



February 05, 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 15, 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>DIVISION MANAGER A</b>
<b>Place of Assignment</b>	Internal Audit and Quality Standards Management Office – Systems Audit and Quality Standards Division
<b>Item No.</b>	25
<b>Monthly Salary/ Salary Grade</b>	Php83,406.00/SG 24
<b>Qualification Standards</b>	<b>Education</b> : Master's degree or Certificate in Leadership and Management from the CSC <b>Experience*</b> : 4 years of supervisory/management experience <b>Training</b> : 40 hours of supervisory/ management learning and development intervention <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>• Plan and organize workplans and programs on the overall audit and activities for the review of systems and procedures, processes and policies and make corresponding recommendations as needed;</li> <li>• Supervise the review, evaluation and monitoring of NEA management systems and procedures, degree of compliance to policies and processes, laws rules and regulations as required by Management and Board Audit Committee;</li> </ul> <p style="text-align: right;"><i>Continue on the next page</i></p>

\*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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<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>• Review and ascertain the efficiency and effectiveness of the operations and internal control system; ensure implementation of feedback mechanism; and recommend improvements thereon whenever necessary;</li><li>• Determine compliance to policies and processes, and effectiveness of systems and procedures to maintain efficiency in job performance;</li><li>• Manage the audit process including planning, organizing and directing the employees within the division;</li><li>• Examine the quality management system requirements and principles and ensure that the system is compliant to the prescribed standards and governing laws;</li><li>• Collaborate with managers and supervisors for performance enhancement ; 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>ACCOUNTS MANAGEMENT ANALYST I</b>
<b>Place of Assignment</b>	Accounts Management and Guarantee Department – Accounts Management Division
<b>Item No.</b>	253
<b>Monthly Salary/ Salary Grade</b>	Php20,754.00/SG 11
<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> : Preferably graduate of BS Accountancy/ BS Accounting Management/ BS Administration and Accountancy
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Gather, examine and analyze financial data pertaining to electric cooperatives' loan application</li> <li>• Prepare/analyze periodic monitoring report on ECs compliances with loan terms and conditions, payment of power accounts and loans from other sources</li> <li>• Prepare non-complex financial projections and recommends appropriate financial operating levels for use in the evaluation of proposed loan application</li> <li>• Prepare status reports concerning the over-all performance of the ECs and propose appropriate measures for implementation</li> <li>• Prepare correspondences, memoranda and board agenda materials</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 ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A</b>
<b>Place of Assignment</b>	Institutional Development Department – Organization and Management Development Division
<b>Item No.</b>	340
<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 with in depth knowledge and experience on EC Operation particularly on HR matters, and other Institutional concerns
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Supervise EC management development, set and enforce institutional and governance standards for the efficient operation of EC in accordance with RA 10531 Chapter 2, Sec. 5 (L);</li> <li>• Supervise the conduct of district election, assist Legal Services Office in the resolution of protest/disputes arising from the conduct of District Elections;</li> <li>• Supervise, ensure EC compliance in accordance with RA 10531, particularly the qualifications/disqualifications of an EC Board of Directors;</li> <li>• Formulate NEA policies and/or recommend amendments and review existing policies;</li> <li>• Recommend, review, confirm the appointments of Board of Directors;</li> <li>• Supervise, review, recommend the designation/appointment of Board of Directors; 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>SENIOR ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A</b>
<b>Place of Assignment</b>	Institutional Development Department – Organization and Management Development Division
<b>Item No.</b>	342
<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> : Preferably with in depth knowledge and experience on EC Operation particularly on HR matters, and other Institutional concerns
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Set and enforce institutional and governance standards for efficient operation of EC in accordance with Chapter 2, Section 5 (L) of RA 10531;</li> <li>• Supervise the conduct of district election and assist Legal Services Office in the resolution of protests/disputes arising from the conduct of District Election;</li> <li>• Validate EC compliance in accordance with RA 10531 or the fit and proper rule of Board of Directors particularly on Qualifications and Disqualifications;</li> <li>• Participate in the formulation of NEA policies and/or recommend amendments and review existing policies;</li> <li>• Facilitate confirmation of the appointment of Board of Directors;</li> <li>• Facilitate designation/appointment of NEA Interim Representative/NEA Representative and Project Supervisor/Acting General Manager/Officer-in-Charge; 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>SENIOR INDUSTRIAL RELATIONS DEVELOPMENT OFFICER A</b>
<b>Place of Assignment</b>	Institutional Development Department – Organization and Management Development Division
<b>Item No.</b>	343
<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> : Preferably with in depth knowledge and experience on EC Operation particularly on HR matters, and other Institutional concerns
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Evaluate EC personnel management and development/reorganization;</li> <li>• Analyze and resolve problems arising from organizational intervention;</li> <li>• Conduct seminar/workshop on Individual Performance Scorecard;</li> <li>• Evaluate recommend EC grant of incentives or allowances and employee salaries;</li> <li>• Facilitate selection process of applicants for EC General Managers;</li> <li>• Evaluate General Manager's salaries and retirement benefits; 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>ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A</b>
<b>Place of Assignment</b>	Institutional Development Department – Organization and Management Development Division
<b>Item No.</b>	345
<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> : Preferably with in depth knowledge and experience on EC Operation particularly on HR matters, and other Institutional concerns
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Evaluate on EC's resolutions, queries and communications received by the division;</li> <li>• Assist in the conduct of district election and resolution of election-related disputes;</li> <li>• Evaluate EC's policies and procedures related to institutional development of ECs;</li> <li>• Evaluate problematic ECs and recommend corrective measures;</li> <li>• Harmonize the NEA-ECs' institutional programs/projects; 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>DEPARTMENT MANAGER A</b>
<b>Place of Assignment</b>	Electric Cooperative Audit Department
<b>Item No.</b>	374
<b>Monthly Salary/ Salary Grade</b>	Php107,444.00/SG 26
<b>Qualification Standards</b>	<b>Education</b> : Master's degree or Certificate in Leadership and Management from the CSC <b>Experience*</b> : 5 years of supervisory/management experience <b>Training</b> : 120 hours of supervisory/ management learning and development intervention <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>• Conduct final evaluation of Audit Reports and recommends appropriate action to be undertaken by the ECs on audit findings; final evaluation of ECs' justifications and action plans on audit findings as the initial step on sanctions that may be administered to an erring EC;</li> <li>• Recommend approval of the Administrator the appraisal of Non-performing assets of ECs for disposal;</li> <li>• Recommend approval of the Administrator the written-off of EC worthless accounts;</li> <li>• Plan/organize audit workplan on a yearly basis for the department;</li> <li>• Develop/formulate policies, systems and procedures., for the improvement of EC operations;</li> <li>• Direct/supervise implementation of audit workplan;</li> <li>• Attend audit exit conferences to ECs found to have adverse audit findings;</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.*