



October 09, 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 **October 19, 2019**:

1. Application letter; (**please indicate position title, Item number and department/office**)
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
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 1 (one) position, please submit complete attachments for each position/item. ONLY APPLICATIONS WITH COMPLETE ATTACHMENTS WILL BE ACCEPTED.**

Position Title	SECRETARY A
Place of Assignment	Corporate Planning Office (CPO)
Item No.	40
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 : Proficient in Microsoft Word, Excel and Powerpoint
Duties and Responsibilities	<ul style="list-style-type: none"> • Perform variety of secretariat and administrative functions under the supervision of the Department Manager; • Log incoming and outgoing official documents where indicated and routes them to personnel concerned for action; • Undertake systematic filing and control of office records; • Attend to visitors/callers of the office. Refers the officials to staff who can provide the information needed; • Place and receive phone calls; writes down messages for information/action; • Determine supplies needed by the office and initiates requisition of the same; and • Perform other duties that may be assigned from time to time.

*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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Position Title	SENIOR RESEARCHER ANALYST A
Place of Assignment	Corporate Planning Office – Rural Electrification Project Planning and Development Division (CPO-REPPD)
Item No.	60
Monthly Salary/ Salary Grade	Php33,584.00/SG 16
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 : With knowledge in the evaluation of ECs' Workplan including CAPEX projects
Duties and Responsibilities	<ul style="list-style-type: none"> • Provide staff support in the conduct of planning activities for all Electric Cooperatives; • Evaluate and finalize project proposals based from the development plans submitted by the Electric Cooperative; • Conduct research/impact studies in aid of the preparation of reports, comments, position papers for completion/submission by the section; • Monitor/analyze and collect financial and statistical data/information relevant impact and other studies being conducted by the section; • Develop and/or manage the development of research methodology and source of information; • Facilitate the preparation of reports, memoranda and related papers for distribution to different units of NEA and other agencies concerned; • Maintain comprehensive computer databases and supervises inventory of records and supply management of the section; and • Perform other duties that may be assigned from time to time.

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Position Title	PROJECT PLANNING AND DEVELOPMENT OFFICER B
Place of Assignment	Corporate Planning Office – Rural Electrification Project Planning and Development Division (CPO-REPPD)
Item No.	62
Monthly Salary/ Salary Grade	Php25,232.00/SG 13
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : None Required Training : None Required Eligibility : CS Professional/Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Provide staff support in the conduct of planning activities for all Electric Cooperatives; • Facilitate in the processing of requirements of other agencies related to Rural Electrification Program; • Evaluate and monitor accuracy and completeness of data gathered for Rural Electrification; • Assist in the gathering of data on socio-economic condition of program related papers; • Prepare required reports, communications and all other related papers; • Assist in the evaluation of ECs' implementation of RE projects vis-à-vis the plan; and • Perform other duties that may be assigned from time to time.

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Position Title	MIS DESIGN SPECIALIST B
Place of Assignment	Information Technology and Communication Services Department – Database Management and Program Control Division (ITCSD-DMPCD)
Item No.	199
Monthly Salary/ Salary Grade	Php40,637.00/SG 18
Qualification Standards	<p>Education : Bachelor's degree relevant to the job ✓</p> <p>Experience* : 2 years of relevant experience ✓</p> <p>Training : 8 hours of relevant training ✓</p> <p>Eligibility : CS Professional/Second Level Eligibility ✓</p> <p>Preference : Preferably knowledgeable in database development and management; Proficient in knowledge management and report writing; Possesses good communication and presentation skills, documentation and data analysis.</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Develop, maintain the Databases on energization of Electric Cooperatives reflecting various geographical set-ups such as provincial, congressional, cities and municipalities, barangays, sitios/puroks, consumer connections and membership; • Facilitate the generation and issuance of the Monthly Status of Energization Report summarizing the accomplishments on the Rural Electrification Program; • Coordinate with NEA departments on ECs' accomplishments on RE program for a harmonized and synchronized databanking and reporting; • Facilitate the validation and consolidation of necessary data/information for the publication of the Rural Electrification Chronicle and various information materials; • Process and generate reports and other information requirements for inputs into NEA and external agencies' publications and reports; • Conduct fieldwork and consultation with ECs and LGUs related to RE source data (i.e. sitios, puroks) validation and updating; • Maintain and update Year-end Historical Profile of ECs on Barangays, Sitios and Connections for data requirements of the different offices in government, private and other stakeholders; • Perform other duties that may be assigned from time to time.

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Position Title	INDUSTRIAL RELATIONS MANAGEMENT OFFICER B
Place of Assignment	Human Resources and Administration Department - Human Resources Management Division (HRAD-HRMD)
Item No.	279
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 : Preferably graduate in IT and with knowledge in Microsoft office and java programming
Duties and Responsibilities	<ul style="list-style-type: none"> • Participate in the analysis and evaluation of various PAG-IBIG and GSIS issuances pertaining to human resources management; • Assist in the employees leave benefits programs; monitors employees where about and leave applications of the same; • Responsible for the maintenance of centralized filing system of unit; • Coordinate with various agencies such as GSIS, HMDF and BIR; • Assist employees regarding the following: GSIS / accident claims; retirement benefits; updating of GSIS records and others; • Prepare correspondences and other related documents relative to employees' compensation; • Implement and monitor the employees' salary adjustments due to promotion and other personnel movements; • Review and update service records of active and separated employees; • Prepare Corporate Operating Budget (COB) on Personal Services; and • Perform other duties that may be assigned from time to time.

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Position Title	SENIOR ENGINEER A ✓
Place of Assignment	Engineering Department (Total Electrification and Renewable Energy Development Department)
Item No.	318 ✓
Monthly Salary/ Salary Grade	Php33,584.00/SG 16 ✓
Qualification Standards	Education : Bachelor's degree in Engineering relevant to the job ✓ Experience* : 1 year of relevant experience ✓ Training : 4 hours of relevant training ✓ Eligibility : RA1080 ✓ Preference : Preferably graduate in Electrical or Mechanical Engineering ✓
Duties and Responsibilities	<ul style="list-style-type: none"> • Conduct evaluation of Electric Cooperatives' proposed SEP/BLEP subsidy funded projects abased on submitted documents such as As-plan Staking Sheets, Bill of Materials, Construction Assembly Units, Budget Request and Board Resolution; • Prepare evaluation report of the Electric Cooperatives' proposed projects, disbursement vouchers and budget utilization request; • Conduct monitoring and validation thru field inspection of on-going SEP/BLEP subsidy funded projects; • Conduct final inspection and acceptance of the completed/energized SEP/BLEP subsidy funded projects; and • Perform other duties that may be assigned from time to time.

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Position Title	SENIOR ENGINEER A
Place of Assignment	Engineering Department
Item No.	319
Monthly Salary/ Salary Grade	Php33,584.00/SG 16
Qualification Standards	Education : Bachelor's degree in Engineering relevant to the job Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : RA1080 Preference : Preferably Registered Electrical Engineer
Duties and Responsibilities	<ul style="list-style-type: none"> • Provide technical comments/recommendations on Electric Cooperative network and/or non-network projects ensuring that these are compliant to existing codes, rules, policies and regulations set by industry players and/or government agencies; • Conduct technical evaluation/costing of Electric Cooperative projects when securing loans from NEA; • Provide technical assistance to Electric Cooperatives with regards to their electric distribution system; • Monitor the operational technical parameters of the Electric Cooperatives; and • Perform other duties that may be assigned from time to time.

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Position Title	SUPERVISING ELECTRIC COOPERATIVE DEVELOPMENT OFFICER
Place of Assignment	Electric Cooperative Audit Department – Electric Cooperative Financial Management Audit Division
Item Nos.	382 /
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 CPA /
Duties and Responsibilities	<ul style="list-style-type: none"> • Conduct surveillance/monitoring, performance and special audit engagements and recommend remedial measures to ensure compliance of ECs and improve ECs operation; • Supervise the conduct of audit on site; • Assist the section head in preparation of audit workplan; • Lead the winding up of EC Books of Account while in the creation of new EC Books of Account • Lead the opening and creation of new EC Books of Account; • Determine the EC's compliance to PIP/REP conducts exit conferences; and • Perform other duties that may be assigned from time to time.

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Position Title	ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Audit Department – Electric Cooperative Financial Management Audit Division
Item Nos.	395,396** and 397**
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"> • Assess the soundness of existing internal control system, it's implementation and recommends improvement; • Assist in the evaluation of the effectiveness of Meter Reading, Billing and Collection (MRBC), Warehousing, Accounting and other EC operating systems; • Conducts evaluation and appraisal of the salvage value of EC's non-performing assets and recommend the floor price of assets of disposal; • Evaluate EC's submitted documents pertaining to uncollectible accounts for write-off and recommends appropriate amount of the results thereof; • Assist in the conduct of exit conference with the Board of Directors, General Manager, Department Heads and other concerned personnel to discuss the result of the above engagement; • Assist in the preparation of corresponding report on the activities conducted; • Monitor the implementation of NEA Audit Recommendations and EC Management action plans; 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.