



August 17, 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 **August 27, 2020**:

1. Application letter; (**please indicate position title, Item number and department/office**)
2. Personal data sheet (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. Previous applicants to republished position/s need to submit their updated Personal Data Sheet and application letter. **Only applications with complete attachments will be accepted.**

Position Title	SENIOR FINANCIAL PLANNING ANALYST
Place of Assignment	Finance Services Department – Financial Services and Accounting Division
Item No.	211
Monthly Salary/ Salary Grade	Php30,531.00/SG 15
Qualification Standards	Education : Bachelor's degree 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"> • Verify and process DV's with supporting documents of the following: <ol style="list-style-type: none"> a. Administrative Expenses b. Loan Releases c. Subsidy Releases; • Audit claim for expenses below Php1,000.00; • Prepare JEV for disbursements of HRAD and Issuance of Inventory Items; • Maintain subsidiary records and Index/Control Card every creditor, employee and various EOU's excluding TEV's; • Reconcile various creditor accounts; 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)

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Position Title	CHIEF CORPORATE BUDGET OFFICER A
Place of Assignment	Finance Services Department – Financial Planning and Control Division
Item No.	220
Monthly Salary/ Salary Grade	Php57,805.00/SG 21
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably CPA
Duties and Responsibilities	<ul style="list-style-type: none"> • Recommend and develop new ideas and approaches affecting policy decision on budgeting and releases of operational funds; • Recommend approval of the availability of funds on in-house expenditures based on the approved corporate operating budget; • Oversee the preparation of the Annual Corporate Operating Budget for submission to the Board of Administrators and Department of Budget and Management; • Supervise and direct the preparation of short-term financial projections as required by different foreign institutions and other government agencies; • Institute a system of plan and control of the corporate funding program to achieve a synchronized and systematic flow of resources; • Direct the preparation and analysis of Statement of Financial Operations and other reports for submission to management, DOF, DBM and other external users; • Coordinate with ECs and concerned NEA departments/offices on the funding allocation for the rural electrification targets and commitments; • Supervise the conduct of budget hearing on the proposed budgetary requirements for in-house operation; • Supervise the preparation of Cash Flow Statements and Budget Utilization Reports; and • Perform other duties that may be assigned from time to time.

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Position Title	LOANS MANAGEMENT OFFICER
Place of Assignment	Finance Services Department – Treasury Division
Item No.	236
Monthly Salary/ Salary Grade	Php36,942.00/SG 17
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably CPA
Duties and Responsibilities	<ul style="list-style-type: none"> • Record and post transactions pertaining to EC's loans for Regions VI-XII, ARMM and CARAGA and to maintain/safeguard of its subsidiary ledgers; • Prepare Journal Vouchers on amortizations due and the corresponding supporting schedules pertaining to Regions VI-XII, ARMM and CARAGA; • Prepare Application of Payment Letter to ECs for the corresponding payment made; • Prepare quarterly Billing and Collection Letter for ECs Regions VI-XII, ARMM and CARAGA; • Prepare the following accounting reports for submission to Management and other Government Agencies: <ul style="list-style-type: none"> a. Status of EC Repayments b. Loan Profile (Regions VI-XII, ARMM and CARAGA) c. Projected Collections; • Reconcile ECs Loans Receivable and Accrued Interest on Loans Receivable Accounts per e-NGAS and subsidiary ledgers (Regions VI-XII, ARMM and CARAGA); • Assist in the conduct of loan reconciliation with EC personnel; and • Perform other duties that may be assigned from time to time.

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Position Title	CREDIT/COLLECTION OFFICER
Place of Assignment	Finance Services Department – Treasury Division
Item No.	237
Monthly Salary/ Salary Grade	Php30,531.00/SG 15
Qualification Standards	Education : Bachelor's degree Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably CPA
Duties and Responsibilities	<ul style="list-style-type: none"> • Record and post transactions pertaining to ECs loans assumed by PSALM (Regions 1-5) remaining loans released after June 26, 2001 and to safeguard the maintenance of its subsidiary ledgers; • Prepare JVs on amortizations due and the corresponding supporting schedules; • Prepare the following accounting reports for submission to management and other government agencies: <ul style="list-style-type: none"> a. Status of Repayments of ECs loans assumed by PSALM (Regions 1-5) b. Loan Profile of ECs remaining loans and releases after June 26, 2001; • Prepare quarterly collection letters and in case of default, make personal follow-up of delinquent accounts thru letters or fax; • Assist EC personnel in their reconciliation of accounts with NEA • Administer billing and collection; and • Perform other duties that may be assigned from time to time.

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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.