



March 11, 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 on **March 21, 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);
6. Copy of authenticated eligibility and/or updated PRC ID; 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	PRINCIPAL ENGINEER A
Place of Assignment	Field Operations – Management Assistance Group (Management and Consultancy Services Office)
Item No.	116 and 120
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 : Graduate of Electrical Engineering preferably with experience in EC Operations
Duties and Responsibilities	<ul style="list-style-type: none">• Supervise the formulation and implementation of rehabilitation programs and supervise the provision of needed technical consultancy and direct management assistance to problematic EDUs. Lead in the evaluation of technical operational performance of EDUs and conduct in-depth analysis on issues and concerns of EDUs based on the provisions of R.A. 9136 and R.A. 10531 and other relevant issuances toward EDUs good governance, reliability, efficiency and consumer satisfaction;• Lead in the implementation of rehabilitation plans of low performing EDUs through hands-on management or take-over of operation as required;

*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"> • Undertake periodic evaluation and assessment of EDUs performance on the basis of technical operation and governance standards set forth under R.A. 10531 and other NEA issuances including OIP, DDP, CAPEX and OPEX Plans and Long Term Development Plan (LTDP) under the enhanced Integrated Computerized Planning Model (e-ICPM); • Provide management and technical assistance in the EDUs construction, operation and maintenance of the distribution lines, substations, transmission lines and power plants in compliance with the Philippine Distribution and Grid Codes (PDC/PGC), and in the development and application of Multi-Year CAPEX Plan; • Supervise, monitor and assist in the preparation and implementation of the System Loss Reduction Program and related technical activities based on the approved LTDP under the e-ICPM; • Initiate creation of manpower and equipment pooling of Task Force for the needs of EDUs in the Region/Inter-Regional requirements particularly during emergency situation; • Assess the operational performance and provides technical and management assistance in the operation of problematic EDUs. • Plan and assist on the EDUs technical requirements and in the areas of promotion and facilitation of the programs and project implementation with the concerned government/private agencies and other stakeholders; and • Perform other duties that may be assigned from time to time.
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Position Title	CHIEF EC EXAMINER/DEVELOPMENT/ORGANIZATIONAL MANAGEMENT/SYSTEM MEMBER SERVICES
Place of Assignment	Field Operations – Management Assistance Group (Management and Consultancy Services Office)
Item Nos.	130 and 134
Monthly Salary/ Salary Grade	Php65,319.00/SG 22
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 4 years of relevant experience Training : 24 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably with experience in EC Operations
Duties and Responsibilities	<ul style="list-style-type: none"> • Oversee/supervise/evaluate/assist in the preparation and implementation of Operation Improvement Plan and Long-Term Development Plans and Programs based on the parameters and standards set forth under R.A.10531 in coordination with Finance and Technical Sectors and other concerned departments/offices of NEA; • Supervise/undertake quarterly evaluation and assessment of EC performance based on approved Operation Improvement Plan and the standards under the KPGS. Conduct in depth study on problematic EC operation and recommend doable actions/measures for improvement; • Provide direct management and/or assistance to problematic ECs when necessary, or act as technical consultant on EC development plans/programs on the following: <ul style="list-style-type: none"> a. Image Building and Corporate Culture Enhancement b. Human Resource Growth and Skills Development c. Organizational Structure Enhancement d. Customer Relations and Services Satisfaction based on the Customer Services Standard • Act as Resource Person in the conduct of requested in-house training/seminars/workshops and other related activities for the improvement of EC operation; • Lead/assist in the conduct of research/benchmarking and development of programs/projects for Management intervention to problematic ECs; • Represent NEA and/or assist the ECs in networking/linkages with LGUs/GOs/NGOs/GOPCC and other entities for the promotion and facilitation of programs/projects to cope with requirements of energy regulatory agencies and other government institutions; and • Perform other duties that may be assigned from time to time.

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Position Title	CORPORATE FINANCE SERVICES CHIEF
Place of Assignment	Field Operations – Management Assistance Group (Management and Consultancy Services Office)
Item Nos.	140 and 141
Monthly Salary/ Salary Grade	Php65,319.00/SG 22
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 4 years of relevant experience Training : 24 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably Certified Public Accountant and with experience in EC Operations
Duties and Responsibilities	<ul style="list-style-type: none"> • Oversee/Supervise/Evaluate/Assist in the preparation and implementation of Operation Improvement Plans (OIP), CAPEX and OPEX Plans and Long Term Development Plans (e-ICPM) and assess the financial operation and performances of ECs and recommend measures for improvement; • Supervise/Monitor the proper implementation of EC's compliance to financial standards and other regulatory requirements; • Supervise/Monitor EC's adherence to financial guidelines set by NEA and compliance to approved Cash Operating Budget (COB) to achieve long term viability; • Provide management assistance to ECs on financial performance/operation and system procedures; • Provide hands-on assistance on financial and operational management of problematic ECs; • Evaluate and recommend appropriate action in the proper utilization of ECs' funds to conform with the required monthly working capital standard based on Key Performance and Governance Standards (KPGS); • Review and analyze the Monthly Financial and Statistical Reports (MFSR) and recommend improvement/measures in compliance with the set parameters and standards under R.A. 10531 and KPGS; • Review/Evaluate and recommend appropriate action on the granting of financial benefit/privileges of EC official and employees in accordance with NEA guidelines and promulgations; and • Perform other duties that may be assigned from time to time.

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Position Title	DIVISION MANAGER A
Place of Assignment	Electric Cooperative Audit Department - EC Operations & Systems Audit Division (ECOSAD)
Item Nos.	400
Monthly Salary/ Salary Grade	Php83,406.00/SG 24
Qualification Standards	Education : Master's Degree or Certificate in Leadership and Management from the CSC Experience* : 4 years of supervisory/management experience Training : 40 hours of supervisory/management learning, and development intervention Eligibility : CS Professional/Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Plan, organize, direct and supervise activities of the division; • Conduct further review and evaluation of EC operation and Systems Audit, and recommends improvement for approval by the Department Manager; • Conduct further review of monitoring report of EC's compliance to NEA's Audit recommendations and ECs action plans; • Conduct further review of Fact-Finding/Investigation and Turn-over Audit Reports; • Review and evaluation of EC Consumers Accounts Receivable for write-off and recommend approval of Write-off; • Prepare letter reply to ECs Board Resolutions, request queries from other stakeholders and represents the division/department in various NEA committees and other activities; 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.