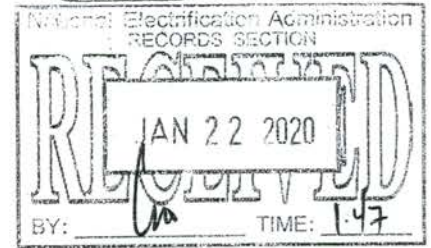




January 22, 2020

**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 **February 02, 2020**:

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>	Corporate Planning Office ✓
<b>Item No.</b>	41 ✓
<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)

*abu*



<b>Position Title</b>	<b>DEPARTMENT MANAGER A</b>
<b>Place of Assignment</b>	Field Operations – Management Assistance Group (Management and Consultancy Services Office)
<b>Item Nos.</b>	101, 103, 104 and 106
<b>Monthly Salary/ Salary Grade</b>	Php107,444.00/SG 26
<b>Qualification Standards</b>	<p><b>Education</b> : Master's degree or Certificate in Leadership and Management from the CSC</p> <p><b>Experience*</b> : 5 years of supervisory/management experience</p> <p><b>Training</b> : 120 hours of supervisory/ management learning and development intervention</p> <p><b>Eligibility</b> : CS Professional/Second Level Eligibility</p> <p><b>Preference</b> : Preferably with experience in EC Operations and Management</p>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Review and oversee the implementation of NEA policies, guidelines and issuances concerning the ECs and the Field Operations Group in accordance with RA 9136 (EPIRA) and RA 10531 (NEA Reform Act of 2013);</li> <li>• Provide consultancy services to ECs and other stakeholders on Technical, Financial, Institutional, Social and Environmental concerns to ensure and accelerate deployment and access of affordable, modern and clean energy at the least cost manner and/or provide cost effective options, while ensuring sustainable supply;</li> <li>• Direct the assessment of management and operation of the ECs within the assigned areas of responsibility and recommend necessary remedial measures of the EC management and/or NEA for better performance and compliance with regulatory requirements and be competitive in the deregulated environment;</li> <li>• Provide technical assistance to ECs in the preparation/implementation of Rural Electrification Plans and Programs such as Operation Improvement Plan (OIP), Strategic Development Plan (SDP), Long-Term Development Plan (LTDP) under the e-ICPM and CAPEX and OPEX Plans and Renewable Energy for RE and Energy Efficiency Management Program;</li> <li>• Recommend to the EC Board of Directors appropriate policies, program of action and other measures to improve the management and operation of their cooperative under a competitive business environment;</li> <li>• Recommend approval/disapproval of EC budget request; board resolutions and policies, guidelines, memoranda and issuances; 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)

<b>Position Title</b>	<b>ACCOUNTS MANAGEMENT SPECIALIST</b>
<b>Place of Assignment</b>	Accounts Management and Guarantee Department – Accounts Servicing Division (AMGD-ASD)
<b>Item No.</b>	264
<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> : Preferably Accounting graduate and CPA
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Maintain subsidiary ledger of loan and subsidy releases of various Electric Cooperatives;</li> <li>• Prepare Amortization Schedule of maturing loans of various Electric Cooperatives;</li> <li>• Maintain records of loan and mortgage contracts promissory notes and memorandum of agreement for subsidy releases and prepares the monthly status report covering the same;</li> <li>• Prepare reply to confirmation request from Electric Cooperatives and their external auditors;</li> <li>• Prepare and release papers of mortgage documents covering loans that are already fully paid;</li> <li>• Prepare loan and mortgage documents, promissory notes, and memorandum of agreements of loan and subsidy granted to various Electric Cooperatives;</li> <li>• Conduct periodic inventory of loan and mortgage contracts, promissory notes, memo of agreements and other important documents; 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)

*akun*



<b>Position Title</b>	<b>INDUSTRIAL RELATIONS MANAGEMENT OFFICER A</b>
<b>Place of Assignment</b>	Human Resources and Administration Department
<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 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.*