



October 19, 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 29, 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. Certification of duties and responsibilities relevant to the position applied for, if applicable;
4. Copy of IPCR (latest rating period prior to the application, for those employed in government);
5. 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);
6. Copy of authenticated eligibility or updated PRC ID (whichever is applicable); and
7. 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 application letter, updated Personal Data Sheet with Work Experience Sheet and 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	MINUTES/AGENDA OFFICER B
Place of Assignment	Office of the Corporate Secretary
Item No.	4
Monthly Salary/Job Grade	Php27,000.00/JG 8
Qualification Standards	Education : Bachelor's degree Experience* : None Required Training : None Required Eligibility : CS Professional / Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Secure the availability of the members of the Board of Administrators & Committees for Board & Committee Meetings; • Check Completeness of staff work/attachments of agenda materials including PowerPoint presentations submitted by the Management for the Board & Committees; • Collate agenda materials and prepare agenda folders for the Board & Committees and deliver these folders to the Board members; • Assist in facilitating the conduct of Board & Committee meetings and referenda; • Record and transcribe deliberations/proceedings during the Board & Committee meetings; • Prepare draft Resolutions passed by the Regular Board & Board Audit Committee; • Prepare draft Minutes of Regular Board & Committee meetings; • Prepare draft certifications of Resolutions passed by the Regular Board & Board Audit Committee; • Prepare and send formal notices of meetings to members of the Board, Committees & Management; • Assist in scheduling and facilitating the conduct of Pre-Board & Pre-Committee meetings; • Prepare summary of Regular Board & Committees' actions taken and draft memoranda of directives/instructions of the Regular Board & Committees including the monitoring compliance of the same; • Prepare draft routine correspondences, memoranda & reports and perform other activities/task as may be assigned from time to time by the Corporate Board Secretary; • Assist in the personal service of decisions of the Board in the exercise of its quasi-judicial functions; 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	PRINCIPAL ENGINEER A
Place of Assignment	Office of the Deputy Administrator for Field Operations - Management Assistance Group (Management and Consultancy Services Office)
Item No.	116 and 120
Monthly Salary/Job Grade	Php80,003.00/JG 12
Qualification Standards	Education : Bachelor's degree in Engineering relevant to the job Experience* : 4 years of relevant experience Training : 24 hours of relevant training Eligibility : RA 1080 Preference : Graduate of Electrical Engineering preferably with experience in EC Operations
Duties and Responsibilities	<ul style="list-style-type: none"> • Supervise the formulation and implementation of rehabilitation programs and supervise the provision of needed technical consultancy and direct management assistance to problematic EDUs. Lead in the evaluation of technical operational performance of EDUs and conduct in-depth analysis on issues and concerns of EDUs based on the provisions of R.A. 9136 and R.A. 10531 and other relevant issuances toward EDUs good governance, reliability, efficiency and consumer satisfaction; • Lead in the implementation of rehabilitation plans of low performing EDUs through hands-on management or take-over of operation as required; • Undertake periodic evaluation and assessment of EDUs performance on the basis of technical operation and governance standards set forth under R.A. 10531 and other NEA issuances including OIP, DDP, CAPEX and OPEX Plans and Long Term Development Plan (LTDP) under the enhanced Integrated Computerized Planning Model (e-ICPM); • Provide management and technical assistance in the EDUs construction, operation and maintenance of the distribution lines, substations, transmission lines and power plants in compliance with the Philippine Distribution and Grid Codes (PDC/PGC), and in the development and application of Multi-Year CAPEX Plan; • Supervise, monitor and assist in the preparation and implementation of the System Loss Reduction Program and related technical activities based on the approved LTDP under the e-ICPM; • Initiate creation of manpower and equipment pooling of Task Force for the needs of EDUs in the Region/Inter-Regional requirements particularly during emergency situation; • Assess the operational performance and provides technical and management assistance in the operation of problematic EDUs; • Plan and assist on the EDUs technical requirements and in the areas of promotion and facilitation of the programs and project implementation with the concerned government/private agencies and other stakeholders; and • Perform other duties that may be assigned from time to time.

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Position Title	SECRETARY A
Place of Assignment	Information Technology and Communication Services Department (ITCSD)
Item No.	180
Monthly Salary/Job Grade	Php21,129.00/JG 7
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 : Preferably proficient in MS Office; Familiar in records management and administrative work; Possesses good communication and writing skills
Duties and Responsibilities	<ul style="list-style-type: none"> • Draft letters, memoranda, reports and other communication and correspondences; • Route and follow-up all incoming and outgoing communication, electronic mails/reports and other documents; • Establish and maintain effective filing system to facilitate storage and easy retrieval of documents; • Coordinate and calendar appointments and meetings; prepare agenda and handle the minutes of the meetings; • Handle incoming calls and makes official calls to communicate information and follow-up; • Compile and keep up-to-date the lists of names, addresses and other contact details of stakeholders; • Handle the budgetary, administrative, supplies and logistic requirements of the Office of the Director; and • Perform other duties that may be assigned from time to time.

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Position Title	SENIOR MANAGEMENT INFORMATION SYSTEMS ANALYST
Place of Assignment	Information Technology and Communication Services Department - Database Management and Program Control Division (ITCSD-DMPCD)
Item No.	201
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 with knowledge in database development and management; Proficient in MS Office (knowledgeable in photo and video editing and other multimedia presentations); Possesses good interpersonal communication, presentation skills and documentation.
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist in the monitoring of the EC's key financial and statistical performance and effects the inclusion in the ECs' financial and statistical database; • Prepare comparative analysis of key performance parameters necessary for the attainment of corporate performance commitments; • Assist in the consolidation of historical key performance data and effects archiving of the same in the electronic and book format; • Handle the monitoring of submittal of the ECs' financial; and Statistical Reports; • Prepare requested data/information as required by management and other monitoring agencies; 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.