



July 11, 2022

NOTICE OF VACANCY

All qualified applicants are enjoined to submit the following documents (in PDF file format) to the Human Resources Management Division (HRMD) of the National Electrification Administration (NEA), not later than the close of office hours on **July 21, 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.

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| Position Title | ATTORNEY III |
| Place of Assignment | Legal Services Office |
| Item No. | 81 |
| Monthly Salary/Job Grade | Php46,725.00/JG 11 |
| Qualification Standards | Education : Bachelor of Laws Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : RA 1080 Preference : Preferably familiar on laws governing NEA/ECs |
| Duties and Responsibilities | <ul style="list-style-type: none"> • Render legal opinion, reply, comment on all letter-inquiries, board resolutions, memos concerning NEA and ECs, subject for review/approval by the Department Manager/Deputy Administrator; • Review contracts/agreements and other related contracts entered into by NEA/ECs; • Prepare/submit position paper, comment, reply to House and Senate Bills/Resolutions affecting NEA and ECs, subject for review/approval by the Department Manager/Deputy Administrator; • Provide comment, review on audit reports/findings; Conduct fact-finding and/or moto proprio investigation to ECs, as may be forwarded/requested; submit report/recommendation on the investigation conducted, subject for review/approval by the Deputy Administrator; • Attend board committee meeting, conference, seminar, House/Senate hearing/deliberation and any other meeting /activity/event concerning NEA and ECs; Act as resource speaker/representative, as may be assigned/directed by the Deputy Administrator; • Conduct effective implementation of Alternative Dispute Resolution (ADR) and provide legal assistance in settling cases/disputes involving NEA/ECs' official/employees; • Attend court hearing including preparation and filing of court pleadings and other compliances to court orders/summons on all cases filed/pending with any administrative agency/quasi-judicial tribunal involving NEA/ECs, subject for review/approval by the Department Manager/Deputy Administrator • Respond to Administrative cases filed with the NEA Administrative Committee (NEA-ADCOM); and • Perform other duties and responsibilities as 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)

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| Position Title | Deputy Administrator |
| Place of Assignment | Office of the Deputy Administrator for Electric Distribution Utilities Services (Office of the Deputy Administrator for Technical Services) |
| Item No. | 297 |
| Monthly Salary/Job Grade | Php167,432.00/JG 16 |
| Qualification Standards | Education : Master's Degree or Certificate in Leadership and Management from the CSC Experience* : 5 years of supervisory/management experience Training : 120 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"> • Oversee the development of plans and programs, policies and guidelines in relation to EC technical operations and review institutional development, member-consumer education and audit programs and recommends the same to the Administrator; • Supervise and provide directions in all matters pertaining to engineering technologies renewable energy development and standards for EC system's improvement, organization management and development and audit management; • Administer implementation of policies/guidelines on power efficiency and effectiveness; • Oversee the planning and controlling of activities related to sitio electrification and barangay line enhancement programs, EC organization, operation, development and special projects; • Evaluate audit findings and make appropriate recommendations to the Administrator; • Coordinate and make representations with other sectors and make recommendations regarding matters of the agency's interest to the Administrator for action/decision; and • Perform other duties and responsibilities as may be assigned by the Administrator 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.