



February 03, 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 **February 13, 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;

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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"> • Handle incoming calls and makes official calls to communicate information and follow-up; • 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	SENIOR MANAGEMENT INFORMATION/SYSTEMS ANALYST
Place of Assignment	Information Technology and Communication Services Department - Database Management and Program Control Division
Item No.	201
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 : Preferably with knowledge in database development and management; Proficient in MS Office (knowledgeable in photo and video editing and other multimedia presentations); Possesses good interpersonal communication, presentation skills and documentation.
Duties and Responsibilities	<ul style="list-style-type: none"> • Provide support in the maintenance and updating of the RE Database reflecting various geographical set-ups such as provincial, congressional, cities and municipalities, barangays, sitios/puroks, consumer connections and membership; • Assist in the preparation and processing of the Monthly Status of Energization Report; • Facilitate the uploading of approved information and reports into NEA intranet and internet system; • Facilitate the drafting, printing, binding, reproduction and distribution of the RE Chronicle; • Facilitate the crafting and updating of system maps reflecting the national and regional levels and ECs franchise areas; • Assist in the processing and generation of reports and other information requirements for inputs into NEA and external agencies' publications and reports; • Conduct fieldwork and consultation with the ECs and LGUs related to RE source data (i.e. sitios, puroks) validation and updating; • Assist in the formulation and recommend approval of targets and accomplishments, budget requirements, logistic support and APP of REMS; • Conduct of troubleshooting on the division's existing systems and hardwares and recommends necessary measures for enhancement/improvement; and • Perform other duties that may be assigned from time to time.

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Position Title	CORPORATE ACCOUNTANT
Place of Assignment	Finance Services Department – Financial Services and Accounting Division
Item No.	210
Monthly Salary/ Salary Grade	Php30,531.00/SG 15
Qualification Standards	Education : Bachelor's degree in Commerce/Business Administration major in Accounting Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : RA1080 Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Prepare journal entry vouchers (e-NGAS) for liquidation of cash advance to ECs (subsidy releases), disbursements for various payrolls and remittance of statutory deductions to various government agencies, collections and deposits and other necessary adjustments • Review disbursement vouchers, journal entry vouchers and supporting documents for proper classification, coding and journalization of transactions to ensure accurate recording in the books of original entry; • Summarize and consolidate monthly financial transactions necessary for the preparation of cash flow statement; • Prepare adjusting and correcting entries for discrepancies noted in the course of verification and review of books maintained; • Prepare financial reports, summaries and schedules required by the other government agencies and private creditors; • Prepare schedules and supporting documents for cash and extraordinary adjustments journal entry vouchers; 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.