



March 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 **March 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 neahrad2020@gmail.com. Previous applicants to republished position/s need to submit their updated Personal Data Sheet and application letter.

Position Title	DEPARTMENT MANAGER A
Place of Assignment	Public Affairs Office (Corporate Communication and Social Marketing Office)
Item No.	63
Monthly Salary/ Salary Grade	Php107,444.00/SG 26
Qualification Standards	<p>Education : Master's degree or Certificate in Leadership and Management from the CSC</p> <p>Experience* : 5 years of supervisory/ management experience</p> <p>Training : 120 hours of supervisory / management learning and development intervention</p> <p>Eligibility : CS Professional/Second Level Eligibility</p> <p>Preference : N/A</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Conceptualize themes and designs for corporate image enhancement and other events in the Agency; and manages image branding; • Devise and develop programs and projects for corporate communication and social marketing; • Set the direction for an effective internal and external communication; • Formulate strategic objectives/initiatives for the programs/projects; <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"> • Appraise, analyze, comment and initiate preventive and preemptive actions on critical/ crucial issues affecting the Agency and its stakeholders; Acts as deputized spokesperson for the Agency; • Review/approve reports dealing with corporate and external situation and the production and distribution of information materials such as Annual Report, newsletters, in-house publication, and other institutional materials and manage some of the Administrator's requirements such as anniversary messages, briefing materials and the like; • Plan and organize the implementation of special projects and institutional development activities to gain public support for the Agency's programs; • Network with the three branches of government, national government agencies, government-owned and controlled corporations, local government units, international agencies and other institutions to promote and facilitate RE program implementation; • Establish and maintain open communication links through all forms of communication; • Brief, update and advise the Administrator on all matters affecting Corporate Communication and Social Marketing; 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: This position is 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.



MANAGERIAL/SUPERVISORY COMPETENCE ASSESSMENT FORM

APPLICANT'S NAME _____
 PRESENT POSITION _____
 SALARY GRADE _____
 POSITION APPLIED FOR _____

Instruction: Kindly provide a quantitative assessment on the candidate based on your observation as his/her immediate supervisor on his/her managerial competence using a Scale of 1 to 5 as follows:

Excellent	a standard of performance that may be considered exceptionally good.	5
Good	a standard of performance above the average and meets all the normal requirements of the position	4
Average	a standard of performance that meets the normal requirements of the position	3
Fair	a standard of performance which is below the normal requirements of the position, but one that may be regarded as marginally acceptable	2
Poor	a standard of performance which is not acceptable at all	1

PLANNING:

Activities covered:

- a. Is he/she able to make long & short term plans and set objectives/goals for his/her team?
- b. Does he/she prioritize or establish time sequence of activities to be undertaken/accomplished?
- c. Can he/she develop policies and procedures?
- d. Does he/she take the initiative to organize or develop programs, systems, procedures and standards that will benefit the organization?

ORGANIZING:

Activities covered:

- a. Does he/she entrust to others responsibility with authority and create accountability for results?
- b. Does he/she synchronize the activities of his/her team members for united results?

LEADING

- a. Is he/she able to choose from among alternative courses of action?
- b. When he/she needs to make a decision immediately, is he/she able to act quickly and make the best decision possible?
- c. Does he/she possess the ability to communicate plans and instructions clearly and concisely?
- d. Can he/she influence your thinking attitude and behavior and that of his/her peers?

STRESS TOLERANCE

- a. Does he/she have a high degree of tolerance for tension resulting from increasing volume of work?
- b. Is he/she able to control and handle his/her anger and negative emotions?
- c. Does he/she accept criticism objectively whether from his/her subordinates, peers or superiors?

CONTROLLING

- a. Does he/she monitor and evaluate performance targets vis-à-vis the accomplishments of his/her team?
- b. Does he/she establish performance standards for his/her team for which work results are compared with and evaluated?
- c. Does he/she make periodic review of the performance and make the necessary corrective actions?

TOTAL SCORE

ADDITIONAL REMARKS, IF ANY:

RATER/SUPERVISOR
Signature Over Printed Name