



January 12, 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 22, 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.**

<b>Position Title</b>	<b>ATTORNEY III</b>
<b>Place of Assignment</b>	Office of the Deputy Administrator For Legal Services (ODALS)
<b>Item No.</b>	81
<b>Monthly Salary/Job Grade</b>	Php46,725.00/JG 11
<b>Qualification Standards</b>	<b>Education</b> : Bachelor of Laws <b>Experience*</b> : 1 year of relevant experience <b>Training</b> : 4 hours of relevant training <b>Eligibility</b> : RA 1080 (Bar) <b>Preference</b> : Preferably familiar with laws governing NEA/ECs
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Render legal opinion, reply, comment on all letter-inquiries, board resolutions, memos concerning NEA and ECs, subject for review/approval by the Department Manager/Deputy Administrator;</li> <li>• Review contracts/agreements and other related contracts entered into by NEA/ECs;</li> <li>• Prepare/submit position paper, comment, reply to House and Senate Bills/Resolutions affecting NEA and ECs, subject for review/approval by the Department Manager/Deputy Administrator;</li> <li>• Provide comment, review on audit reports/findings; Conduct fact-finding and/or moto proprio investigation to ECs, as may be forwarded/requested; submit report/recommendation on the investigation conducted, subject for review/approval by the Deputy Administrator;</li> <li>• Attend board committee meeting, conference, seminar, House/Senate hearing/deliberation and any other meeting /activity/event concerning NEA and ECs; Act as resource speaker/representative, as may be assigned/directed by the Deputy Administrator;</li> <li>• Conduct effective implementation of Alternative Dispute Resolution (ADR) and provide legal assistance in settling cases/disputes involving NEA/ECs' official/employees;</li> <li>• Attend court hearing including preparation and filing of court pleadings and other compliances to court orders/summons on all cases filed/pending with any administrative agency/quasi-judicial tribunal involving NEA/ECs, subject for review/approval by the Department Manager/Deputy Administrator</li> <li>• Respond to Administrative cases filed with the NEA Administrative Committee (NEA-ADCOM); and</li> <li>• Perform other duties and responsibilities as 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)



**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.*