Prepare, evaluate and act on resolutions/queries/communication complaints; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

\*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.*