



# 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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ID 9105082030



February 08, 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 18, 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 MANAGEMENT INFORMATION SYSTEMS ANALYST</b>
<b>Place of Assignment</b>	Information Technology and Communication Services Department - Database Management and Program Control Division (ITCSD-DMPCD)
<b>Item No.</b>	201
<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 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.
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist in the monitoring of the EC's key financial and statistical performance and effects the inclusion in the ECs' financial and statistical database;</li> <li>• Prepare comparative analysis of key performance parameters necessary for the attainment of corporate performance commitments;</li> <li>• Assist in the consolidation of historical key performance data and effects archiving of the same in the electronic and book format;</li> <li>• Handle the monitoring of submittal of the ECs' financial; and Statistical Reports;</li> <li>• Prepare requested data/information as required by management and other monitoring agencies; 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)

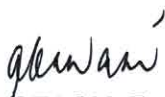


<b>Position Title</b>	<b>FINANCIAL PLANNING ANALYST</b>
<b>Place of Assignment</b>	Finance Services Department – Financial Planning and Control Division
<b>Item No.</b>	228
<b>Monthly Salary/Job Grade</b>	Php31,320.00/JG 9
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree relevant to the job <b>Experience*</b> : None required <b>Training</b> : None required <b>Eligibility</b> : CS Professional/ Second Level Eligibility <b>Preference</b> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Evaluate Cash Operating Budget (COB) of Electric Cooperatives (ECs) based on the prescribed forecasting methodologies, budgeting principles and existing policies/guidelines and recommend approval thereof and suggest revisions if needed;</li> <li>• Assist in the conduct of budget hearing to clarify and clearly explain the amendments made to the proposed COB and the rationale for making those amendments;</li> <li>• Monitor the EC budget performance;</li> <li>• Assess the financial performance of ECs using NEA approved financial key performance indicators (KPIs);</li> <li>• Validate submitted Financial Data Entry Templates (DETS) of ECs via NEA BIT Web Portal; 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>RESEARCHER ANALYST A</b>
<b>Place of Assignment</b>	Institutional Development Department (NEA-EC Training Institute)
<b>Item No.</b>	360
<b>Monthly Salary/Job Grade</b>	Php31,320.00/JG 9
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree <b>Experience*</b> : None required <b>Training</b> : None required <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Develop testing/evaluation procedures and research tools for use in post-training evaluation, training needs analysis, and training impact analysis;</li> <li>• Conduct periodic training needs, skills inventory and assessment to develop new training programs or modify and improve existing programs;</li> <li>• Conduct research skills towards identifying and developing learning objectives, sourcing, selecting, and sequencing content, designing training/learning methodologies and activities and developing training/learning materials;</li> <li>• Apply basic computer skills in work using basic MS Office applications. Maintain files in a hard drive in an organized manner;</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.*