



June 08, 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 18, 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](mailto:nehrad2020@gmail.com). Previous applicants to republished position/s need to submit their updated Personal Data Sheet and application letter.

<b>Position Title</b>	<b>SECRETARY A</b>
<b>Place of Assignment</b>	Office of the Deputy Administrator for Field Operations – Management Assistance Group (Management and Consultancy Services Office)
<b>Item No.</b>	163
<b>Monthly Salary/ Salary Grade</b>	Php17,975.00/SG 9
<b>Qualification Standards</b>	<b>Education</b> : Completion of 2 years studies in college <b>Experience*</b> : 1 year of relevant experience <b>Training</b> : 4 hours of relevant training <b>Eligibility</b> : CS Sub-Professional/First Level Eligibility <b>Preference</b> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Perform variety of secretariat and administrative functions under the supervision of the Department Manager;</li> <li>• Log incoming and outgoing official documents where indicated and routes them to personnel concerned for action;</li> <li>• Undertake systematic filing and control of office records;</li> <li>• Attend to visitors/callers of the office. Refers the officials to staff who can provide the information needed;</li> <li>• Place and receive phone calls; writes down messages for information/action;</li> <li>• Determine supplies needed by the office and initiates requisition of the same; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

\*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)

<b>Position Title</b>	<b>DIVISION MANAGER A</b>
<b>Place of Assignment</b>	Electric Cooperative Audit Department – Electric Cooperative Financial Management and Audit Division
<b>Item No.</b>	377
<b>Monthly Salary/ Salary Grade</b>	Php83,406.00/SG 24
<b>Qualification Standards</b>	<b>Education</b> : Master's Degree or Certificate in Leadership and Management from the CSC <b>Experience*</b> : 4 years of supervisory/management experience <b>Training</b> : 40 hours of supervisory/management learning and development intervention <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>• Review and recommend approval by the Department Manager of Financial and Management Audit, Evaluation Report, Monitoring Report and Fact-finding Report;</li> <li>• Plan, organize, direct and supervise activities of the division;</li> <li>• Supervise the preparation of workplan and timely submission of reports;</li> <li>• Supervise, review and recommend approval of EC's uncollectible accounts for write-off;</li> <li>• Review and recommend approval for the floor price of non-performing assets;</li> <li>• Prepare letter reply to EC communications, Board Resolutions and other NEA stakeholders;</li> <li>• Assist the Department Manager in all other activities;</li> <li>• Represent the division/department in various NEA Committees.; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

\*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.*