



October 04, 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 14, 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>PRINCIPAL ENGINEER A</b>
<b>Place of Assignment</b>	Office of the Deputy Administrator for Field Operations – Management Assistance Group (ODAFO-MAG)
<b>Item No.s</b>	121 and 125
<b>Monthly Salary/Job Grade</b>	Php80,003.00/JG 12
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree in Engineering relevant to the job <b>Experience*</b> : 4 years of relevant experience <b>Training</b> : 24 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>• Supervise/undertake periodic evaluation and assessment of ECs performance on the basis of technical operation and governance standards set forth under R.A. 10531 and other NEA issuances including SDP, SP, OIP, DDP, CAPEX and OPEX Plans and Long Term Development Plan (LTDP) under the enhanced Integrated Computerized Planning Model (e- ICPM);</li> <li>• Provide technical management assistance in the ECs construction, operation and maintenance of the distribution lines, substations, transmission lines and power plants in compliance with the distribution and grid codes, and in the application/development of Multi-Year CAPEX Plan;</li> <li>• Manage/conduct the rehabilitation of low performing ECs through hands-on management or take-over of operation as required;</li> <li>• Supervise/monitor/assist in the preparation and implementation of System Loss Reduction Program both technical and non-technical and related technical activities based on the approved Integrated Plan under the ICPM;</li> <li>• Initiate/lead creation of manpower and equipment pooling of Task Force for the needs of ECs in the Region/Inter-Regional requirements particularly during emergency situation;</li> <li>• Monitor/assess and provide management assistance in the operation of the problematic ECs for improvement and better operation;</li> <li>• Assist/coordinate the requests of the ECs on technical requirements and in the areas of promotion/facilitation of the program and project implementation with the concerned government / private agencies and other stakeholders; 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>SENIOR LOANS ANALYST A</b>
<b>Place of Assignment</b>	Accounts Management and Guarantee Department - Accounts Servicing Division (AMGD-ASD)
<b>Item No.</b>	263
<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>• Maintain/monitor 36 electric cooperatives' compliance to subsidy releases and liquidation;</li> <li>• Update/maintain EC's individual data pertaining to the status of subsidy releases, liquidation and compliance;</li> <li>• Evaluate/examine/validate the completeness of documents to support liquidation of subsidy releases;</li> <li>• Prepare report to COA audit findings regarding EC implementation of subsidy funded projects;</li> <li>• Prepare report on ECs' utilization of subsidy releases;</li> <li>• Facilitate the timely liquidation of subsidy released to the ECs;</li> <li>• Prepare and maintain quarterly status of fund transfer (NGOs/POs) for submission to COA and DOE;</li> <li>• Conduct quarterly reconciliation with e-NGAS on subsidy releases and liquidation;</li> <li>• Prepare communications to ECs and other departments/agencies;</li> <li>• Monitor and prepare report of EC compliance to MOA provisions;</li> <li>• Review Memorandum of Agreement between NEA and ECs pertaining to subsidies; 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>LOANS ANALYST A</b>
<b>Place of Assignment</b>	Accounts Management and Guarantee Department - Accounts Servicing Division (AMGD-ASD)
<b>Item No.</b>	265
<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> : Preferably Accounting graduate
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Verify supporting documents and prepare Debit Memo (DM) for loan and subsidy releases;</li> <li>• Monitor submission of Loan Contracts, Guarantee Agreements, and other loan related documents;</li> <li>• Monitor submission of loan securities (TCTs/Tax Declarations) and appraisal of ECs' assets, and update reports covering the same;</li> <li>• Maintain central file of Board approval for loans and guarantee;</li> <li>• Check entries on the Loan Contracts and Guarantee Agreements;</li> <li>• Draft acknowledgement letter to ECs and other concerns pertaining to loan;</li> <li>• Conduct yearly inventory of Loan Contracts, Guarantee Agreement and other supporting documents, and prepare the status report covering the same; 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 ENGINEER B</b>
<b>Place of Assignment</b>	Engineering Department (Total Electrification and Renewable Energy Development Department)
<b>Item No.</b>	320
<b>Monthly Salary/Job Grade</b>	Php36,619.00/JG 10
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree in Engineering relevant to the job <b>Experience*</b> : 1 year of relevant experience <b>Training</b> : 4 hours of relevant training <b>Eligibility</b> : RA 1080 <b>Preference</b> : Preferably Registered Electrical Engineer
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide technical assistance to the Electric Cooperatives in the identification and resource assessment of potential and renewable energy source for off-grid and un-energized areas;</li> <li>• Provide assistance to ECs in consultations, installation and commissioning of projects for off-grid electrification;</li> <li>• Monitor and update the status of the Renewable Energy project development;</li> <li>• Conduct of site identification and resource assessment of potential new and renewable sources of energy in off-grid and un-energized areas;</li> <li>• Conduct final inspection and acceptance of completed RE projects; 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>ENGINEER A</b>
<b>Place of Assignment</b>	Engineering Department (Total Electrification and Renewable Energy Development Department)
<b>Item No.</b>	322-A
<b>Monthly Salary/Job Grade</b>	Php31,320.00/JG 9
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree in Engineering relevant to the job <b>Experience*</b> : 1 year of relevant experience <b>Training</b> : 4 hours of relevant training <b>Eligibility</b> : RA 1080 <b>Preference</b> : Preferably Registered Electrical Engineer
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Conduct technical evaluation and recommendation of projects such as distribution line, expansion and/or rehabilitation of power lines, HQ facilities and other relevant projects of ECs;</li> <li>• Conduct inspection of ECs on-going projects and final inspection and acceptance of completed subsidy funded projects;</li> <li>• Monitor and update the status of ECs projects development with approved release of funds and cheques;</li> <li>• Prepare detailed engineering design of various assigned projects consistent with the overall work program activities;</li> <li>• Assess progress of work and check compliance with the approval plans and specifications; 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.*