



July 26, 2022

## NOTICE OF VACANCY

For all interested applicants who **meet the qualification requirements** of the vacant position/s 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 August 5, 2022**:

1. Application letter; **(please indicate position title, Item number and department/office)**
2. Updated Personal data sheet (CS Form No. 212 revised 2017) 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 ID 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\\_forms](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, 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.**

<b>Position Title</b>	<b>PROPERTY/SUPPLY MANAGEMENT SERVICES CHIEF</b>
<b>Place of Assignment</b>	Human Resources and Administration Department – General Services Division
<b>Item No.</b>	283
<b>Monthly Salary/Job Grade</b>	Php46,725.00/JG 11
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree <b>Experience*</b> : 3 years of relevant experience <b>Training</b> : 16 hours of relevant training <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist the Manager of the General Services Division in the performance of his/her duties by implementing policies, guidelines, and procedures in the property and supply management (acquisition, utilization and disposition) of NEA's office supplies, equipment, materials and properties;</li> <li>• Ensure that all needs for suppliers, supplies, and equipment are carried out smoothly and promptly;</li> <li>• Supervise procurement paperwork, including the creation of Request/Issuance, Acquisition Request, Purchase Order, and other essential papers to facilitate payment for the purchase of a variety of commodities;</li> <li>• With knowledge of Republic Act No. 9184 (otherwise known as the "Government Procurement Reform Act") and its Implementing Rules and Regulations;</li> <li>• Supervise the annual physical inventory of NEA assets and the development of the agency's Annual Procurement Plan;</li> <li>• Assist the Secretariat of the Bids and Awards Committee; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

\*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)

<b>Position Title</b>	<b>SENIOR MATERIALS PLANNING OFFICER</b>
<b>Place of Assignment</b>	Engineering Department – Total Electrification and Renewable Energy Development Department
<b>Item No.</b>	310
<b>Monthly Salary/Job Grade</b>	Php36,619.00/JG 10
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree relevant to the job <b>Experience*</b> : 1 year of relevant experience <b>Training</b> : 4 hours of relevant training <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Plan, supervise, review and recommend activities related to inventory management and release of equipment and materials for the Electric Cooperatives (ECs) under subsidy funded projects;</li> <li>• Assist in the conduct of inspection and acceptance of subsidy funded projects of the ECs to ensure conformance with the approve specifications;</li> <li>• Monitor accuracy and issuance of equipment and materials as well as accuracy of documentation;</li> <li>• Coordinate and monitor implementation and release of subsidy funded projects of the ECs; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

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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.*