



August 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 on **August 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 attached below the notice of vacancy);
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.

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|-------------------------------------|---|
| Position Title | SECRETARY A |
| Place of Assignment | Public Affairs Office (Corporate Communication and Social Marketing Office) |
| Item No. | 64 |
| Monthly Salary/ Salary Grade | Php17,975.00/SG 9 |
| Qualification Standards | <p>Education : Completion of 2 years studies in college</p> <p>Experience* : 1 year of relevant experience</p> <p>Training : 4 hours of relevant training</p> <p>Eligibility : CS Sub-Professional/First Level Eligibility</p> <p>Preference : Preferably graduate of Communication Arts or any related course; With good oral and written communication skills; and computer literate/adept in digital technology</p> |
| Duties and Responsibilities | <ul style="list-style-type: none"> • Perform variety of secretariat and administrative functions under the supervision of the Department Manager; • Log incoming and outgoing official documents where indicated and routes them to personnel concerned for action; • Undertake systematic filing and control of office records; • Attend to visitors/callers of the office. Refers the officials to staff who can provide the information needed; <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">• Place and receive phone calls; writes down messages for information/action;• Determine supplies needed by the office and initiates requisition of the same; 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.



MANAGERIAL/SUPERVISORY COMPETENCE ASSESSMENT FORM
(Below Section Head Level)

APPLICANT'S NAME _____
 PRESENT POSITION _____
 SALARY GRADE _____
 POSITION APPLIED FOR _____

Instruction: Kindly provide a quantitative assessment on the candidate based on your observation as his/her immediate supervisor on his/her managerial competence using a Scale of 1 to 5 as follows:

| | | |
|-----------|---|---|
| Excellent | a standard of performance that may be considered exceptionally good. | 5 |
| Good | a standard of performance above the average and meets all the normal requirements of the position | 4 |
| Average | a standard of performance that meets the normal requirements of the position | 3 |
| Fair | a standard of performance which is below the normal requirements of the position, but one that may be regarded as marginally acceptable | 2 |
| Poor | a standard of performance which is beyond the normal requirements of The position and one that is not acceptable at all | 1 |

HUMAN RELATIONS:

1. Ability to adopt/adjust to the Organization

a. Is he/she able to adjust to the variety of personalities, rank and informal group present in the organization?

b. Does he/she internalize work changes with ease and vigor?

2. Ability to relate to Superiors

a. How well does he/she respond to your request, demands and expectations?

b. Does he/she apprise you of the significant problems in his/her work, their causes and appropriate steps to correct them?

c. In the face of differences in behavior between him/her and you, can he/she maintain his/her individual point of view?

a. Does he/she have the respect and acceptance of his peers?

b. Does he/she try to help his peers in clarifying points they are trying to resolve?

a. Is he/she always cordial and respectful in dealing/transacting with clients/public?

b. Does he/she show enthusiasm in providing the clients/public the necessary advice and assistance they sought for?

LEADERSHIP

a. Is he/she able to encourage his/her peers and subordinates to contribute and participate in problem-solving and decision-making?

b. Can he/she influence your thinking attitude and behavior and that of his/her peers?

c. When assigned with ad hoc external groups, does he/she

lead the members to do willingly the assigned tasks/
projects?

- d. When assigned to be a leader/chairman of the working group, does he/she assume responsibility of the work of other members?

PERSONAL QUALIFICATION AND ATTRIBUTES

- a. Is he/she intellectually critical of existing standards, systems and policies?

- b. Does he/she take the initiative to organize or develop programs, systems, procedures and standards that will benefit the organization?

- a. Does he/she have a high degree of tolerance for tension resulting from increasing volume or work, organization change, environmental conflict, etc?

- b. Is he/she able to control and handle his/her anger and negative emotions?

- c. Does he/she accept criticism objectively whether from his/her subordinates, peers or superiors?

- a. When you seek help from him/her in solving problems, does he/she submit considered analysis of alternatives and recommend suggestions for solutions?

- b. When he/she needs to make a decision immediately, is he/she able to act quickly and make the best decision possible?

TOTAL SCORE

ADDITIONAL REMARKS, IF ANY:

ANASTACIA B. SUASI

RATER/SUPERVISOR

Signature Over Printed Name