



September 12, 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 22, 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 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	ADMINISTRATION SERVICES ASSISTANT C
Place of Assignment	Office of the Administrator
Item No.	38
Monthly Salary/Job Grade	Php19,744.00/JG 6
Qualification Standards	Education : Completion of 2 years studies in college Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : CS Subprofessional/ First Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Type letter, memoranda, reports, etc.; • Record incoming and outgoing correspondences, memos, evaluation and audit reports; • Sort and file reports, memos, evaluation and retrieves required files; • Transmit information and instructions between the Administrator and staff; • Schedule appointments for the Administrator or Staff concerned; • Receive incoming calls and makes official calls; and • Perform other duties that may be assigned from time to time.

Position Title	INDUSTRIAL RELATIONS MANAGEMENT OFFICER B
Place of Assignment	Human Resources and Administration Department – Human Resources Management Division (HRAD-HRMD)
Item No.	279
Monthly Salary/Job Grade	Php31,320.00/JG 9
Qualification Standards	Education : Bachelor's degree Experience* : None required Training : None required Eligibility : CS Professional/Second Level Eligibility Preference : Preferably with experience in Human Resources processes; proficient in oral and written communication
Duties and Responsibilities	<ul style="list-style-type: none"> • Participate in the analysis and evaluation of various PAG-IBIG and GSIS issuances pertaining to human resources management; • Assist in the employees leave benefits program; monitor employees where about and leave applications of the same; • Responsible for the maintenance of centralized filing system of unit; • Coordinate with various agencies such as GSIS, HDMF and BIR; • Assist employee regarding the following: GSIS / accident claims; retirement benefits; updating of GSIS records and others; • Prepare correspondences and other related documents relative to employees' compensation; • Implement and monitor the employees' salary adjustments due to promotion and other personnel movements; • Review and update service records of active and separated employees; • Prepare Corporate Operating Budget (COB) on Personal Services; and • Perform other duties that may be assigned from time to time.

Position Title	PROPERTY OFFICER A
Place of Assignment	Human Resources and Administration Department – General Services Division (HRAD-GSD)
Item No.	290
Monthly Salary/Job Grade	Php31,320.00/JG 9
Qualification Standards	Education : Bachelor's degree Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably with knowledge in property management
Duties and Responsibilities	<ul style="list-style-type: none"> • Prepare and maintain Property Card for recording and monitoring of issuance, transfer, surrender, disposal of all NEA assets; • Maintain and control the data base files of NEA assets to ensure proper and complete documentation; • Prepare Property Acknowledgement Receipts, Inventory Custodian Slip, Property Transfer Report and all documents related to property management activities; • Facilitate the conduct of annual physical inventory of property, plant and equipment (PPE) and semi-expendables properties and prepare the required Report on Physical Count of Property, Plant and Equipment (RPCPPE) and Semi-Expendable properties; • Maintain the proper recording and stacking of unserviceable properties and prepare the necessary documents required for the disposition of unserviceable properties; • Facilitate disposal of PPEs and semi-expendables properties as needed; • Receive complaints/requests about disposition of NEA properties and problems related to property management; 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 ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Audit Department - Electric Cooperative Financial Management Audit Division (ECAD-ECFMAD)
Item No.	384
Monthly Salary/Job Grade	Php46,725.00/JG 11
Qualification Standards	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 Accounting Graduate/CPA
Duties and Responsibilities	<ul style="list-style-type: none"> • Act as the Team Leader of the audit team in the conduct of Financial and Management Audit; • Lead the conduct of pre-engagement meeting with the DU's Management to discuss the audit coverage, scope of audit and the documents required for submission; • Assign responsibilities to the Junior Financial and Management Auditor, provide clear-cut instructions to the Team Members and monitor DU's submission of the required documents to ensure efficient execution of the audit program; • Conduct in-depth examination of DU's financial and management operations in order to assess its accounting and internal control systems and compliance with applicable policies/guidelines mandated by the NEA, other regulatory agencies and DU's internal policies; • Conduct exit conference with the Board of Directors, General Manager, Department Heads and other concerned personnel to discuss the initial findings and observations and recommend remedial measures; • Prepare detailed audit report based on findings and observations including preparation of adjusted Trial Balance, Statement of Financial Performance and Statement of Financial Position to present fairly the financial information; • Check the audit rating and executive summary based on the merged audit report; • Conduct evaluation of DU's Board and Management's submitted justifications and action plans to determine adherence to audit recommendations; • Review the report submitted by the Junior Financial and Management Auditor and prepare consolidated evaluation report and adjust the audit rating based on the merits of the justifications submitted, if necessary; • Monitor implementation of DU Management's action plans and NEA audit recommendations; • Prepare a report on the results of the monitoring the implementation of DU's action plans and compliance to NEA Audit recommendation; • Provide immediate assistance and/or professional advice for the DU; • Monitor the evaluation of DU's request for write-off of uncollectible accounts, review the amount recommended by the Junior Financial and Management Auditor; and • Perform other duties that may be assigned from time to time.

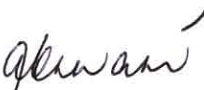
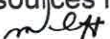
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Position Title	ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Audit Department - Electric Cooperative Financial Management Audit Division (ECAD-ECFMAD)
Item No.	391 & 394
Monthly Salary/Job Grade	Php36,619.00/JG 10
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably Accounting Graduate/CPA
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist in the conduct of comprehensive review and examination of EC's financial statements, accounting records and related books of accounts and recommend controls to ensure fair presentation of financial statements, system reliability and data integrity; • Assist the Team Leader during pre-engagement meeting with the DU's Management to discuss the audit coverage, scope of audit and the documents required for submission; • Assist in the evaluation of EC's policies, regulatory compliances and management operating procedures with regards to the attainment of their specific objectives in the most effective and efficient manner; • Assist in the conduct of exit conference with the Board of Directors, General Manager, Department Heads and other concerned personnel to discuss the initial findings and observations and recommend remedial measures; • Assist in the preparation of detailed audit report based on findings and observations including preparation of adjusted Trial Balance, Statement of Financial Performance and Statement of Financial Position to present fairly the financial information; • Evaluate EC's submitted explanations/justifications and action plans to audit findings to determine compliances and adherence to remedial measures recommended and to justify any adverse audit findings and observations; • Evaluate DU's submitted documents pertaining to requested uncollectible accounts for write-off, prepares a summary report and recommend appropriate amount based on the results of the evaluation; 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	ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Audit Department - Electric Cooperative Operations and Systems Audit Division (ECAD-ECOSAD)
Item No.	415 & 417
Monthly Salary/Job Grade	Php36,619.00/JG 10
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably Accounting Graduate/CPA
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist in the evaluation of the effectiveness of Meter Reading, Billing and Collection (MRBC), Warehousing, Accounting and other EC operating systems; • Assess the soundness of existing internal control system, its implementation and recommend improvement; • Monitor the implementation of NEA audit recommendations and EC Management action plans; • Conduct evaluation and appraisal of the salvage value of EC's non-performing assets and recommend the floor price of assets for disposal; • Assist in the conduct of exit conference with the Board of Directors, General Manager, Department Heads and other concerned personnel to discuss the result of the above engagement; • Assist in the conduct of exit conference with the Board of Directors, General Manager, Department Heads and other concerned personnel to discuss the result of the above engagement; • Assist in the preparation of corresponding report on the activities conducted; and • Perform other duties that may be assigned from time to time.

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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.