



November 08, 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 November 18, 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 recruitment@nea.gov.ph. 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	ADMINISTRATION SERVICES ASSISTANT C
Place of Assignment	Office of the Corporate Secretary
Item No.	5
Monthly Salary/Job Grade	Php19,744/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"> • Render administrative assistance in the conduct of various Regular Board meetings and Committees' Meetings; • Transcribe Minutes of the Regular Board and Committees' Meetings; • Encode agenda and correspondences of the Office of the Corporate Secretary and Board of Administrators; • Assist in the preparation of agenda materials for regular Board and Committee Meetings; • Distribute Meeting Agenda and correspondences/documents to various departments/offices; • Receive and send out correspondences/documents to and from various departments/offices; • Render assistance to the Corporate Secretary in the performance of the latter's administrative function; • Take telephone calls to and for the Corporate Secretary; • Mainly in-charge of the personal service of the decisions of the Board in the exercise of its quasi-judicial function; • Operate standard office equipment, including computer hardware and software applications, facsimile equipment, telephones, and photocopier; 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	SECRETARY II (A)
Place of Assignment	Finance Services Department (FSD)
Item No.	204
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 : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Assemble, circulate and compile reports documents forwarded to the Office of the Director for Finance; • Schedule and arrange appointments for the Director for Finance; • Coordinate and correspond to visitors and communicate information to the Director for Finance; • Compile and circulate incoming and outgoing communications; • Write office correspondence, memoranda and other reports to the office; • Arrange and assemble filing system of records of the Office of the Director for Finance; • Circulate and disseminate information and instruction between the Director for Finance and staff; and • Perform other duties that may be assigned from time to time.

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Position Title	SENIOR CORPORATE ACCOUNTANT A
Place of Assignment	Finance Services Department - Financial Services and Accounting Division (FSD-FSAD)
Item No.	208
Monthly Salary/Job Grade	Php46,725.00/JG 11
Qualification Standards	Education : Bachelor's degree in Commerce/Business Administration major in Accounting Experience* : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : RA 1080 Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • 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; • 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; • Make researches in modern trend and techniques in the preparation and analysis of financial reports; • Analyze and organize significant financial highlights of yearly operations for disclosure to the notes to financial statements; • 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.); • Review Monthly Bank Reconciliation Statements of all NEA current and savings accounts; • 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; • Supervise the reconciliation and adjustments of accounts, proper classification and journalization of transactions; • Supervise the prompt and accurate recording of transactions in the books of accounts to ensure early closing of books; • Review correspondence and memoranda to government and private offices; • 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 • 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	CORPORATE ACCOUNTANT
Place of Assignment	Finance Services Department – Financial Services and Accounting Division (FSD – FSAD)
Item No.	210
Monthly Salary/Job Grade	Php36,619.00/JG 10
Qualification Standards	Education : Bachelor's degree in Commerce / Business Administration major in Accounting Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : RA 1080 Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Prepare journal entry vouchers (e-NGAS) for liquidation of cash advance to ECs (subsidy releases), disbursements for various payrolls and remittance of statutory deductions to various government agencies, collections and deposits and other necessary adjustments; • Review disbursement vouchers, journal entry vouchers and supporting documents for proper classification, coding and journalization of transactions to ensure accurate recording in the books of original entry; • Summarize and consolidate monthly financial transactions necessary for the preparation of cash flow statement; • Prepare adjusting and correcting entries for discrepancies noted in the course of verification and review of books maintained; • Prepare financial reports, summaries and schedules required by the other government agencies and private creditors; • Prepare schedules and supporting documents for cash and extraordinary adjustments journal entry vouchers; and • Perform other duties that may be assigned from time to time.

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Position Title	ACCOUNTING PROCESSOR A
Place of Assignment	Finance Services Department – Financial Services and Accounting Division (FSD – FSAD)
Item No.	217
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"> • Verify and process Purchase Orders (POs) with supporting documents; • Prepare Journal Entry Vouchers for disbursements of the assigned departments/offices; • Issue collection orders as authority to accept payment from various creditors/suppliers and employees for payment of claims and/or due to NEA; • Print approved Journal Entry Vouchers of all transactions for submission to COA; • Render assistance in the maintenance of employees Earning Cards (ECC) of all NEA officials and in the distribution of BIR 2316 (Certificate of Compensation Payment/Tax Withheld); • Examine/inspect supplies and materials purchased for in-house operations; and • Perform other duties that may be assigned from time to time.

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Position Title	CORPORATE BUDGET OFFICER A
Place of Assignment	Finance Services Department - Financial Planning and Control Division (FSD-FPCD)
Item No.	223
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"> • Review and evaluate the pertinent documents attached to the Budget Utilization Request (BUR) in accordance with the approved corporate operating budget (COB) and budgetary guidelines; • Coordinate with other departments the financial data required in the preparation of annual corporate operating budget of NEA; • Prepare and consolidate financial reports and other requirements by both Houses of Congress during budget hearings; • Evaluate the proposal of the different line departments and offices for inclusion in the NEA COB; • Recommend budget realignment when necessary; • Prepare budget performance/utilization reports for rural electrification projects (loans, subsidies, and calamity assistances) for management and external use; • Recommend for approval / disapproval on letters / memoranda concerning financial matters; • Prepare DBM and DOF requirements for the release of subsidy and/or equity funds; and • Perform other duties and responsibilities as may be assigned from time to time.

Position Title	COMMUNITY RELATIONS OFFICER A
Place of Assignment	Institutional Development Department – Electric Distribution Utilities Consumer Development Protection Division (IDD – EDUCDPD)
Item No.	371
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 : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Conduct Market/Consumer research on the development of new Information, Education and Communication (IEC) programs and projects; • Promote economically sustainable (livelihood) programs for the consumers; coordinate with and establish linkages with LGU's, NGO's and other organizations for the sourcing of funds for these programs/projects; • Assist in the implementation of new policies and/or amendments to existing NEA Memoranda, Bulletins and issuances pertaining to the Organization of Member-Consumer-Owners (MCOs); • Assist in the implementation of strategies/recommendations to strengthen/promote Member Consumer Empowerment Program (MCEP), and other development programs and consumer services; • Prepare, evaluate and act on resolutions/queries/communication complaints; and • Perform other duties that may be assigned from time to time.


ANASTACIA B. SUASI
 Division Manager
 Human Resources Management
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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.