



February 14, 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 24, 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)

Applicants may also send their applications thru our e-mail address recruitment@nea.gov.ph, copy furnished 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.

Position Title	SENIOR INTERNAL CONTROL OFFICER B
Place of Assignment	Internal Audit & Quality Standards Management Office - Financial and Special Audit Division (IAQSMO-FSAD)
Item No.	21
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 : Preferably CPA
Duties and Responsibilities	<ul style="list-style-type: none"> • 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; • Conduct in-depth interviews and gather data/documents relevant to activities/ transactions being audited; • 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; • Assist in the preparation of audit reports and working papers; 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	SENIOR INTERNAL CONTROL OFFICER B
Place of Assignment	Internal Audit & Quality Standards Management Office - Systems Audit and Quality Standards Division (IAQSMO-SAQSD)
Item No.	31
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 : Preferably CPA
Duties and Responsibilities	<ul style="list-style-type: none"> • Conduct in-depth research through interviews and data gathering to determine NEA existing systems and procedures; • Conduct surveys and inquiries to validate NEA standards, policies, systems and procedures; • 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; • Participate in the conduct of data gathering during the course of system and operations and compliance audit; • Assist in special investigation of on-going NEA operations and drafts audit report/working papers; and • Perform other duties that may be assigned from time to time.

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Position Title	EXECUTIVE SECRETARY C
Place of Assignment	Office of the Deputy Administrator for Field Operations (Management Assistance Group)
Item No.	86
Monthly Salary/Job Grade	Php27,000.00/JG 8
Qualification Standards	Education : Completion of 2 years studies in college Experience* : None required Training : None required Eligibility : None required Preference : Preferably proficient in records management and Microsoft applications
Duties and Responsibilities	<ul style="list-style-type: none"> • Act as Executive Secretary of the Deputy Administrator for Management Services but not limited to gathering pertinent data for decision making and in providing administrative support; • Control all incoming and outgoing communications from ECs, other Department/Offices and concerned agencies and ensures appropriate dispatch; • Calendar appointments, meetings and conference schedules of the Deputy Administrator for Management Services; • Review all documents received/acted upon by the office and farms out to concerned Field Teams/Departments for appropriate action; • Receive scheduled visitors of the DAECMS and attend to visiting EC representatives on their Administrative concerns; and • Perform other duties that may be assigned from time to time.

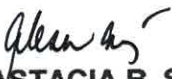
*Experience refers to the previous jobs in either the government or private sector, whether full-time or part-time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled. (2017 ORAOHRA revised 2018, Part III, Sec. 56)

Position Title	COMPUTER SERVICES PROGRAMMER A
Place of Assignment	Information Technology and Communication Services Department - Information Technology & Systems Development Division (ITCSD-ITSDD)
Item No.	189
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 : Proficient in: Python, JAVA, C#, Kotlin and Asp.Net (at least 2); OOP & MVC, SQL & Stored Procedures, REACT, Angular or VUE.JS; Version Control Software, API, Test & Debug
Duties and Responsibilities	<ul style="list-style-type: none"> • Develop, document, and maintain the agency's in-house development applications programs; • Translate system specifications with workable computer programs using programming language; • Modify/maintain in-house developed programs, fine-tune system in accordance with design; • Assist the MIS design specialist in the analysis and system design / documentation for NEA, provide administration and back-up and restore assistance to NEA developed corporate applications; • Provide assistance in the development of the agency audio visual presentation, powerpoint and system documentation; • Assist in the technical evaluation of software or application, services reacted acquisition; and • Perform other duties that may be assigned from time to time.

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Position Title	ACCOUNTS MANAGEMENT SPECIALIST
Place of Assignment	Accounts Management and Guarantee Department - Accounts Management Division (AMGD-AMD)
Item No.	250
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"> • Gather, examine, validate and interpret financial statement and other data pertaining to Ecs loan/guarantee application and request for availment/call; • Examine and validate ECs request for clearance to avail loan from other banks/FIs and prepares recommendation for simple accounts; • Prepare non-complex financial projections and recommends appropriate financial operating levels for use in the evaluation of proposed loan application; • Examine and validate operation and presents appropriate measures of loan amendments (Loan Moratorium/Restructuring); • Assist preparation of Project Evaluation Report of simple accounts; • Assist project site inspection visit on the projects funded by NEA loans prepare project monitoring report and submit recommendation; • Assist in the recommendation options for settlement and obligations for complex/problem accounts in case of guarantee call; • Monitor and evaluate ECs compliance with loan terms and conditionalities along with the ECs overall performance; • Gather data in the conduct of review/studies for loan and guarantee facilities/policies/guidelines; • Prepare Disbursement Voucher and Utilization Request for loan and Guarantee call releases; and • Perform other duties that may be assigned from time to time.

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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.