



February 17, 2021

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 **February 27, 2021**:

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)

ONLY APPLICATIONS WITH COMPLETE ATTACHMENTS WILL BE ACCEPTED.

Applicants may also send their applications thru our e-mail address neahrad2020@gmail.com. Previous applicants to republished position/s need to submit their updated Personal Data Sheet and application letter.

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| Position Title | SENIOR INTERNAL CONTROL OFFICER B |
| Place of Assignment | Internal Audit and Quality Standards Management Office - Systems Audit and Quality Standards Division |
| Item Nos. | 31 |
| Monthly Salary/ Salary Grade | Php33,584.00/SG 16 |
| 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"> • Conduct in-depth research through interviews and data gathering to determine NEA existing systems and procedures; • Conduct surveys and inquiries to validate NEA standards, policies, systems and procedures; • Undertake analysis on the existing systems and procedures and makes necessary recommendations with internal controls; • Assist in the evaluation/review of the financial and economic aspects of procurement documents; <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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| Duties and Responsibilities | <ul style="list-style-type: none">• Participate in the conduct of data gathering during the course of system and operations and compliance audit;• Assist in special investigation of on-going NEA operations and drafts audit report/working papers; and• Perform other duties that may be assigned from time to time. |
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| Position Title | DATA MANAGEMENT CHIEF A |
| Place of Assignment | Information Technology and Communication Services Department – Data Management and Program Control Division |
| Item No. | 194 |
| Monthly Salary/ Salary Grade | Php65,319.00/SG 22 |
| Qualification Standards | <p>Education : Bachelor's degree relevant to the job</p> <p>Experience* : 4 years of relevant experience</p> <p>Training : 24 hours of relevant training</p> <p>Eligibility : CS Professional/Second Level Eligibility</p> <p>Preference : Preferably proficient in database management, appropriate monitoring controls, knowledge in management and data analysis/integration; Possess high degree of desired communication and presentation skills</p> |
| Duties and Responsibilities | <ul style="list-style-type: none"> • Supervise the development, enhancement and maintenance of ECs' Financial and Statistical Databank and effects appropriate monitoring control; • Supervise the validation and integration of data gathered for translation into effective management tools necessary for decision making and policy formulation; • Supervise the coordination with NEA departments and ECs and implements various monitoring controls to ensure data consistency, reliability, accuracy and completeness; • Facilitate the preparation of quarterly Financial and Statistical Report reflecting the status of EC operations; • Supervise the validation and consolidation of historical key performance data/information and effects data banking and archiving in electronic and book form to preserve the gains of the RE program; • Supervise the conceptualization and processing of data/information requirements of the management and various monitoring groups, interested sectors, researchers and academe; • Administer and recommend for approval enhancements on the data collection system, data banking and security based on current trends and technology; • Conceptualize and recommend data/information and reports that should be included in the agency's intranet and internet system; • Administer the formulation and recommends approval of targets and accomplishments, budgetary requirements, logistics support and APP of ECIS • Perform other duties that may be assigned from time to time. |

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| Position Title | FINANCIAL PLANNING ANALYST |
| Place of Assignment | Finance Services Department – Financial Services and Accounting Division |
| Item No. | 213 |
| Monthly Salary/ Salary Grade | Php25,232.00/SG 13 |
| Qualification Standards | Education : Bachelor's degree relevant to the job Experience* : None Required Training : None Required Eligibility : CS Professional/Second Level Eligibility Preference : Preferably BS Accountancy/Commerce graduate |
| Duties and Responsibilities | <ul style="list-style-type: none"> • Process disbursement vouchers including the supporting documents for administrative expenditures; • Prepare Journal Entry Vouchers (JEV) for disbursements of expenditures; • Process and review purchase orders and supporting documents; • Audit reimbursement of expenses below P1000.00 (petty cash vouchers); • Analyze accounts, compute and record year end closing and adjusting entries for repayments and accruals; • Issue collection order to as authority to accept payment from various creditors/suppliers and employees for payment of claims and/or due to NEA; • Maintain index/control cards of employees, creditors, contractors, suppliers and electric cooperatives; • Coordinate with other departments/offices and suppliers in the reconciliation and verification of bills on statements of accounts submitted for collection; and • Perform other duties that may be assigned from time to time. |

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| Position Title | SENIOR FINANCIAL PLANNING ANALYST |
| Place of Assignment | Finance Services Department – Financial Planning and Control Division |
| Item Nos. | 225 and 226 |
| 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"> • Evaluate all requests for payment and maintains Registry of Budget Utilization (RBU) of all expenditures to ensure that disbursements are within the approved level; • Prepare and analyzes Monthly Budget Performance Report of various departments/offices to serve as a tool in the succeeding years' budget process; • Assist in the preparation of monthly report on subsidy and loan releases to ECs for management use; • Assist in the preparation of NEA's Corporate Operating Budget for approval of the Board and submission to the Department of Budget and Management; • Process budget requests of electric cooperatives (ECs) subsidy fund and loan request and recommends certification of availability of budget allocation; • Initiate recommendation for approval/disapproval on letters/memoranda concerning financial matters; • Maintain financial records/ledger for fund releases to each EC for monitoring and control; and • Perform other duties that may be assigned from time to time. |

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| Position Title | SENIOR ACCOUNTS MANAGEMENT SPECIALIST |
| Place of Assignment | Accounts Management and Guarantee Department – Accounts Management Division |
| Item No. | 247 |
| Monthly Salary/ Salary Grade | Php40,637.00/SG 18 |
| Qualification Standards | Education : Bachelor's degree relevant to the job Experience* : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably BS Accountancy graduate or any related course |
| Duties and Responsibilities | <ul style="list-style-type: none"> • Conduct pre-approved/credit investigation and evaluation of the ECs loan request; • Gather, examine, analyze and interpret financial statement and other data pertaining to ECs loan/guarantee application and request for availment/call; • Prepare financial forecast and sensitivity analysis; • Assist in the review/presentation of ECs' CAPEX Plans; • Conduct project/site inspection visit on the projects funded by NEA loans, prepare project monitoring report and submit recommendation; • Review and coordinate the work of analyst and come up with a comprehensive, relevant and responsive evaluation and related reports for management information needs and decision making activities; • Evaluate ECs' requests for loan releases/guarantee call; • Prepare Disbursement Voucher and Budget Utilization Request for loan and guarantee call releases; • Assist and coordinate with other NEA offices in the approval of ECs' Annual Workplan/Medium Term Investment Plan; and • Perform other duties that may be assigned. |

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| Position Title | ACCOUNTS MANAGEMENT ANALYST II |
| Place of Assignment | Accounts Management and Guarantee Department – Accounts Management Division |
| Item No. | 251 |
| Monthly Salary/ Salary Grade | Php25,232.00/SG 13 |
| Qualification Standards | Education : Bachelor's degree relevant to the job Experience* : None Required Training : None Required Eligibility : CS Professional/Second Level Eligibility Preference : Preferably CPA or BS Accountancy graduate |
| Duties and Responsibilities | <ul style="list-style-type: none"> • Gather, examine and validate financial data pertaining to ECs loan application and request for loan availment; • Conduct pre-approved/credit investigation and pre-evaluation of the ECs loan request; • Assist in the review/presentation of ECs CAPEX Plans; • Conduct project/site inspection visit on the projects funded by NEA loans, prepare project monitoring report and submits recommendation • Prepare pre-evaluation of financial projections and recommend appropriate financial operating levels for use in the evaluation of proposed loan application and loan amendments; • Conduct status reports concerning the over-all performance of ECs and proposes appropriate measures for implementation; • Prepare report on the behavior of all accounts – Accounts Monitoring and Loan Conditionalities; and • Perform other duties that may be assigned. |

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| Position Title | DATA ENCODER-CONTROLLER |
| Place of Assignment | Accounts Management and Guarantee Department – Accounts Management Division |
| Item No. | 255 |
| Monthly Salary/ Salary Grade | Php19,233.00/SG 10 |
| Qualification Standards | <p>Education : Completion of 2 years studies in college or high school graduate with relevant vocational/trade course</p> <p>Experience* : 2 years of relevant experience</p> <p>Training : 8 hours of relevant training</p> <p>Eligibility : CS Subprofessional/ First Level Eligibility/ Data Encoder MC 11 s. 96 Cat. I</p> <p>Preference : Preferably with knowledge in basic programming</p> |
| Duties and Responsibilities | <ul style="list-style-type: none"> • Encode ECs Loan Evaluation Report to management; • Encode and prepare power point presentation for NEA Board of Administrators' presentation and other presentation to other stakeholders; • Receive, collate and control reports/data submitted by/to the other offices and store/maintain in electronic database; • Receive and collate data submitted by the EC and store/maintain in electronic database; • Input, update and print data gathered of account officers from other offices; • Encode and print memoranda, reports, correspondences and messages for the division; • Receive, collate and print work plan and accomplishment report for the division/department; and • Perform other duties that may be assigned. |

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| Position Title | SUPERVISING INDUSTRIAL RELATIONS MANAGEMENT OFFICER B |
| Place of Assignment | Human Resources and Administration Department – Human Resources Management Division |
| Item No. | 272 |
| Monthly Salary/ Salary Grade | Php45,269.00/SG 19 |
| Qualification Standards | Education : Bachelor's degree Experience* : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably proficient in written and oral communication |
| Duties and Responsibilities | <ul style="list-style-type: none"> • Participate in the management and implementation of human resource functions such as recruitment, selection and placement, performance management and employee benefits and welfare; • Facilitate the formulation and implementation of policies, guidelines, systems and procedures pertaining to personnel policies and procedures; • Undertake the formulation and conduct of studies and survey such as workplace climate survey, etc.; • Recommend applicability of various government issuances regarding human resources; • Ensure compliance/adherence to government issuances and directives; • Supervise the preliminary screening of applicants for hiring and promotion; • Participate in the coordination/facilitation of personnel acquisition process; • Act as Secretariat to the Personnel Selection Board; • Prepare memoranda, reports and other correspondences on human resources issues and concerns; • Participate in the maintenance and updating of the HRIS Database (per module); and • Performs other duties that may be assigned from time to time. |

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| Position Title | ADMINISTRATIVE/GENERAL SERVICES CHIEF A |
| Place of Assignment | Human Resources and Administration Department – General Services Division |
| Item No. | 284 |
| Monthly Salary/ Salary Grade | Php57,805.00/SG 21 |
| Qualification Standards | Education : Bachelor's degree Experience* : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : N/A |
| Duties and Responsibilities | <ul style="list-style-type: none"> • Supervise the proper carrying out of activities for the improvement and maintenance of NEA building and its facilities; • Lead the proper implementation of cleanliness and orderliness of the NEA Building and its premises; • Manage the proper utilization (administrative) of vehicles for the officials and NEA personnel in a safe, reliable and efficient manner; • Supervise the safeguarding and protection of the NEA building, properties including its and building occupants; • Supervise the monitoring of the Government Energy Management Program; • Formulate guidelines and policies related to building maintenance, transport, security and janitorial services; • Undertake the preparation of reportorial requirements, compliance reports on Administrative and General Services, and other correspondences; • Perform other duties that may be assigned from time to time. |

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| Position Title | PRINCIPAL ENGINEER A |
| Place of Assignment | Engineering Department |
| Item No. | 324 |
| Monthly Salary/ Salary Grade | Php65,319.00/SG 22 |
| Qualification Standards | <p>Education : Bachelor's degree in Engineering relevant to the job</p> <p>Experience* : 4 years of relevant experience</p> <p>Training : 24 hours of relevant training</p> <p>Eligibility : RA1080</p> <p>Preference : Preferably Electrical Engineer and with knowledge on the Electric Cooperative operation</p> |
| Duties and Responsibilities | <ul style="list-style-type: none"> • Undertake periodic evaluation and assessment of EC's technical operation in accordance to the performance standards set forth under R.A. 10531, RA 9136 including other NEA issuances such the Approved Workplan, Distribution Development Plan, CAPEX and OPEX Plans, and the Long –Term Development Plan (LTDP); • Supervise and assess the technical assistance rendered to the EC in the construction, operation and maintenance of the distribution lines, substations, transmission lines and the interconnection of power plants in compliance with the Philippine Distribution and Grid Codes (PDC/PGC), and the development of Multi-Year CAPEX Plan; • Lead in the evaluation and assessment of EC's technical operational performance relative to system reliability, efficiency, operational safety, power quality and distribution grid capacity in compliance with the Philippine Distribution and Grid Codes (PDC/PGC) and other relevant electricity industry standards; • Supervise and review the evaluation of the project proposals of the electric cooperatives Capex Projects for loan application with NEA or other financial institutions; • Recommend new approaches or methodologies to enhance system procedure to reduce technical non-compliance to the set standards; • Provide technical support and information for the NEA management during meetings or conferences where the presence of NEA is required; 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.