



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

Position Title	CASHIER B
Place of Assignment	Finance Services Department – Treasury Division
Item No.	239
Monthly Salary/ Salary Grade	Php27,755.00/SG 14
Qualification Standards	Education : Bachelor's degree Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Should be Accounting/ Banking and Finance Graduate
Duties and Responsibilities	<ul style="list-style-type: none"> • Prepare the following reports: <ol style="list-style-type: none"> a. Weekly reports on checks issued for general fund, subsidies & loan releases b. Cash and Investment Balances (CIB) c. Daily Cash Position Report (DCPR) d. Daily Collections and Deposits e. Accountable Forms (AF) f. Checks Issued Weekly • Prepare checks of all duly approved disbursement vouchers for NEA in-house expenditures, subsidy and loan releases; <p style="text-align: right;"><i>Continue on the next page</i></p>

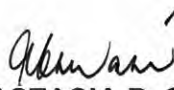

*Experience refers to the previous jobs in either the government or private sector, whether full-time or part-time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled. (2017 ORAOHRA revised 2018, Part III, Sec. 56)

<p>Duties and Responsibilities</p>	<ul style="list-style-type: none"> • Prepare checks of all duly approved disbursement vouchers for NEA in-house expenditures, subsidy and loan releases; • Issue Official Receipt of all collections including collections thru on-line and deposit the same in the account of NEA; • Release or deposit (if on-line transaction) all duly approved checks to NEA claimants/creditors after submission of official receipts and other pertinent documents; • Stamp "PAID" all disbursement vouchers upon releases of payment and arrange the vouchers in accordance with the monthly report of check issued and forward the same to the Financial Services & Accounting Division; • Act as Special Disbursing Officer (SDO) for miscellaneous, TEV's and other in-house expenses and Special Collecting Officer (SCO) for training and seminars conducted by NEA; • Assist and monitor concerned offices with check issuances and releases and unclaimed EC checks; • Assist Finance Services and Accounting Division (FSAD) personnel in reconciliation of NEA bank accounts; and • Perform other duties that may be assigned from time to time.
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Position Title	SUPERVISING ELECTRIC COOPERATIVE DEVELOPMENT OFFICER
Place of Assignment	Electric Cooperative Audit Department - Electric Cooperative Operations and Systems Audit Division
Item No.	402
Monthly Salary/ Salary Grade	Php51,155.00/SG 20
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably Accounting Graduate
Duties and Responsibilities	<ul style="list-style-type: none"> • Prepare the details of work program, procedure, strategy and technique in the conduct of activity; • Supervise the conduct of evaluation and improvement of ECooperating system and management audit procedures; • Supervise the conduct of meeting, orientation and briefing of EC staff and management; 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.



**MANAGERIAL/SUPERVISORY COMPETENCE ASSESSMENT FORM
 (Below Section Head Level)**

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 beyond the normal requirements of The position and one that is not acceptable at all	1

HUMAN RELATIONS:

1. Ability to adopt/adjust to the Organization

a. Is he/she able to adjust to the variety of personalities, rank and informal group present in the organization?

b. Does he/she internalize work changes with ease and vigor?

2. Ability to relate to Superiors

a. How well does he/she respond to your request, demands and expectations?

b. Does he/she apprise you of the significant problems in his/her work, their causes and appropriate steps to correct them?

c. In the face of differences in behavior between him/her and you, can he/she maintain his/her individual point of view?

a. Does he/she have the respect and acceptance of his peers?

b. Does he/she try to help his peers in clarifying points they are trying to resolve?

a. Is he/she always cordial and respectful in dealing/transacting with clients/public?

b. Does he/she show enthusiasm in providing the clients/public the necessary advice and assistance they sought for?

LEADERSHIP

a. Is he/she able to encourage his/her peers and subordinates to contribute and participate in problem-solving and decision-making?

b. Can he/she influence your thinking attitude and behavior and that of his/her peers?

c. When assigned with ad hoc external groups, does he/she lead the members to do willingly the assigned tasks/projects?

d. When assigned to be a leader/chairman of the working group, does he/she assume responsibility of the work of other members?

PERSONAL QUALIFICATION AND ATTRIBUTES

a. Is he/she intellectually critical of existing standards, systems and policies?

b. Does he/she take the initiative to organize or develop programs, systems, procedures and standards that will benefit the organization?

a. Does he/she have a high degree of tolerance for tension resulting from increasing volume or work, organization change, environmental conflict, etc?

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?

a. When you seek help from him/her in solving problems, does he/she submit considered analysis of alternatives and recommend suggestions for solutions?

b. When he/she needs to make a decision immediately, is he/she able to act quickly and make the best decision possible?

TOTAL SCORE

ADDITIONAL REMARKS, IF ANY:

RATER/SUPERVISOR
Signature Over Printed Name



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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