



August 8, 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 18, 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)

Applicants may also send their applications thru our e-mail address 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.

Position Title	SUPERVISING ECONOMIST
Place of Assignment	Corporate Planning Office - Strategic Planning Division (Regulatory Affairs Office)
Item No.	45
Monthly Salary/Job Grade	Php46,725.00/JG 11
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Knowledgeable in Cost Components of EC Tariffs or Rate Structure not limited to Generation, Transmission, System Loss, and Distribution / Supply / Metering Charges; Knowledgeable in Financial and Cost Benefit Analysis.
Duties and Responsibilities	<ul style="list-style-type: none"> • Prepare, process and check financial (cost of service – generation rate) and technical data, reports, briefs and related concerns that may be required of the section either as internal reference or as compliance to the urgent requirements of NEA management and other concerned parties; • Validate and evaluate the EC's submissions of their respective power supply proposals through the EVOSS system and check the completeness of required documents submitted; • Prepare financial and technical studies, comments, and position papers on proposed or amended directives or orders affecting ECs' power supply contracting; • Consolidate and analyze research or impact studies in aid of the preparation of reports, comments and position papers for completion and submission by the section; • Supervise the general office administration; 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	SENIOR PROJECT PLANNING & DEVELOPMENT OFFICER
Place of Assignment	Corporate Planning Office - Rural Electrification Project Planning and Development Division
Item No.	59
Monthly Salary/Job Grade	Php46,725.00/JG 11
Qualification Standards	<p>Education : Bachelor's degree relevant to the job Experience* : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : CS Professional/ Second Level Eligibility Preference : Preferably with experience/knowledge in the formulation, preparation and review of Electric Cooperatives: e-IPCM, Biennial Workplan, Distribution Development Plan, and other reportorial requirements as stipulated in RA 10531</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Supervise the over-all preparations in the conduct of regional planning activities/workshops of the ECs; • Direct the review and finalization of ECs' Biennial Workplan through the conduct of regional planning activities of the ECs; • Formulate the review, evaluation and consolidation of data for the submission of the NEA's Total Electrification Plan, Distribution Development Plan and all other ECs reportorial requirements as stipulated in RA 10531 and its Implementing Rules and Regulations (IRR); • Provide technical report and justify project proposals/capital requirements submitted to the National Economic Development Authority (NEDA), Department of Budget and Management (DBM), Congress and lending institutions for projects negotiated for funding; • Manage the maintenance of related databank of potential and existing programs and projects; • Observe fieldwork and undertake planning studies in accordance with the Distribution Utility CAPEX Planning and other technical requirements; 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.