



June 29, 2020

NOTICE OF VACANCY

All qualified applicants are enjoined to submit the following documents thru our e-mail address hrmd@nea.gov.ph, not later than the end of office hours on **July 09, 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)

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	ENGINEER A
Place of Assignment	Engineering Department (Disaster Risk Reduction and Management Department – Vulnerability and Risk Assessment Division)
Item No.	311-B
Monthly Salary/ Salary Grade	Php27,755.00/SG 14
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 Electrical Engineer
Duties and Responsibilities	<ul style="list-style-type: none"> • Implement the activation of quick response team who will act as first responders to disaster stricken ECs; • Implement pre-positioning of resources and assets for disaster response activities; • Monitor the submission of status reports on all pre-position resources; • Coordinate and identify partners for projects and activities; • Evaluation, improvement and assessment of task forces operation procedures and activities; • Collect information regarding impending disaster and preparedness of EC and other related matters; • Provide directory services containing contacts for task force key players; • Conduct scenario –based pre deployment meetings; 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)

Position Title	SENIOR ECONOMIST B
Place of Assignment	Corporate Planning Office – Office of Strategy Management (Regulatory Affairs Office)
Item No.	50
Monthly Salary/ Salary Grade	Php30,531.00/SG 15
Qualification Standards	Education : Bachelor's relevant to the job Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : CS Professional/ Second level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist in the evaluation of the Electric Cooperatives' (ECs) cost of service/unbundled rate proposals/studies in compliance to the Energy Regulatory Commission's (ERC) Uniform Rate Filing Requirements; • Assist in the review of ECs' Power Supply Procurement Plan and Power Supply Agreement in accordance with DOE Department Circular DC2018-02-003; • Conduct research/impact studies needed for the preparation of reports, comments, and position papers on ECs' Power Supply Procurement Plan, Power Supply Agreement and Unbundled Rate; • Monitor/Analyze financial and statistical data/information relevant to impact studies being conducted; • Recommend various research methodologies applicable/suited to the ECs' for their reports/studies; and • Maintain database of ECs' unbundled rate including Loan Condonations and Reinvestment Fund for Sustainable Capex (RFSC). • Perform other duties that may be assigned from time to time.


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Position Title	DIVISION MANAGER A
Place of Assignment	Accounts Management and Guarantee Department – Accounts Servicing Division
Item No.	257
Monthly Salary/ Salary Grade	Php83,406.00/SG 24
Qualification Standards	<p>Education : Master's degree or 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 intervention</p> <p>Eligibility : CS Professional/Second Level Eligibility</p> <p>Preference : Preferably CPA and/or Lawyer</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Plans, directs, supervises and controls – <ul style="list-style-type: none"> a. Formulation of marketing strategies for corporate lending and guarantee function b. Development and review of pricing methodology/model c. Undertaking of special monitoring system for liquidation of subsidy released to NGOs • Administers documentation of NEA's loan portfolio, guarantee services, subsidy releases, accounts servicing of foreign and local borrowings and approves accounting, other documents and correspondences as well as management report for signature by the Dept. Manager/Deputy Administrator/Administrator. • Prescribes and administers procedures related to the computation of interests on loans to ensure timely preparation of amortization schedule which serve as basis for billing and collection. • Supervises the review of loan and mortgage contracts provisions and recommends policies/policy changes with regard to loan extended to borrowers. • Leads in the: <ul style="list-style-type: none"> a. Overseeing of activities related to NEA's compliance to COA rules and regulations, GCG and ISO requirements b. Overseeing the safe keeping of loan and subsidy documents, loan securities and appraisal of mortgaged properties, subsidiary ledger and other important records c. Overseeing the preparation of Annual Procurement Plan and Operating Budget of the Division • Reviews the: <ul style="list-style-type: none"> a. Recommendation on the study for any reduction or increase in the interest rate and release of Deed of Mortgage b. Preparation of presentation materials to Board CRMC and NEA Board c. Implementation of Loan Contracts digitization and annual inventory and monitoring of same

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Duties and Responsibilities	<ul style="list-style-type: none"> • Represents NEA in forum, conferences in the area of corporate borrowings, liquidation of subsidy releases for SEP/BLEP, COA Rules and Regulations and other related matters. • 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.



MANAGERIAL/SUPERVISORY COMPETENCE ASSESSMENT FORM
(Below Section Head Level)

APPLICANT'S NAME _____
PRESENT POSITION _____
SALARY GRADE _____
POSITION APPLIED FOR _____

Instruction: Kindly provide a quantitative assessment on the candidate based on your observation as his/her immediate supervisor on his/her managerial competence using a Scale of 1 to 5 as follows:

Excellent	a standard of performance that may be considered exceptionally good.	5
Good	a standard of performance above the average and meets all the normal requirements of the position	4
Average	a standard of performance that meets the normal requirements of the position	3
Fair	a standard of performance which is below the normal requirements of the position, but one that may be regarded as marginally acceptable	2
Poor	a standard of performance which is beyond the normal requirements of The position and one that is not acceptable at all	1

HUMAN RELATIONS:

- 1. Ability to adopt/adjust to the Organization
 - a. Is he/she able to adjust to the variety of personalities, rank and informal group present in the organization?
 - b. Does he/she internalize work changes with ease and vigor?
- 2. Ability to relate to Superiors
 - a. How well does he/she respond to your request, demands and expectations?
 - b. Does he/she apprise you of the significant problems in his/her work, their causes and appropriate steps to correct them?
 - c. In the face of differences in behavior between him/her and you, can he/she maintain his/her individual point of view?
 - a. Does he/she have the respect and acceptance of his peers?
 - b. Does he/she try to help his peers in clarifying points they are trying to resolve?
 - a. Is he/she always cordial and respectful in dealing/transacting with clients/public?
 - b. Does he/she show enthusiasm in providing the clients/public the necessary advice and assistance they sought for?

LEADERSHIP

- a. Is he/she able to encourage his/her peers and subordinates to contribute and participate in problem-solving and decision-making?
- b. Can he/she influence your thinking attitude and behavior and that of his/her peers?

- c. When assigned with ad hoc external groups, does he/she lead the members to do willingly the assigned tasks/projects?
- d. When assigned to be a leader/chairman of the working group, does he/she assume responsibility of the work of other members?

PERSONAL QUALIFICATION AND ATTRIBUTES

- a. Is he/she intellectually critical of existing standards, systems and policies?
- b. Does he/she take the initiative to organize or develop programs, systems, procedures and standards that will benefit the organization?

- a. Does he/she have a high degree of tolerance for tension resulting from increasing volume or work, organization change, environmental conflict, etc?
- b. Is he/she able to control and handle his/her anger and negative emotions?
- c. Does he/she accept criticism objectively whether from his/her subordinates, peers or superiors?

- a. When you seek help from him/her in solving problems, does he/she submit considered analysis of alternatives and recommend suggestions for solutions?
- b. When he/she needs to make a decision immediately, is he/she able to act quickly and make the best decision possible?

TOTAL SCORE

ADDITIONAL REMARKS, IF ANY:

RATER/SUPERVISOR
Signature Over Printed Name



HRMPSB Form No. 2-A

MANAGERIAL/SUPERVISORY COMPETENCE ASSESSMENT FORM

APPLICANT'S NAME _____
PRESENT POSITION _____
SALARY GRADE _____
POSITION APPLIED FOR _____

Instruction: Kindly provide a quantitative assessment on the candidate based on your observation as his/her immediate supervisor on his/her managerial competence using a Scale of 1 to 5 as follows:

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Good	a standard of performance above the average and meets all the normal requirements of the position	4
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Fair	a standard of performance which is below the normal requirements of the position, but one that may be regarded as marginally acceptable	2
Poor	a standard of performance which is not acceptable at all	1

PLANNING:

Activities covered:

- a. Is he/she able to make long & short term plans and set objectives/goals for his/her team?
- b. Does he/she prioritize or establish time sequence of activities to be undertaken/accomplished?
- c. Can he/she develop policies and procedures?
- d. Does he/she take the initiative to organize or develop programs, systems, procedures and standards that will benefit the organization?

ORGANIZING:

Activities covered:

- a. Does he/she entrust to others responsibility with authority and create accountability for results?
- b. Does he/she synchronize the activities of his/her team members for united results?

LEADING

- a. Is he/she able to choose from among alternative courses of action?
- b. When he/she needs to make a decision immediately, is he/she able to act quickly and make the best decision possible?
- c. Does he/she possess the ability to communicate plans and instructions clearly and concisely?
- d. Can he/she influence your thinking attitude and behavior and that of his/her peers?

STRESS TOLERANCE

- a. Does he/she have a high degree of tolerance for tension resulting from increasing volume of work?
- b. Is he/she able to control and handle his/her anger and negative emotions?
- c. Does he/she accept criticism objectively whether from his/her subordinates, peers or superiors?

CONTROLLING

- a. Does he/she monitor and evaluate performance targets vis-à-vis the accomplishments of his/her team?
- b. Does he/she establish performance standards for his/her team for which work results are compared with and evaluated?
- c. Does he/she make periodic review of the performance and make the necessary corrective actions?

TOTAL SCORE

ADDITIONAL REMARKS, IF ANY:

RATER/SUPERVISOR
Signature Over Printed Name