



July 19, 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 29, 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 latest passport size ID picture and 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 documents should be based on the forms provided by the HRMD. Forms may be downloaded in the NEA website. (https://bit.ly/App_Forms2)

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, application letter, copy of latest IPCR if applicable.

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	DIVISION MANAGER A
Place of Assignment	Engineering Department
Item No.	303
Monthly Salary/Job Grade	Php80,003.00/JG 12
Qualification Standards	<p>Education : Master's Degree or Certificate in Leadership and Management from the CSC</p> <p>Experience* : 4 years of supervisory/management experience</p> <p>Training : 40 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"> • Organize and manage technical personnel to be assigned to the evaluation, review and monitoring of electric distribution development projects included in the Electric Cooperative's Distribution Development Plan, Approved Work Plan and Capital Expenditure Plan of the electric cooperative; • Review and assess the technical assistance to be rendered to the EC such as the distribution system study and planning, distribution impact study, system operation, and maintenance work; • Supervise the technical team that will assist the electric cooperative in distribution system study and planning, distribution impact study, and system operation and maintenance work; • Develop new strategies or methodologies to enhance the departmental system procedures aims to improve compliance of the electric cooperatives with government regulations and issuances; • Supervise the technical personnel tasks to collaborate and provide technical assistance on foreign-supported and/or inter-agency projects promoting the improvement of the electric cooperatives distribution system operation; 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)

Position Title	PRINCIPAL ENGINEER C
Place of Assignment	Engineering Department (Disaster Risk Reduction and Management Department)
Item No.	306
Monthly Salary/Job Grade	Php46,725.00/JG 11
Qualification Standards	Education : Bachelor's degree in Engineering relevant to the job Experience* : 3 years relevant experience Training : 16 hours of relevant training Eligibility : RA 1080 Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Plan, lead and supervise the organization and activation of Quick Response Team who will act as first responders to the disaster stricken ECs; • Assist in planning and coordination with ECs national and regional associations for possible Task Force augmentation for immediate restoration of distribution lines and facilities damaged by a disaster; • Plan, lead and supervise the pre-positioning of resources and assets for disaster response activities and submission of status reports of all pre-positioned resources; 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.