



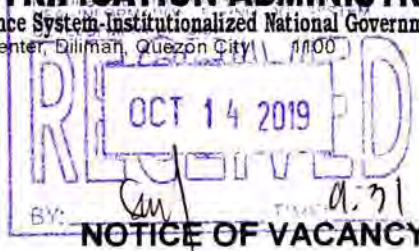
NATIONAL ELECTRIFICATION ADMINISTRATION
 "The 1st Performance Governance System-Institutionalized National Government Agency"
 57 NIA Road, Government Center, Diliman, Quezon City 1100



Management System
 ISO 9001:2015
 www.tuv.com
 ID 9105082030



October 14, 2019



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 24, 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	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;

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"> • Assist in facilitating the conduct of NEA Board & Committee meetings and Referenda; • 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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Adnan

Position Title	SUPERVISING ACCOUNTS MANAGEMENT SPECIALIST
Place of Assignment	Accounts Management and Guarantee Department – Accounts Management Division ✓
Item No.	245 ✓
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 a CPA or a graduate of BS Accountancy/BS Accounting Management/BS Administration and Accountancy
Duties and Responsibilities	<ul style="list-style-type: none"> • Monitor Electric Cooperatives compliance with loan and present options for improvement by preparing the following: <ul style="list-style-type: none"> a) Loan Relationship Review Document (LRRD) b) Key Performance Indicator (KPI); • Coordinate with Regional Office and other NEA offices data pertaining to loan monitoring and the problems affecting the accounts; • Conduct Electric Cooperative visit for regular evaluation of our all financial conditions; • To monitor Electric Cooperatives 5% provision for reinvestment; • To evaluate Electric Cooperatives request to avail loan from other some; • Reviews, examines and validates required documents to determine accuracy and completeness of credit informs submitted by ECs/SDUs requesting for guarantee cover; • Recommends appropriate guarantee package based the overall account evaluation and credit assessment of the proponent; • Monitors repayment performance of ECs/SDUs; and • Perform other duties that may be assigned from time to time.

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Abang

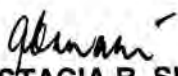

Position Title	DIVISION MANAGER A ✓
Place of Assignment	Human Resources and Administration Department - Human Resources Management Division ✓
Item No.	270 ✓
Monthly Salary/ Salary Grade	Php83,406.00/SG 24 ✓
Qualification Standards	<p>Education : Master's Degree/Certificate in Leadership and Management from the CSC ✓</p> <p>Experience* : 4 years of supervisory/management experience ✓</p> <p>Training : 40 hours of supervisory/management learning and development ✓</p> <p>Eligibility : CS Professional/Second Level Eligibility ✓</p> <p>Preference : Preferably with competency in written and oral communication ✓</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Plan, formulate, recommend and implement policies/guidelines, systems and procedures related to job organization/information, HR planning and acquisition, forecasting separation, career planning and organization structuring/development and administer the same; • Conduct, analyze and evaluate organizational development through skills inventory and performance evaluation report of every employee essential to the organization; • Design career pathing and succession plan of the organization; • Recommend policies, programs, systems and procedures necessary to optimize HR training contributions to corporate objectives; • Formulates, recommends and implements policies/guidelines, system and procedures related to maintenance, integration and control of employees such as: welfare and benefits, compensation and timekeeping, management labor relations, counselling and grievances and administers the same; • Conduct special/consultative sessions with the different units regarding issues/concerns which need to be address individual and organization welfare and benefits; • Updates the organization with summarized programs that contains current information on employees gender educational attainment status & government records of employees; and • Perform other duties that may be assigned from time to time.

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glna

Position Title	INDUSTRIAL RELATIONS MANAGEMENT OFFICER B
Place of Assignment	Human Resources and Administration Department - Human Resources Management Division
Item No.	278
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 with competency in written communication
Duties and Responsibilities	<ul style="list-style-type: none"> • Provide/render assistance to the HR personnel actions: <ul style="list-style-type: none"> a. Preparation and submission of the approved requests for publication of vacant positions to the Civil Service Commission (CSC) b. Posting of the vacant positions at NEA and other modes of publication c. Submission of appointments and complete documents of promoted/hired employees to CSC; • Administer IQ/Work Values Test to applicants (hiring); • Render assistance in the conduct of preliminary screening of applicants; • Prepare correspondences and documents for the Human Resources Merit Personnel Selection Board and the HRMD; • Act as Secretariat to the Human Resource Merit Promotion and Selection Board (HRMPSB) and other HRMD related committees; • Undertake communication/coordination with applicants on the hiring process and schedules of IQ tests and interviews; • Prepare and process appointment papers for the approval of the Administrator; • Coordinate HR and other committee meetings and act as Secretariat; • Compile and update database of vacant positions; 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.