



# NATIONAL ELECTRIFICATION ADMINISTRATION

"The 1<sup>st</sup> Performance Governance System-Institutionalized National Government Agency"  
57 NIA Road, Government Center, Diliman, Quezon City 1100



Management  
System  
ISO 9001:2015



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January 25, 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 February 04, 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>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 <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>• 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)



<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 <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>• 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>DEPARTMENT MANAGER A</b>
<b>Place of Assignment</b>	Finance Services Department (FSD)
<b>Item No.</b>	203
<b>Monthly Salary/Job Grade</b>	Php131,124/JG 14
<b>Qualification Standards</b>	<b>Education</b> : Master's Degree or Certificate in Leadership and Management from the CSC <b>Experience*</b> : 5 years of supervisory/management experience <b>Training</b> : 120 hours of supervisory/ management learning and development intervention <b>Eligibility</b> : CS Professional/ Second Level Eligibility <b>Preference</b> : None
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Advise and render executive assistance on the financial programs, forecasts, fund management and fiscal control measures to attain financial viability and stability;</li> <li>• Administer and direct the development of annual budgetary programs and projections for approval of top management and legislative body and administers and supervise its execution thereof;</li> <li>• Plan and direct the formulation of policies and guidelines in order to achieve a synchronized and systematic flow of corporate funds and resources;</li> <li>• Administer the timely collection of receivables and development of strategies to ensure payment of all accounts of ECs and other debtors;</li> <li>• Approve/recommend approval of payment for all operating expenditures and EC budget requests for loans and subsidies;</li> <li>• Direct innovations/charges in the accounting system to ensure an efficient and effective financial and managerial reporting/presentation;</li> <li>• Administer the conduct of networking/linkages with NGAs, GOCCs, and other private and government institutions to ensure program/project implementation; and</li> <li>• Perform other duties and responsibilities as may be assigned from time to time.</li> </ul>

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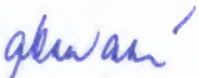
<b>Position Title</b>	<b>SENIOR ACCOUNTS MANAGEMENT SPECIALIST</b>
<b>Place of Assignment</b>	Accounts Management and Guarantee Department - Accounts Servicing Division (AMGD-ASD)
<b>Item No.</b>	261
<b>Monthly Salary/Job Grade</b>	Php46,725.00/JG 11
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree relevant to the job <b>Experience*</b> : 2 years of relevant experience <b>Training</b> : 8 hours of relevant training <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : Preferably with knowledge in Accounts Management
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <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 the 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 the 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>• Recommend strategies and procedures pertaining to liquidation and subsidy management;</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>PRINCIPAL ENGINEER C</b>
<b>Place of Assignment</b>	Engineering Department (Total Electrification and Renewable Energy Development Department)
<b>Item No.</b>	326
<b>Monthly Salary/Job Grade</b>	Php46,725/JG 11
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree in Engineering relevant to the job <b>Experience*</b> : 3 years of relevant experience <b>Training</b> : 16 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>• Render evaluation of EC's proposed SEP/BLEP subsidy funded projects based on submitted documents such as As-plan Staking sheets, Bill of Materials (BOM), Construction Assembly Unit/s (CAUs), Budget Request and Board Resolution;</li> <li>• Prepares evaluation report of the EC's proposed projects (Memorandum), Disbursement Voucher (DVs), Budget Utilization Request (BURs);</li> <li>• Conduct monitoring and validation thru field inspection of on-going SEP/BLEP subsidy funded projects;</li> <li>• Conducts final inspection and acceptance (CFIA) of completed/energized SEP/BLEP subsidy funded projects in compliance on standards and specifications;</li> <li>• Responsible for the maintenance and updating of MATDX program; and</li> <li>• Perform other duties and responsibilities as 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.*