



January 10, 2022

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 **January 20, 2022**:

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 and attached in 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 neahrad2020@gmail.com. Previous applicants to republished position/s need to submit their updated Personal Data Sheet and application letter.

Position Title	SECRETARY A
Place of Assignment	Information Technology and Communication Services Department
Item No.	180
Monthly Salary/ Salary Grade	Php17,975.00/SG 9
Qualification Standards	Education : Completion of 2 years studies in college Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : CS Sub-Professional/First Level Eligibility Preference : Preferably proficient in MS Office; Familiar in records management and administrative work; Possesses good communication and writing skills
Duties and Responsibilities	<ul style="list-style-type: none">• Draft letters, memoranda, reports and other communication and correspondences;• Route and follow-up all incoming and outgoing communication, electronic mails/reports and other documents;• Establish and maintain effective filing system to facilitate storage and easy retrieval of documents;• Coordinate and calendar appointments and meetings; prepare agenda and handle the minutes of the meetings;• Handle incoming calls and makes official calls to communicate information and follow-up;

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*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"> • Compile and keep up-to-date the lists of names, addresses and other contact details of stakeholders; • Handle the budgetary, administrative, supplies and logistic requirements of the Office of the Director; and • Perform other duties that may be assigned from time to time.
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Position Title	ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Audit Department – Electric Cooperative Financial Management Audit Division
Item No.	398
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"> • Review, analyze the financial and operational performance assessment of ECs, special studies on various issues and concerns affecting the ECs and submission of reportorial data and information needed for evaluation of ECs;* • Review and analyze the classification of ECs based on the established standards and parameters; • Review the financial and statistical data/information relevant to reports, special studies/guidelines being prepared/conducted by the Department; • Participates in the formulation of performance scorecard of the Department; • Prepare/summarize report on the initiatives and activities on rural electrification; • Process member-consumer owners (MCOs) concerns lodged through Hotline 8888, OPCC, DOE-CWPO, Contact Center ng Bayan, etc.; • Review and analyze ECs submissions of funding requirement for Two-Year Institutional Development Plan for e-ICPM's approval; • Process Board resolutions/policies and other concerns of ECs; and • Performs 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.