



September 30, 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 October 10, 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	MANAGEMENT INFORMATION SYSTEMS DESIGN SPECIALIST B
Place of Assignment	Information Technology and Communication Services Department - Database Management and Program Control Division (ITCSD – DMPCD)
Item No.	199
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 with experience and proficient in navigating and reviewing DETs in the NEA BIT; Direct involvement in developing the Unified Sitio Electrification (USE) Database; Knowledgeable in database development and management; Possesses good interpersonal communication, presentation skills and documentation; Collaborative, logical, eager to learn and be trained, multitasker, adaptable, creative, attentive to details
Duties and Responsibilities	<ul style="list-style-type: none"> • Develop databanking system for the status of EC operations based on identified statistical parameters; • Facilitate the operation and management of the databanking system and recommend enhancements as necessary; • Develop system of control and validation to ensure reliability of generated reports and information; • Review and enhance if needed, the data collection system in order to meet the requirements of the management and stakeholders; • Assist in data banking and archiving in electronic and book form for documentation and safeguarding of historical reports and information; • Devise appropriate visual tools and graphical presentations to present accomplishments and status reports; • Identify requirements for information and communication technology (ICT) hardware and software for the operation of the databanking system; • Assist in the enhancement, updating and publication of the Rural Electrification Chronicle and other information materials; • Conduct fieldwork and other coordinating activities with internal and external stakeholders to improve databanking and reliability of data and reports; 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)

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Position Title	SENIOR FINANCIAL PLANNING ANALYST
Place of Assignment	Finance Services Department - Financial Services and Accounting Division (FSD-FSAD)
Item No.	211
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 : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Verify and process Disbursement Vouchers with supporting documents of Loan and Subsidy Releases; • Maintain Index/Control Card for Loan and Subsidy releases to Electric Cooperatives (ECs); • Prepare individual BIR forms 2316 (Certificate of Compensation Payment/Tax withheld) & 1604 CF (Annual Information Returns of income taxes withheld on Compensation), stating annual gross earnings & Tax withheld form employees; • Prepare Journal Entry Vouchers in the e-NGAS for disbursements of the assigned department/office; • Reconcile various creditor accounts; and • Perform other duties that may be assigned from time to time.

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Position Title	ACCOUNTS MANAGEMENT ANALYST II
Place of Assignment	Accounts Management and Guarantee Department - Accounts Management Division (AMGD-AMD)
Item No.	252
Monthly Salary/Job Grade	Php31,320.00/JG 9
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : None required Training : None required Eligibility : CS Professional/ Second Level Eligibility Preference : Preferably graduate of BS Accountancy / BS Business Administration
Duties and Responsibilities	<ul style="list-style-type: none"> • Gather, analyze, examine, validate and interpret financial statement and other data pertaining to ECs loan/guarantee application and request for availment/call; • Gather, analyze, examine and validate ECs request for clearance to avail loan from other banks/FIs and prepares recommendation for simple accounts; • Prepare simple financial projections for use in the evaluation of proposed loan application; • Review status reports concerning the over-all performance of the ECs and propose appropriate measures for implementation; • Assist project site inspection visit on the projects funded by NEA loans prepare project monitoring report; • Assist in the review/presentation of EC's CAPEX plans; • Gather data in the preparation of Project Evaluation Report of accounts; • Gather data in the recommendation options for settlement and obligations in case of loan default/ guarantee call; • Prepare report on the behavior of all accounts - Accounts Monitoring and Loan Conditionalities; • Assist in the gathering of data in the conduct of review/studies for loan and guarantee facilities/policies/guidelines; • Prepare Disbursement Voucher and Utilization Request for loan and Guarantee call releases; and • Perform other duties that may be assigned from time to time.

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Position Title	ACCOUNTS MANAGEMENT ANALYST I
Place of Assignment	Accounts Management and Guarantee Department - Accounts Management Division (AMGD-AMD)
Item No.	254
Monthly Salary/Job Grade	Php27,000.00/JG 8
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : None required Training : None required Eligibility : CS Professional/ Second Level Eligibility Preference : Preferably graduate of BS Accountancy / BS Accounting Management
Duties and Responsibilities	<ul style="list-style-type: none"> • Gather and validate and other data pertaining to ECs loan/guarantee application and request for availment/call; • Prepare/analyze periodic monitoring report on ECs compliances with loan terms and conditions, payment of power accounts and loans from other sources; • Prepare simple financial projections use in the evaluation of proposed loan application; • Assist in the review/presentation of EC's CAPEX plans; • Render assistance in the gathering of data in the preparation of Project Evaluation Report of accounts; • Prepare status reports concerning the over-all performance of the ECs; • Prepare correspondence, memoranda, and board agenda materials; 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.