



February 17, 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 27, 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](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>SENIOR MANAGEMENT INFORMATION/SYSTEMS ANALYST</b>
<b>Place of Assignment</b>	Information Technology and Communication Services Department - Database Management and Program Control Division
<b>Item No.</b>	201
<b>Monthly Salary/ Salary Grade</b>	Php33,584.00/SG 16
<b>Qualification Standards</b>	<p><b>Education</b> : Bachelor's degree relevant to the job</p> <p><b>Experience*</b> : 1 year of relevant experience</p> <p><b>Training</b> : 4 hours of relevant training</p> <p><b>Eligibility</b> : CS Professional/Second Level Eligibility</p> <p><b>Preference</b> : 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.</p>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• 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;</li> <li>• Assist in the preparation and processing of the Monthly Status of Energization Report;</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)

<p><b>Duties and Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Facilitate the uploading of approved information and reports into NEA intranet and internet system;</li> <li>• Facilitate the drafting, printing, binding, reproduction and distribution of the RE Chronicle;</li> <li>• Facilitate the crafting and updating of system maps reflecting the national and regional levels and ECs franchise areas;</li> <li>• Assist in the processing and generation of reports and other information requirements for inputs into NEA and external agencies' publications and reports;</li> <li>• Conduct fieldwork and consultation with the ECs and LGUs related to RE source data (i.e. sitios, puroks) validation and updating;</li> <li>• Assist in the formulation and recommend approval of targets and accomplishments, budget requirements, logistic support and APP of REMS;</li> <li>• Conduct of troubleshooting on the division's existing systems and hardwares and recommends necessary measures for enhancement/improvement; 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.*