



September 07, 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 September 17, 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](mailto: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>SENIOR CORPORATE ACCOUNTANT A</b>
<b>Place of Assignment</b>	Finance Services Department - Financial Services and Accounting Division (FSD-FSAD)
<b>Item No.</b>	208
<b>Monthly Salary/Job Grade</b>	Php46,725.00/JG 11
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree in Commerce/Business Administration major in Accounting <b>Experience*</b> : 2 years of relevant experience <b>Training</b> : 8 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>• Assist the section chief in ascertaining whether the accounting and auditing rules are observed in the classification of accounts and in the preparation of financial reports</li> <li>• Assist in the formulation of policies and procedures in the development and revision of the accounting system affecting financial statements to cope with the current corporate changes;</li> <li>• Make researches in modern trend and techniques in the preparation and analysis of financial reports;</li> <li>• Analyze and organize significant financial highlights of yearly operations for disclosure to the notes to financial statements;</li> <li>• Oversee the preparation of financial statements and reports for submission to various government agencies (Commission on Audit (COA), Department of Finance (DOF), Department of Budget and Management (DBM), Governance Commission for GOCCs (GCG), etc.);</li> <li>• Review Monthly Bank Reconciliation Statements of all NEA current and savings accounts;</li> <li>• Supervise the monitoring of fidelity bond premium for designated special disbursing and collecting officers and direct payment and/or cancellation of bond due to Bureau of Treasury;</li> <li>• Supervise the reconciliation and adjustments of accounts, proper classification and journalization of transactions;</li> <li>• Supervise the prompt and accurate recording of transactions in the books of accounts to ensure early closing of books;</li> <li>• Review correspondence and memoranda to government and private offices;</li> <li>• Coordinate with other divisions/offices in the adjustments and corrections of accounting entries covering adjusted and cancelled payrolls/salary, disbursement vouchers, stale/cancelled checks etc.; 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 BUDGET OFFICER A</b>
<b>Place of Assignment</b>	Finance Services Department - Financial Planning and Control Division (FSD-FPCD)
<b>Item No.</b>	223
<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>• Assist in the analysis and interpretation of the Electric Cooperatives (ECs) Financial Statistical Reports, Balance Sheet and Budget Performance Evaluation to serve as a tool in the monitoring and control of their pre-established financial performance in relation to their approved budgets and initiates recommendation of remedial measures;</li> <li>• Evaluate the ECs Annual Cash Operating Budget (COB) &amp; initiate approval thereof;</li> <li>• Conduct budget hearing to ascertain the reasonableness of the ECs' proposed Annual Cash Operating Budget (COB);</li> <li>• Coordinate with the ECs officials on problems concerning their budgets/finances &amp; initiates remedial solutions;</li> <li>• Prepare the ECs Financial and Statistical Reports, Balance Sheet and Budget Performance for submission to management and external use;</li> <li>• Initiate recommendation for the approval/disapproval of board resolutions affecting ECs financial matters;</li> <li>• Evaluate and analyze the ECs financial performance based on standard/s approved ratios and Key Performance Indicators (KPIs);</li> <li>• Prepare the evaluation and analysis of the ECs' performance based on the NEA guidelines for Classification of ECs' and Provision for NEA intervention; and</li> <li>• Perform other duties and responsibilities as may be assigned from time to time.</li> </ul>

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<b>Position Title</b>	<b>FINANCIAL PLANNING ANALYST</b>
<b>Place of Assignment</b>	Finance Services Department – Financial Planning and Control Division
<b>Item No.</b>	227
<b>Monthly Salary/Job Grade</b>	Php31,320.00/JG 9
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree relevant to the job <b>Experience*</b> : None required <b>Training</b> : None required <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>• Certify availability of funds for NEA In-house operation after due evaluation and control: <ul style="list-style-type: none"> <li>a. NEA In-house expenditures</li> <li>b. Loan Repayments;</li> </ul> </li> <li>• Maintain control of Registry of Budget and Utilization (RBU) of NEA In-house operations for verification and adequate funding;</li> <li>• Prepare and summarize monthly statements of Budget Utilization Balances to maintain the availability of funds;</li> <li>• Prepare letters/memoranda and initiate recommendation for approval/disapproval; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

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<b>Position Title</b>	<b>FINANCIAL PLANNING ANALYST</b>
<b>Place of Assignment</b>	Finance Services Department – Financial Planning and Control Division
<b>Item No.</b>	228
<b>Monthly Salary/Job Grade</b>	Php31,320.00/JG 9
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree relevant to the job <b>Experience*</b> : None required <b>Training</b> : None required <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>• Evaluate Cash Operating Budget (COB) of Electric Cooperatives (ECs) based on the prescribed forecasting methodologies, budgeting principles and existing policies/guidelines and recommend approval thereof and suggest revisions if needed;</li> <li>• Assist in the conduct of budget hearing to clarify and clearly explain the amendments made to the proposed COB and the rationale for making those amendments;</li> <li>• Monitor the EC budget performance;</li> <li>• Assess the financial performance of ECs using NEA approved financial key performance indicators (KPIs);</li> <li>• Validate submitted Financial Data Entry Templates (DETS) of ECs via NEA BIT Web Portal; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

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<b>Position Title</b>	<b>SENIOR CREDIT/COLLECTION OFFICER</b>
<b>Place of Assignment</b>	Finance Services Department – Treasury Division
<b>Item No.</b>	235
<b>Monthly Salary/Job Grade</b>	Php36,619.00/JG 10
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree <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 a graduate of BSBA major in Accounting/Banking and Finance
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Record and post transactions pertaining to loans of ECs of the assigned regions and maintain/safeguard of its subsidiary ledgers;</li> <li>• Prepare actual and projected cash flow (daily/monthly/yearly) to ensure fund availability for all operating expenditures, EC loans and subsidies for the entire fiscal year;</li> <li>• Prepare quarterly Billing and Collection Letter for ECs of the assigned regions;</li> <li>• Prepare Application of Payment Letter to ECs and encode to e-Ngas for every corresponding payment made;</li> <li>• Prepare Journal Vouchers on amortizations due and the corresponding supporting schedules pertaining to ECs accounts of the assigned Regions and encodes to e-Ngas;</li> <li>• Prepare the following accounting reports for submission to Management and other Government Agencies: <ul style="list-style-type: none"> <li>a. Loan Profile</li> <li>b. Quarterly and annual write-ups on Collection Reports</li> <li>c. Projected Collections</li> <li>d. Loan data of ECs in compliance to RA 9510;</li> </ul> </li> <li>• Coordinate to ECs with delinquent accounts;</li> <li>• Reconcile Loans Receivable and Accrued Interest on Loans Receivable Accounts per e-NGAS and subsidiary ledgers of ECs of the assigned regions;</li> <li>• Conduct reconciliation with EC personnel on their loan accounts with NEA;</li> <li>• Provide assistance and direction to junior staff; 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.*