



January 06, 2023

## 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 January 16, 2023**.

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](https://bit.ly/App_forms))

Applicants may also send their applications thru our e-mail address [recruitment@nea.gov.ph](mailto:recruitment@nea.gov.ph), copy furnished [oa@nea.gov.ph](mailto:oa@nea.gov.ph), with subject: **Application\_Position Title, Item No., Department/Office\_Name of Applicant.**

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.**

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| <b>Position Title</b>              | <b>SENIOR INTERNAL CONTROL OFFICER B</b>   |
| <b>Place of Assignment</b>         | Internal Audit & Quality Standards Management Office - Financial and Special Audit Division (IAQSMO-FSAD)  |
| <b>Item No.</b>                    | 21   |
| <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<br><b>Experience*</b> : 1 year of relevant experience<br><b>Training</b> : 4 hours of relevant training<br><b>Eligibility</b> : CS Professional/Second Level Eligibility<br><b>Preference</b> : Preferably CPA  |
| <b>Duties and Responsibilities</b> | <ul style="list-style-type: none"> <li>• Assist in the conduct of financial, operational, and special audit; gather pertinent documents for the integrity and reliability of reports/information relative to the concerns and issues;</li> <li>• Conduct in-depth interviews and gather data/documents relevant to activities/ transactions being audited;</li> <li>• Undertake analyses of the information/data/records/reports gathered on the corporate programs/projects and other audit assignments and make necessary recommendations with internal controls;</li> <li>• Assist in the preparation of audit reports and working papers; 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)

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| <b>Position Title</b>              | <b>INTERNAL CONTROL OFFICER A</b>  |
| <b>Place of Assignment</b>         | Internal Audit & Quality Standards Management Office - Financial and Special Audit Division (IAQSMO-FSAD)  |
| <b>Item No.</b>                    | 24   |
| <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<br><b>Experience*</b> : None Required<br><b>Training</b> : None Required<br><b>Eligibility</b> : CS Professional/Second Level Eligibility<br><b>Preference</b> : Preferably CPA   |
| <b>Duties and Responsibilities</b> | <ul style="list-style-type: none"> <li>• Assist in the conduct of audit and gathers data needed and other related evidence necessary in the preparation of audit reports relative to the audit of NEA Financial Reports/books of accounts and government subsidies/grants released to electric cooperative through NEA;</li> <li>• Prepare audit working paper analysis of all accounts on the regular, comprehensive audit undertaken;</li> <li>• Assist in the preparation of draft audit reports based on audit findings/evidences and recommends internal control measures for evaluation;</li> <li>• Conduct studies/research data used to appraise the effectiveness of the system of controls; 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 INTERNAL CONTROL OFFICER B</b>   |
| <b>Place of Assignment</b>         | Internal Audit & Quality Standards Management Office - Systems Audit and Quality Standards Division (IAQSMO-SAQSD)   |
| <b>Item No.</b>                    | 31   |
| <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<br><b>Experience*</b> : 1 year of relevant experience<br><b>Training</b> : 4 hours of relevant training<br><b>Eligibility</b> : CS Professional/Second Level Eligibility<br><b>Preference</b> : Preferably CPA  |
| <b>Duties and Responsibilities</b> | <ul style="list-style-type: none"> <li>• Conduct in-depth research through interviews and data gathering to determine NEA existing systems and procedures;</li> <li>• Conduct surveys and inquiries to validate NEA standards, policies, systems and procedures;</li> <li>• Undertake analysis on the existing systems and procedures and make necessary recommendations with internal controls; Assist in the evaluation/review of the financial and economic aspects of procurement documents;</li> <li>• Participate in the conduct of data gathering during the course of system and operations and compliance audit;</li> <li>• Assist in special investigation of on-going NEA operations and drafts audit report/working papers; 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>DIVISION MANAGER A</b>   |
| <b>Place of Assignment</b>         | Information Technology and Communication Services Department - Information Technology & Systems Development Division (ITCSD-ITSDD)  |
| <b>Item No.</b>                    | 182   |
| <b>Monthly Salary/Job Grade</b>    | Php80,003.00/JG 12  |
| <b>Qualification Standards</b>     | <p><b>Education</b> : Master's Degree or Certificate in Leadership and Management from the CSC</p> <p><b>Experience*</b> : 4 years of supervisory/management experience</p> <p><b>Training</b> : 40 hours of supervisory/ management learning and development intervention</p> <p><b>Eligibility</b> : CS Professional/Second Level Eligibility ,</p> <p><b>Preference</b> : Knowledgeable in supervising system development and network communication technologies</p>   |
| <b>Duties and Responsibilities</b> | <ul style="list-style-type: none"> <li>• Manage and administer the implementation, maintenance and technology deployment of the Agency's overall Information and Communications Technology Projects &amp; systems such as Network &amp; Connectivity, Website, Application Sys, Databases and Security infrastructure;</li> <li>• Supervise the implementation and deployment of the ECS Information and Communication Systems Exchange, Application systems and related assistance (off-site and on-site), ICT planning &amp; acquisition assessment, audit towards system integration, enhancements and standardization;</li> <li>• Lead the Division in the overall development, planning, acquisition, implementation and management of the overall ICT Projects of NEA in accordance with the overall ICT Plan/ISSP;</li> <li>• Assist the Information Systems Planner in the formulation and development of the three year NEA Information Systems Strategic Plan (ISSP); Supervise the NEA Stakeholders in the planning &amp; implementation the ICT Projects in accordance with the ISSP;</li> <li>• Recommend to management appropriate ICT Policies, guidelines, design and configuration of ICT Architecture for the NEA; Provides corporate end-user support and training for ICT;</li> <li>• Represent the management in the overall ICT-related efforts of the government for unification, inter-operability and standardization, Data Privacy and Cyber Security, and information security; 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>MANAGEMENT INFORMATION SYSTEMS/DEVELOPMENT CHIEF A</b>  |
| <b>Place of Assignment</b>         | Information Technology and Communication Services Department - Information Technology & Systems Development Division (ITCSD-ITSD)  |
| <b>Item No.</b>                    | 183  |
| <b>Monthly Salary/Job Grade</b>    | Php80,003.00/JG 12   |
| <b>Qualification Standards</b>     | <p><b>Education</b> : Bachelor's degree relevant to the job</p> <p><b>Experience*</b> : 4 years of relevant experience</p> <p><b>Training</b> : 24 hours of relevant training</p> <p><b>Eligibility</b> : CS Professional/Second Level Eligibility</p> <p><b>Preference</b> : Must be an IT graduate with good programming skills; Knowledgeable in Database Management &amp; Networking and LAN Proficiency in Microsoft Office Suite; Preferably with good interpersonal communication &amp; presentation skills documentation, and organized project management approaches</p>  |
| <b>Duties and Responsibilities</b> | <ul style="list-style-type: none"> <li>• Supervise the formulation, planning and implementation of the agency's overall ICT development plan;</li> <li>• Oversee the management and implementation of the agency's telecommunication, and corporate application support services;</li> <li>• Supervise the maintenance of the ICT equipment (Help Desk) Troubleshoots, Diagnose and repair ICT systems malfunctioning;</li> <li>• Supervise the management of software asset, system's library and software licensing. Formulate policies on the use of legal software and its application; 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 INDUSTRIAL RELATIONS DEVELOPMENT OFFICER A</b>   |
| <b>Place of Assignment</b>         | Institutional Development Department - Organization and Management Development Division (IDD-OMDD)   |
| <b>Item No.</b>                    | 344  |
| <b>Monthly Salary/Job Grade</b>    | Php46,725.00/JG 11   |
| <b>Qualification Standards</b>     | <b>Education</b> : Bachelor's degree ✓<br><b>Experience*</b> : 2 years of relevant experience<br><b>Training</b> : 8 hours of relevant training<br><b>Eligibility</b> : CS Professional/Second Level Eligibility<br><b>Preference</b> : With in-depth knowledge and experience on EC Operation particularly on HR matters, and other Institutional Concerns  |
| <b>Duties and Responsibilities</b> | <ul style="list-style-type: none"> <li>• Set and enforce institutional and governance standards for the efficient operation of EC in accordance with Chapter 2, Section 5(L) of RA 10531;</li> <li>• Supervise the conduct of district election and assist LSO in the resolution of protests/disputes arising from the conduct of D.E.;</li> <li>• Validate EC compliance in accordance with RA10531 or the fit and proper rule of BODs particularly on Qualifications and Disqualifications;</li> <li>• Participate in the formulation of NEA policies and/or recommends amendments and reviews existing policies;</li> <li>• Facilitate confirmation of the appointment of Board of Directors;</li> <li>• Facilitate designation/appointment of NEA Interim Representative/NEA Representative and PS/AGM/OIC; 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>RECORDS OFFICER C</b>  |
| <b>Place of Assignment</b>         | Institutional Development Department - Organization and Management Development Division (IDD-OMDD)  |
| <b>Item No.</b>                    | 348   |
| <b>Monthly Salary/Job Grade</b>    | Php27,000.00/JG 8   |
| <b>Qualification Standards</b>     | <b>Education</b> : Bachelor's degree<br><b>Experience*</b> : None required<br><b>Training</b> : None required<br><b>Eligibility</b> : CS Professional/Second Level Eligibility<br><b>Preference</b> : N/A   |
| <b>Duties and Responsibilities</b> | <ul style="list-style-type: none"> <li>• Maintain systematic filing of records and pertinent documents of the Division;</li> <li>• Update institutional data of electric cooperatives such as: BOD Profile, GMs &amp; OICs Profile and District Election Profile;</li> <li>• Supervise and control the speedy dispatch of outgoing communications to different offices;</li> <li>• Monitor endorsement of incoming communications to proper persons for appropriate actions;</li> <li>• Attend to all recording of all inter-office referrals prior to issuances and regularly prepares summary of such; 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: The NEA adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion, and/or indigenous group membership in the implementation of its recruitment, selection and placement.*

*Next-In-Rank employees should signify their interest by applying in writing otherwise they waive their rights to the vacant position/s.*