



July 07, 2022

NOTICE OF VACANCY

All qualified applicants are enjoined to submit the following documents (in PDF file format) to the Human Resource Management Division (HRMD) of the National Electrification Administration (NEA), not later than the close of office hours on **July 17, 2022**:

1. Application letter; **(please indicate position title, Item number and department/office)**
2. Updated Personal data sheet (CS Form No. 212 revised 2017) with Work Experience Sheet (CS Form No. 212 Attachment)
 - All items should be answered properly and completely, in accordance with CSC MC No. 16 s. 2017 (<https://bit.ly/CSCMC16s2017>)
 - With recent passport-sized picture and signature on each page;
3. Copy of IPCR (latest rating period prior to the application, for those employed in government);
4. Potential assessment rating form (HRMPSB Form No. 2-A or HRMPSB Form No. 2-B, whichever is applicable) signed by immediate supervisor (for employed applicants only);
5. Copy of authenticated eligibility or updated PRC ID (whichever is applicable); and
6. Transcript of Records (non-NEA applicants)


All forms should be based on the forms provided by the HRMD. Forms may be downloaded in the NEA website. (https://bit.ly/App_Forms)

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.

NOTE: ONLY APPLICATIONS RECEIVED UNTIL THE DEADLINE WITH COMPLETE AND CLEAR JOB APPLICATION REQUIREMENTS WILL BE ACCEPTED. THE ACCOMPLISHMENT OF ALL FORMS SUCH AS THE PERSONAL DATA SHEET AND WORK EXPERIENCE SHEET SHOULD BE IN ACCORDANCE WITH THE REQUIRED FORMAT.

Position Title	ADMINISTRATION SERVICES ASSISTANT C
Place of Assignment	Office of the Administrator
Item No.	38
Monthly Salary/ Salary Grade	Php19,744.00/JG 06
Qualification Standards	Education : Completion of 2 years studies in College Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : CS Subprofessional/First Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Type letter, memoranda, reports, etc.; • Record incoming and outgoing correspondences, memos, evaluation and audit reports; • Sort and file reports, memos, evaluation and retrieves required files; • Transmit information and instructions between the Administrator and staff; • Schedule appointments for the Administrator or Staff concerned; • Receive incoming calls and makes official calls; and • Perform other duties that may be assigned from time to time.

*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)


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.