



August 18, 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 **August 28, 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 or updated PRC ID (whichever is applicable); 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>DRIVER-MECHANIC B</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>	98
<b>Monthly Salary/ Salary Grade</b>	Php15,738.00/SG 07
<b>Qualification Standards</b>	<p><b>Education</b> : High school graduate or completion of relevant vocational/trade course</p> <p><b>Experience*</b> : None Required</p> <p><b>Training</b> : None Required</p> <p><b>Eligibility</b> : Professional Driver’s License (MC 10, s. 2013, Cat. IV)</p> <p><b>Preference</b> : Driver’s license with restrictions 1, 2 and 3</p>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Drive NEA vehicles in conducting NEA officials and employees to and from place of designation;</li> <li>• Perform preventive maintenance measure of assigned vehicles;</li> <li>• Maintain cleanliness and roadworthiness of assigned vehicles;</li> <li>• Comply to all lawful orders of superior in the office; 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>DEPARTMENT MANAGER 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>	101
<b>Monthly Salary/ Salary Grade</b>	Php107,444.00/SG 26
<b>Qualification Standards</b>	<p><b>Education</b> : Master's degree or Certification in Leadership and Management from the CSC</p> <p><b>Experience*</b> : 5 years of supervisory/ management experience</p> <p><b>Training</b> :120 hours of supervisory/ management learning and development intervention</p> <p><b>Eligibility</b> : CS Professional/Second Level Eligibility</p> <p><b>Preference</b> : Preferably with experience/knowledge in Management and/or Assessment of EC Operations</p>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Review and oversee the implementation of NEA policies, guidelines and issuance concerning the ECs and the Field Operations Group in accordance with RA 9136 (EPIRA) and RA10531 (NEA Reform Act of 2013);</li> <li>• Provide consultancy services to ECs and other stakeholders on Technical, Financial, Institutional, Social and Environmental concerns to ensure and accelerate deployment and access of affordable, modern and clean energy at the least cost manner and/or provide cost effective options, while ensuring sustainable supply;</li> <li>• Direct the assessment of management and operation of the ECs within the assigned areas of responsibility and recommend necessary remedial measures of the EC management and/or NEA for better performance and compliance with regulatory requirements and be competitive in the deregulated environment;</li> <li>• Provide technical assistance to ECs in the preparation/implementation of Rural Electrification Plans and Programs such as Operation Improvement Plan (OIP), Strategic Development Plan (SDP), Long-Term Development Plan (LTDP) under the e-ICPM and CAPEX and OPEX Plans and Renewable Energy for RE and Energy Efficiency Management Program;</li> </ul> <p style="text-align: right;"><i>Continue on the next page</i></p>

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<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Recommend to the EC Board of Directors appropriate policies, program of action and other measures to improve the management and operation of their cooperative under a competitive business environment;</li> <li>• Recommend approval/disapproval of EV budget request board resolutions and policies, guidelines, memoranda and issuances; 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.*



**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:

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**ANASTACIA B. SUASI**

RATER/SUPERVISOR

Signature Over Printed Name



**MANAGERIAL/SUPERVISORY COMPETENCE ASSESSMENT FORM**  
 (Section Head and above 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
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Poor	a standard of performance which is not acceptable at all	1

PLANNING:

Activities covered:

- a. Is he/she able to make long & short term plans and set objectives/goals for his/her team?
- b. Does he/she prioritize or establish time sequence of activities to be undertaken/accomplished?
- c. Can he/she develop policies and procedures?
- d. Does he/she take the initiative to organize or develop programs, systems, procedures and standards that will benefit the organization?

ORGANIZING:

Activities covered:

- a. Does he/she entrust to others responsibility with authority and create accountability for results?
- b. Does he/she synchronize the activities of his/her team members for united results?

LEADING

- a. Is he/she able to choose from among alternative courses of action?
- b. When he/she needs to make a decision immediately, is he/she able to act quickly and make the best decision possible?
- c. Does he/she possess the ability to communicate plans and instructions clearly and concisely?
- d. Can he/she influence your thinking attitude and behavior and that of his/her peers?



STRESS TOLERANCE

- a. Does he/she have a high degree of tolerance for tension resulting from increasing volume of work?
- 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?

CONTROLLING

- a. Does he/she monitor and evaluate performance targets vis-à-vis the accomplishments of his/her team?
- b. Does he/she establish performance standards for his/her team for which work results are compared with and evaluated?
- c. Does he/she make periodic review of the performance and make the necessary corrective actions?

TOTAL SCORE

ADDITIONAL REMARKS, IF ANY:

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RATER/SUPERVISOR  
Signature Over Printed Name