



June 02, 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 on **June 12, 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 nehrad2020@gmail.com. Previous applicants to republished position/s need to submit their updated Personal Data Sheet and application letter.

Position Title	SENIOR CREDIT/COLLECTION OFFICER
Place of Assignment	Finance Services Department – Treasury Division
Item No.	235
Monthly Salary/ Salary Grade	Php36,942.00/SG 17
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 : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Oversee the recording and posting of transactions pertaining to EC’s loans for Regions I-V & CAR and maintaining/safeguarding of its subsidiary ledgers; • Prepare the following accounting reports for submission to Management and other Government Agencies: <ol style="list-style-type: none"> a. Status of Repayments of MERALCO, PHILRECA & Other Loans b. Aging of Receivables; • Record and post transactions pertaining to MERALCO, PHILRECA & Other Loans and to maintain/safeguard of its subsidiary ledgers; • Coordinate ECs with delinquent accounts thru letters, e-mail, fax or call; <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)

Duties and Responsibilities	<ul style="list-style-type: none"> • Oversee the reconciliation of ECs Loans Receivable and Accrued Interest on Loans Receivable Accounts per e-NGAS and subsidiary ledgers (Regions I-V & CAR); • Monitor reports on the incoming and outgoing fast-track documents; • Conduct reconciliation with EC personnel on their loan accounts with NEA; 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	CASHIER B
Place of Assignment	Finance Services Department – Treasury Division
Item No.	238
Monthly Salary/ Salary Grade	Php27,755.00/SG 14
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 : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Prepare the following reports: <ul style="list-style-type: none"> a. Weekly reports on checks issued for general fund, subsidies & loan releases b. Cash and Investment Balances (CIB) c. Daily Cash Position Report (DCPR) d. Daily Collections and Deposits e. Accountable Forms (AF) f. Checks Issued Weekly; • Prepare checks of all duly approved disbursement vouchers for NEA in-house expenditures, subsidy and loan releases; • Issue Official Receipt of all collections including collections thru on-line and deposit the same in the account of NEA; • Release or deposit (if on-line transaction) all duly approved checks to NEA claimants/creditors after submission of official receipts and other pertinent documents; • Stamp "PAID" all disbursement vouchers upon releases of payment and arrange the vouchers in accordance with the monthly report of check issued and forwards the same to the Financial Services & Accounting Division; • Act as Special Disbursing Officer (SDO) for miscellaneous, TEV's and other in-house expenses and Special Collecting Officer (SCO) for training and seminars conducted by NEA; • Assist and monitor concerned offices with check issuances and releases and unclaimed EC checks; • Assist Finance Services and Accounting Division (FSAD) personnel in reconciliation of NEA bank 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)

Position Title	SENIOR ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Institutional Development Department – Organization and Management Development Division
Item No.	341
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 with in-depth knowledge and experience on EC Operation particular on HR matters and other Institutional Concerns
Duties and Responsibilities	<ul style="list-style-type: none"> • Set and enforce institutional and governance standards for the efficient operation of EC in accordance with Chapter 2 Section 5(L) of RA 10531; • Supervise the conduct of district election and assist LSO in the resolution in the resolution of protests/disputes arising from the conduct of D.E.; • Validate EC compliance in accordance with RA 10531 or the fit and proper rule of BODs particularly on Qualifications and Disqualifications; • Participate in the formulation of NEA policies and/or recommend amendments and review existing policies; • Facilitate confirmation of the appointment of Board of Directors; • Facilitate designation/appointment of NEA Interim Representative/NEA Representative and PS/AGM/OIC; 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 RESEARCHER-ANALYST A
Place of Assignment	Institutional Development Department – Organization and Management Development Division
Item No.	347
Monthly Salary/ Salary Grade	Php33,584.00/SG 16
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 with in-depth knowledge and experience on EC Operation particular on HR matters and other Institutional Concerns
Duties and Responsibilities	<ul style="list-style-type: none"> • Research issues and policies relative to EC development; • Analyze, evaluate and interpret data relative to EC development; • Recommend improvements, systems and procedure that will address the demands of the ECs; • Write special reports, position papers and articles relative to issues affecting ECs; • Opinion and position paper from ECs personnel, ECs consumer and other stakeholders; • Provide any other support to management assigned undertaking; 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 COMMUNITY RELATIONS OFFICER
Place of Assignment	Institutional Development Department – EDU Consumer Development and Protection Division
Item No.	368
Monthly Salary/ Salary Grade	Php33,584.00/SG 16
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 : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Act on EC consumer complaints; • Conduct information campaigns on EPIRA, Conversion, Magna Carta and related issues; • Orientation/Monitoring of MSEAC implementation; • Act on By-laws/Articles of Incorporation amendments; • Assist the ECs in the conduct of Referendum re: Conversion; • Conduct regional consultations for ECs re: Institutional concern; • Act on Resolutions/queries/communications • Prepare report on Reportorial requirements submitted by ECs; 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)


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.