



February 08, 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 18, 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	DEPUTY ADMINISTRATOR
Place of Assignment	Office of the Deputy Administrator for Electric Distribution Utilities Services (Office of the Deputy Administrator for Technical Services)
Item No.	297
Monthly Salary/ Salary Grade	Php137,195.00/SG 28
Qualification Standards	Education : Master's degree or Certificate in Leadership and Management from the CSC Experience* : 5 years of supervisory/ management experience Training : 120 hours of supervisory/ management learning and development intervention Eligibility : CS Professional/Second Level Eligibility Preference :
Duties and Responsibilities	<ul style="list-style-type: none"> • Oversee the development of plans and programs, policies and guidelines in relation to EC technical operations and review institutional development, member-consumer education and audit programs and recommends the same to the Administrator; • Supervise and provide directions in all matters pertaining to engineering technologies renewable energy development and standards for EC system's improvement, organization management and development and audit management; • Administer implementation of policies/guidelines on power efficiency and effectiveness;

*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)

	<ul style="list-style-type: none">• Oversee the planning and controlling of activities related to sitio electrification and barangay line enhancement programs, EC organization, operation, development and special projects;• Evaluate audit findings and makes appropriate recommendations to the Administrator;• Coordinate and make representations with other sectors and makes recommendations regarding matters of the agency's interest to the Administrator for action/decision; and• Perform other duties and responsibilities as may be assigned by the Administrator from time to time.
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Position Title	SUPERVISING MATERIALS PLANNING OFFICER
Place of Assignment	Engineering Department (Total Electrification and Renewable Energy Development Department)
Item No.	308
Monthly Salary/ Salary Grade	Php45,269.00/SG 19
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : CS Professional/First Level Eligibility Preference
Duties and Responsibilities	<ul style="list-style-type: none"> • Conduct project planning and development/management activities, including those related to inventory management and release of equipment and materials; • Review proposed rural electrification projects and recommend project for implementation; • Assist in the conduct of on-site project monitoring/inspection; • Recommend corrective measures to address the identified gaps in project planning /prioritization; • Develop and implement systems and procedures in records management, update pricing index and undertakes the safekeeping/disposal of the equipment and materials; and • Perform other duties that maybe assigned from time to time. <p style="text-align: right;"><i>Continue on the next page</i></p>

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Position Title	PRINCIPAL ENGINEER A
Place of Assignment	Engineering Department (Total Electrification and Renewable Energy Development Department)
Item No.	325
Monthly Salary/ Salary Grade	Php65,319.00/SG 22
Qualification Standards	Education : Bachelor's degree in Engineering relevant to the job Experience* : 4 years of relevant experience Training : 24 hours of relevant training Eligibility : RA 1080 Preference : Preferably Registered Electrical Engineer
Duties and Responsibilities	<ul style="list-style-type: none"> • Supervise all activities associated to the conduct of technical evaluation and recommendation of projects such as expansion and/or rehabilitation of power lines, HQ facilities, submarine cable, sitio electrification, barangay electrification and renewable energy projects of the electric cooperatives (ECs); • Provide assistance to ECs and other stakeholders in the preparation and/or evaluation of studies to see if projects are technically feasible, financially viable and institutionally sound for bankability and recommends choices of financing schemes; • Supervise/direct assessment of progress of work and projects compliance with the approved plans and specifications; • Prepare technical reports and evaluation on the status of ECs project development; and • Perform other duties that maybe 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.