



August 04, 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 **August 14, 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	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"> • Plan, direct, supervise and control – <ol 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 • Administer 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. • Prescribe and administer procedures related to the computation of interests on loans to ensure timely preparation of amortization schedule which serve as basis for billing and collection.

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Duties and Responsibilities

- Supervise the review of loan and mortgage contracts provisions and recommends policies/policy changes with regard to loan extended to borrowers.
- Leads in the:
 - 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:
 - 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
- 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.

*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
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.