



August 2, 2022

## NOTICE OF VACANCY

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 12, 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 [nehrad2020@gmail.com](mailto:nehrad2020@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>SENIOR INTERNAL CONTROL OFFICER B</b>
<b>Place of Assignment</b>	Internal Audit & Quality Standards Management Office
<b>Item No.</b>	31
<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> : Preferably CPA
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Conduct in-depth research through interviews and data gathering to determine NEA existing systems and procedures;</li> <li>• Conduct surveys and inquiries to validate NEA standards, policies, systems and procedures;</li> <li>• Undertake analysis on the existing systems and procedures and make necessary recommendations with internal controls; Assist in the evaluation/review of the financial and economic aspects of procurement documents;</li> <li>• Participate in the conduct of data gathering during the course of system and operations and compliance audit;</li> <li>• Assist in special investigation of on-going NEA operations and drafts audit report/working papers; 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>CORPORATE ACCOUNTANT</b>
<b>Place of Assignment</b>	Finance Services Department – Financial Services and Accounting Division
<b>Item No.</b>	210
<b>Monthly Salary/Job Grade</b>	Php36,619.00/JG 10
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree in Commerce / Business Administration major in Accounting <b>Experience*</b> : 1 year of relevant experience <b>Training</b> : 4 hours of relevant training <b>Eligibility</b> : RA 1080 <b>Preference</b> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Prepare journal entry vouchers (e-NGAS) for liquidation of cash advance to ECs (subsidy releases), disbursements for various payrolls and remittance of statutory deductions to various government agencies, collections and deposits and other necessary adjustments;</li> <li>• Review disbursement vouchers, journal entry vouchers and supporting documents for proper classification, coding and journalization of transactions to ensure accurate recording in the books of original entry;</li> <li>• Summarize and consolidate monthly financial transactions necessary for the preparation of cash flow statement;</li> <li>• Prepare adjusting and correcting entries for discrepancies noted in the course of verification and review of books maintained;</li> <li>• Prepare financial reports, summaries and schedules required by the other government agencies and private creditors;</li> <li>• Prepare schedules and supporting documents for cash and extraordinary adjustments journal entry vouchers; 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.*