



March 16, 2022

## NOTICE OF VACANCY

All interested and qualified applicants to the vacant position/s are enjoined to submit the following documents through the Human Resource Management Division (HRMD) of the National Electrification Administration (NEA), not later than the end of office hours on **March 26, 2022**:

1. Application letter; (**please indicate position title**)
2. Personal data sheet with recent passport-sized picture (CS Form No. 212 revised 2017);
3. Copy of updated PRC ID; and
4. Transcript of Records

**ONLY APPLICATIONS WITH COMPLETE ATTACHMENTS WILL BE ACCEPTED.**

Applicants may also send their applications thru our e-mail address [neahrad2020@gmail.com](mailto:neahrad2020@gmail.com).

<b>Position Title</b>	<b>PROJECT OFFICER</b>
<b>Place of Assignment</b>	Office for Performance Assessment and Special Studies
<b>Monthly Salary/ Salary Grade</b>	Php25,000.00
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree in Accounting <b>Eligibility</b> : Certified Public Accountant <b>Preference</b> : Preferably Financial Analyst
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>• Ascertain and examine the completeness of financial assessment reports and financial data submitted by concerned departments;</li><li>• Analyze and review the reports prepared by concerned departments/units such as, but not limited to EC cash General Fund, Profitability and Network;</li><li>• Prepare graph and narrative analysis of the financial performance of Electric Cooperatives (ECs);</li><li>• Prepare draft memoranda, correspondences and relevant staff work;</li><li>• Coordinate with other departments on the timely submission of ECs' assessment reports;</li><li>• Assist the Office for Performance Assessment and Special Studies (OPASS) and the Committee on EC Overall Performance Assessment in the conduct of annual performance assessments; and</li><li>• Perform other related duties as may be assigned from time to time.</li></ul>

  
**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.*