



February 16, 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 26, 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>DEPARTMENT MANAGER A</b>
<b>Place of Assignment</b>	Office of the Deputy Administrator For Field Operations (Management Assistance Group)
<b>Item No.</b>	102
<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>• Review and oversee the implementation of NEA policies, guidelines and issuances concerning the ECs and the Field Operations Group in accordance with RA 9136 (EPIRA) and RA 10531 (NEA Reform Act of 2013);</li> <li>• Provide consultancy services to ECs and other stakeholders on Legal, Institutional, Financial, Technical, Social, and Environmental concerns to ensure and accelerate deployment and access of affordable, modern and clean energy at the least cost manner and/or provide cost effective options, while ensuring sustainable supply;</li> <li>• Direct the assessment of management and operation of the ECs within the assigned areas of responsibility and recommend necessary remedial measures of the EC management and/or NEA for better performance and compliance with regulatory requirements and be competitive in the deregulated environment;</li> <li>• Oversee the provision of technical assistance to ECs in the preparation/implementation of Rural Electrification Plans and Programs such as Operation Improvement Plan (OIP), Strategic Development Plan (SDP), Long-Term Development Plan (LTDP) under the e-ICPM and CAPEX and OPEX Plans and Renewable Energy for RE and Energy Efficiency Management Program;</li> <li>• Recommend to the EC appropriate policies, program of action and other measures to improve the management and operation of the electric cooperative under a competitive business environment;</li> <li>• Recommend approval/disapproval of EC budget request, board resolutions and policies, guidelines, memoranda and issuances; 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)

<b>Position Title</b>	<b>SECRETARY II (A)</b>
<b>Place of Assignment</b>	Information Technology and Communication Services Department (ITCSD)
<b>Item No.</b>	180
<b>Monthly Salary/Job Grade</b>	Php21,129.00/JG 7
<b>Qualification Standards</b>	<b>Education</b> : Completion of 2 years studies in college <b>Experience*</b> : 1 year of relevant experience <b>Training</b> : 4 hours of relevant training <b>Eligibility</b> : CS Subprofessional / First Level Eligibility <b>Preference</b> : Preferably proficient in MS Office; Familiar in records management and administrative work; Possesses good communication and writing skills
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Draft letters, memoranda, reports and other communication and correspondences;</li> <li>• Route and follow-up all incoming and outgoing communication, electronic mails/reports and other documents;</li> <li>• Establish and maintain effective filing system to facilitate storage and easy retrieval of documents;</li> <li>• Coordinate and calendar appointments and meetings; prepare agenda and handle the minutes of the meetings;</li> <li>• Handle incoming calls and makes official calls to communicate information and follow-up;</li> <li>• Compile and keep up-to-date the lists of names, addresses and other contact details of stakeholders;</li> <li>• Handle the budgetary, administrative, supplies and logistic requirements of the Office of the Director; 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)

  
**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.*