



# NATIONAL ELECTRIFICATION ADMINISTRATION

"The 1<sup>st</sup> 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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ID 9105082030



December 02, 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 **December 12, 2019**:

1. Application letter; (**please indicate position title, item number and department/office**)
2. Personal data sheet with recent passport-sized picture (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 1 (one) position, please submit complete attachments for each position/item. ONLY APPLICATIONS WITH COMPLETE ATTACHMENTS WILL BE ACCEPTED.**

<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>	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 for NEA officials and employees to and from place of destination;</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/s in the office; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

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<b>Position Title</b>	<b>CHIEF EC DEVELOPMENT SERVICES</b>
<b>Place of Assignment</b>	Field Operations – Management Assistance Group (Management and Consultancy Services Office)
<b>Item Nos.</b>	128
<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>• 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>• 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;</li> <li>• Supervise, monitor and evaluate a study on EC manpower allocation, salaries, wages and benefits position classification that may be necessary in the determination of CAPEX-OPEX data of a Reference Utility under the Benchmarking Initiatives of the Department;</li> <li>• and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

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<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>

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<b>Position Title</b>	<b>SECRETARY A</b>
<b>Place of Assignment</b>	Field Operations – Management Assistance Group (Management and Consultancy Services Office)
<b>Item No.</b>	160
<b>Monthly Salary/ Salary Grade</b>	Php17,975.00/SG 09
<b>Qualification Standards</b>	<b>Education</b> : Completion of 2 year 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> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Receives, Monitor and Evaluates incoming and outgoing communication from other departments/Offices and ECs for appropriate dispatch;</li> <li>• Encodes/Types letters, memoranda, communication, field reports and presentation of the FIT Staff within the department;</li> <li>• Prepare Itinerary/liquidation/travels of employees within the department;</li> <li>• Reviews/Study and Files all documents/papers received for easy reference;</li> <li>• Monitors and prepares requisition of office supplies and materials of the department; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

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<b>Position Title</b>	<b>MANAGEMENT INFORMATION SYSTEMS DESIGN SPECIALIST B</b>
<b>Place of Assignment</b>	Information Technology and Communication Services Department – Information Technology & Systems Development Division
<b>Item No.</b>	188
<b>Monthly Salary/ Salary Grade</b>	Php40,637.00/SG 18
<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> : With knowledge, experience/exposure in developing web based information system, including website; With technical knowledge in IT systems administration
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Set-up, administer, configures, monitors, and maintains computer systems, servers, data storage and local area networks.</li> <li>• Designs, monitors and maintains the NEA network and IT security infrastructure.</li> <li>• Assists in the design, programming, analysis, monitoring of information systems, creating backups, and uploads web contents to the NEA website.</li> <li>• Assists in the technical evaluation of software or application, and other IT related acquisition.</li> <li>• Provides technical support and assists in the monitoring of system performance to maintain system effectiveness in supporting NEA &amp; ECs operations; and</li> <li>• Perform other duties may be assigned from time to time.</li> </ul>

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<b>Position Title</b>	<b>COMPUTER SERVICES PROGRAMMER A</b>
<b>Place of Assignment</b>	Information Technology and Communication Services Department – Information Technology & Systems Development Division
<b>Item No.</b>	190
<b>Monthly Salary/ Salary Grade</b>	Php30,531.00/SG 15
<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 the MIS Design Specialist in the programming and design and development of NEA information systems;</li> <li>• Assist in the management and maintenance of the NEA website including links, databases, and other application systems;</li> <li>• Assist, manage and maintain in-house servers, network and workstations and applications systems;</li> <li>• Set-up, configure computer systems and security measures;</li> <li>• Provide assistance in the development of the Agency's audio visual presentation, PowerPoint and system documentation;</li> <li>• Update G2G Portal requirements of the agency;</li> <li>• Update and publish NEA website content;</li> <li>• Assist in the technical evaluation of hardware &amp; software application or IT services related acquisition; and</li> <li>• Perform other duties may be assigned from time to time.</li> </ul>

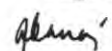
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<b>Position Title</b>	<b>FINANCIAL PLANNING ANALYST</b>
<b>Place of Assignment</b>	Finance Services Department – Financial Planning and Control Division
<b>Item No.</b>	227
<b>Monthly Salary/ Salary Grade</b>	Php25,232.00/SG 13
<b>Qualification Standards</b>	<b>Education</b> : Bachelor’s degree relevant to the job <b>Experience*</b> : None Required <b>Training</b> : None Required <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 Cash Operating Budget (COB) of Electric Cooperatives (ECs) based on the prescribed forecasting methodologies, budgeting principles and existing policies/guidelines and recommend approval thereof and suggest revisions if needed;</li> <li>• Assist in the conduct of budget hearing to clarify and clearly explains the amendments made to the proposed COB and the rationale for making those amendments;</li> <li>• Monitor the EC budget performance;</li> <li>• Assess the financial performance of ECs using NEA approved financial key performance indicators;</li> <li>• Validate submitted Financial Data Entry Templates (DETS) of ECs via NEA BIT Web Portal ; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

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<b>Position Title</b>	<b>SUPERVISING ACCOUNTS MANAGEMENT SPECIALIST</b>
<b>Place of Assignment</b>	Accounts Management and Guarantee Department – Accounts Management Division
<b>Item No.</b>	245
<b>Monthly Salary/ Salary Grade</b>	Php51,155.00/SG 20
<b>Qualification Standards</b>	<b>Education</b> : Bachelor’s degree relevant to the job <b>Experience*</b> : 3 years of relevant experience <b>Training</b> : 16 hours of relevant training <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : Preferably a CPA or a graduate of BS Accountancy/BS Accounting Management/BS Administration and Accountancy
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Recommend appropriate loan/guarantee package based on over all account evaluation and credit assessment of complex/problem accounts;</li> <li>• Undertake preparation of Project Evaluation Report for complex/problem accounts;</li> <li>• Evaluate ECs request for clearance to avail loan from other banks/FIs and prepares recommendation for complex/problem accounts;</li> <li>• Evaluate ECs request loan releases;</li> <li>• Evaluate/Recommend approval of ECs request for loan restructuring and moratorium;</li> <li>• Prepare financial forecast and sensitivity analysis;</li> <li>• Assist the Section Chief in supervising the conduct of financial, technical and institutional studies and analyses socio-economic evaluation and organizational aspects pertaining to ECs loan/guarantee application;</li> <li>• Recommend options for settlement and obligations for complex/problem accounts in case of guarantee call;</li> <li>• Recommend remedial measures for ECs in default on loan and power payments;</li> <li>• Render assistance in the conduct of review/studies for loan and guarantee facilities/policies/guidelines; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

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<b>Position Title</b>	<b>INDUSTRIAL RELATIONS MANAGEMENT OFFICER A</b>
<b>Place of Assignment</b>	Human Resources and Administration Department - Human Resources Management Division
<b>Item No.</b>	277
<b>Monthly Salary/ Salary Grade</b>	Php30,531.00/SG 15
<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 a graduate of Psychology/Human Resources Management and other related Behavioral Science courses
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Maintain employee demographics (HRIS, state of wellness, etc.);</li> <li>• Check the veracity and authenticity of application documents submitted through background investigation;</li> <li>• Prepare communications relative to human resources management;</li> <li>• Coordinate with the departments/offices representatives in the implementation and evaluation of policies and programs</li> <li>• Assist in the conduct of surveys, FGDs, researches, policy studies, and benchmarks on Recruitment, Selection and Placement, Rewards and Recognition and Performance Management;</li> <li>• Monitor and review office reports to ensure compliance with existing policies, processes and systems of benefits, compensation, rewards and incentives, health and wellness mechanism of the organization;</li> <li>• Prepare replies to queries on benefits, compensation and welfare management; and</li> <li>• Perform other duties may be assigned from time to time.</li> </ul>

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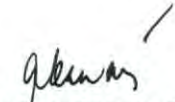
<b>Position Title</b>	<b>COMMUNITY RELATIONS OFFICER A</b>
<b>Place of Assignment</b>	Institutional Development Department – EDU Consumer Development and Protection Division (IDD-CDPD)
<b>Item No.</b>	371
<b>Monthly Salary/ Salary Grade</b>	Php27,755.00/SG 14
<b>Qualification Standards</b>	<b>Education</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>

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<b>Place of Assignment</b>	Institutional Development Department – EDU Consumer Development and Protection Division (IDD-CDPD)
<b>Item No.</b>	372
<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> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Promote Consumer Welfare through: <ul style="list-style-type: none"> <li>a. Organization/Monitoring of EC Consumer Welfare Desk (CWD)</li> <li>b. Orientation for ISD/CCWD Officers</li> <li>c. Preparation on information PAC Materials</li> <li>d. Conduct of information/education campaigns on the EPIRA, Conversion and related issues</li> <li>e. Regular dialogues/coordination with EC, ISD, MSEAC, BAPA Union Officers</li> <li>f. Establish linkages/networking with EC Associations, Government Organizations, NGOs, POs, Consumer Groups;</li> </ul> </li> <li>• Address consumer complaints: <ul style="list-style-type: none"> <li>a. Prepare letter for complainants and EC's concerns</li> <li>b. Monitor and follow up to address complaints;</li> </ul> </li> <li>• Monitor the implementation of CDPD's Records Development Projects such as SOP, Guidelines and others;</li> <li>• Assist in the monitoring and databank establishment of all CDPD projects; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

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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.*