



February 16, 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 26, 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 nehrad2020@gmail.com. Previous applicants to republished position/s need to submit their updated Personal Data Sheet and application letter.

Position Title	PUBLIC RELATIONS CHIEF
Place of Assignment	Public Affairs Office (Corporate Communication and Social Marketing Office)
Item No.	66
Monthly Salary/ Salary Grade	Php51,155.00/SG 20
Qualification Standards	Education : Bachelor's degree Experience* : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably graduate of Communication Arts or any related course; With good oral; and written communication skills and computer literate /adept in digital technology
Duties and Responsibilities	<ul style="list-style-type: none"> • Track/monitor the print media and immediately propose/submit draft response for review; • Adept in concise/precise and factual PR as the subject or issue may require; • Must be competent in editorial and substantial writing; • Supervise the preparation of relevant materials about the Agency's policies, programs, projects and accomplishments; <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)

<p>Duties and Responsibilities</p>	<ul style="list-style-type: none"> • Recommend measures to improve relations between the unit and other offices; • Write news/feature articles and editorials dealing with corporate, electric cooperatives and stakeholders' activities, events and projects for publication; • Review research materials prepared by subordinates, prepare/copywrite articles and other materials necessary for publication; • Supervise the preparation of audio-visual presentations, briefing materials related to the Rural Electrification Program and PR concerns; • Manage the conduct of customer satisfaction surveys, operation of Freedom of Information (FOI) mechanism and social media platforms of the agency; • Coordinate the production of information materials for use in corporate publications and sees to it that appropriate photos and illustrations are selected and fitting layout design for printing is made; • Supervise the documentation of major corporate/EC events and activities; • Oversee the maintenance of multi-media databank on the RE Program; 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.