



October 12, 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 **October 22, 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 authenticated eligibility and/or updated PRC ID; 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>PROPERTY OFFICER A</b>
<b>Place of Assignment</b>	Human Resources and Administration Department – Human Resource Management Division
<b>Item Nos.</b>	290
<b>Monthly Salary/ Salary Grade</b>	Php27,755.00/SG 14
<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> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Prepare and maintain Property Card for recording and monitoring of issuance, transfer, surrender, disposal of all NEA assets;</li> <li>• Maintain and control the data base files of NEA assets to ensure proper and complete documentation;</li> <li>• Prepare Property Acknowledgement Receipts, Inventory Custodian Slip, Property Transfer Report and all documents related to property management activities;</li> <li>• Facilitate the conduct of annual physical inventory of property, plant and equipment (PPE) and semi-expendables properties and prepare the required Report on Physical Count of Property, Plant and Equipment (RPCPPE) and Semi-Expendable properties;</li> </ul>

*Continue on the next page*

\*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)

<p><b>Duties and Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Prepare and maintain Property Card for recording and monitoring of issuance, transfer, surrender, disposal of all NEA assets;</li> <li>• Maintain and control the data base files of NEA assets to ensure proper and complete documentation;</li> <li>• Prepare Property Acknowledgement Receipts, Inventory Custodian Slip, Property Transfer Report and all documents related to property management activities;</li> <li>• Facilitate the conduct of annual physical inventory of property, plant and equipment (PPE) and semi-expendables properties and prepare the required Report on Physical Count of Property, Plant and Equipment (RPCPPE) and Semi-Expendable properties;</li> <li>• Maintain the proper recording and stacking of unserviceable properties and prepare the necessary documents required for the disposition of unserviceable properties;</li> <li>• Facilitate disposal of PPEs and semi-expendables properties as needed;</li> <li>• Receive complaints/requests about disposition of NEA properties and problems related to property management; 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>SUPERVISING INDUSTRIAL RELATIONS DEVELOPMENT OFFICER B</b>
<b>Place of Assignment</b>	Institutional Development Department (NEA-EC Training Institute)
<b>Item No.</b>	352
<b>Monthly Salary/ Salary Grade</b>	Php45,269.00/SG 19
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree <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 knowledge on the Training Impact Assessment and Training Needs Analysis on CS Learning and Development ; With Special Skills on Operating System and Communication
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Identify and assess current and future training programs through the conduct of Training Needs Analysis and consultation with Section Chief;</li> <li>• Draw an overall or individualized training and development plan that addresses needs and expectations to maximize job competencies and reconcile skills gap for the NEA/ECs;</li> <li>• Facilitate development of tools and materials to communicate with the NEA, ECs and other stakeholders;</li> <li>• Accountable for the conduct of periodic TNA &amp; skills inventory to identify &amp; recommend programs to maximize job competencies &amp; reconcile skills gap for the EDU's;</li> <li>• Conduct researches and innovations on techniques relevant to the design &amp; conduct of training and organizational program &amp; recommends its adoption;</li> <li>• Ensure a thorough &amp; critical review of issues which arises during the conduct of organizational &amp; HR programs; and</li> <li>• Perform other duties may be assigned from time to time.</li> </ul>

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<b>Position Title</b>	<b>SENIOR ENGINEER A</b>
<b>Place of Assignment</b>	Engineering Department
<b>Item No.</b>	311
<b>Monthly Salary/ Salary Grade</b>	Php33,584.00/SG 16
<b>Qualification Standards</b>	<p><b>Education</b> : Bachelor's degree in Engineering relevant to the job</p> <p><b>Experience*</b> : 1 year of relevant experience</p> <p><b>Training</b> : 4 hours of relevant training</p> <p><b>Eligibility</b> : RA1080</p> <p><b>Preference</b> : Preferably Electrical Engineer and with knowledge on the EC's business</p>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide technical assistance in the construction, operation and maintenance of the distribution lines, substations, and power plants in compliance with the Philippine Distribution and Grid Codes (PDC/PGC);</li> <li>• Provide technical assistance in the development and application of Multi-Year CAPEX Plans.</li> <li>• Assist in the evaluation of project proposals of electric cooperatives (ECs) Capex Projects for loan application with NEA and other financial institutions;</li> <li>• Monitor progress accomplishments of the implementation of projects;</li> <li>• Assist in the conduct of final inspection and acceptance of completed projects;</li> <li>• Monitor and assist in the preparation and implementation of the System Loss Reduction and Reliability Program and related technical activities based on the approved workplans under the EC Long-Term Development Program (LTDP) and Distribution Development Plan (DDP); and</li> <li>• Perform other duties may be assigned from time to time.</li> </ul>

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<b>Position Title</b>	<b>INDUSTRIAL RELATIONS MANAGEMENT CHIEF</b>
<b>Place of Assignment</b>	Human Resources and Administration Department – Human Resource Management Division
<b>Item Nos.</b>	271
<b>Monthly Salary/ Salary Grade</b>	Php57,805.00/SG 21
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree <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> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Formulate policies and procedures pertaining to recruitment, selection &amp; placement (RSP), welfare and benefits and timekeeping management;</li> <li>• Facilitate the establishment of short- and long-range programs on manpower planning, selection and placement, job rotation, <b>employee performance appraisal</b>, benefits and rewards system, leave administration and payroll preparation;</li> <li>• Supervise the rendering of HR services on areas concerning recruitment, selection &amp; placement (RSP), compensation &amp; benefits and timekeeping;</li> <li>• Supervise the continuing updating/evaluation of programs related to HR processes;</li> <li>• Participate in the planning of the division's program of activities;</li> <li>• Participate in the implementation of the performance management system of the NEA;</li> <li>• Establish guidelines on HR processes such as RSP, compensation and benefits, timekeeping and others; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

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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.*