



February 17, 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 27, 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>	Public Affairs Office (Corporate Communication and Social Marketing Office)
<b>Item No.</b>	63
<b>Monthly Salary/Job Grade</b>	Php 131,124.00/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> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Conceptualize themes and designs for corporate image enhancement and other events of the Agency and manage image branding;</li> <li>• Devise and develop programs and projects for corporate communications and social marketing;</li> <li>• Set the direction for an effective internal and external communications;</li> <li>• Formulate strategic objectives/initiatives for the department's programs/projects;</li> <li>• Appraise, analyze, comment and initiate preventive and preemptive actions on critical/crucial issues affecting the Agency and its stakeholders. Act as deputized spokesperson for the Agency;</li> <li>• Review/approve reports dealing with corporate and external situations, and the production and distribution of information materials such as Annual Reports, newsletters, in-house publications, and other institutional materials, and manage some of the Administrator's requirements such as anniversary messages, media briefing materials and the like;</li> <li>• Plan and organize the implementation of special projects and institutional development activities to gain public support for the Agency's programs;</li> <li>• Network with the three branches of government, national government agencies, government-owned and controlled corporations, local government units, international agencies and other institutions to promote and facilitate Rural Electrification Program implementation;</li> <li>• Establish and maintain open communication links through all forms of communication;</li> <li>• Brief, update and advise the Administrator on all matters affecting corporate communications and social marketing; 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>ADMINISTRATION SERVICES ASSISTANT C</b>
<b>Place of Assignment</b>	Office of the Corporate Secretary
<b>Item No.</b>	5
<b>Monthly Salary/Job Grade</b>	Php19,744/JG 6
<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> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Render administrative assistance in the conduct of various Regular Board meetings and Committees' Meetings;</li> <li>• Transcribe Minutes of the Regular Board and Committees' Meetings;</li> <li>• Encode agenda and correspondences of the Office of the Corporate Secretary and Board of Administrators;</li> <li>• Assist in the preparation of agenda materials for regular Board and Committee Meetings;</li> <li>• Distribute Meeting Agenda and correspondences/documents to various departments/offices;</li> <li>• Receive and send out correspondences/documents to and from various departments/offices;</li> <li>• Render assistance to the Corporate Secretary in the performance of the latter's administrative function;</li> <li>• Take telephone calls to and for the Corporate Secretary;</li> <li>• Mainly in-charge of the personal service of the decisions of the Board in the exercise of its quasi-judicial function;</li> <li>• Operate standard office equipment, including computer hardware and software applications, facsimile equipment, telephones, and photocopier; and</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.*