



March 01, 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 March 11, 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	DIVISION MANAGER A
Place of Assignment	Finance Services Department - Financial Planning and Control Division (FSD-FPCD)
Item No.	218
Monthly Salary/Job Grade	Php80,003/JG 12
Qualification Standards	<p>Education : Master's Degree or Certificate in Leadership and Management from the CSC</p> <p>Experience* : 4 years of supervisory / management experience</p> <p>Training : 40 hours of supervisory/ management learning and development intervention</p> <p>Eligibility : CS Professional/Second Level Eligibility</p> <p>Preference : N/A</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Plan, organize, devise, control, and execute plans & programs of the division; • Recommend for approval the policies & guidelines in the preparation of NEA Corporate Operating Budget and in the approval of ECs Cash Operating Budget as well as management of rural electrification and guarantee funds; • Develop and implement new and improved ideas and approaches which affect policy decision on release of operational funds; • Certify the availability of funds for all NEA expenditures and EC budget request after due evaluation and control; • Recommend for approval the ECs COBs and supplemental budget including realignment and board resolution involving disbursement of funds; • Institute measures that will strengthen the financial capability of ECs through strict monitoring of non-power cost to insure compliance to financial standards; • Interface with the different NEA departments on the preparation of short & long-term financial projections particularly the funding for electrification projects and guarantee for the purchase of electricity by the EC's for management & external uses; • Prescribe and administer the procedures on the analysis & interpretation of EC's monthly Financial & Statistical Reports to serve as a tool for monitoring & control; • Direct subordinates on the preparation of periodic reports such as Statement of Financial Operations, Statement of Budget Utilization and Balances, Budget and Financial Accountability Reports (BFARs), Subsidy Fund Utilization Reports & Electric Cooperatives Financial and Statistical Reports; 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	DIVISION MANAGER A
Place of Assignment	Institutional Development Department – NEA-EC Training Institute (IDD – NETI)
Item No.	350
Monthly Salary/Job Grade	Php80,003/JG 12
Qualification Standards	<p>Education : Master’s Degree or Certificate in Leadership and Management from the CSC</p> <p>Experience* : 4 years of supervisory / management experience</p> <p>Training : 40 hours of supervisory/ management learning and development intervention</p> <p>Eligibility : CS Professional/Second Level Eligibility</p> <p>Preference : N/A</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Develop plans, direct and supervise the personnel and activities of the Division pertaining to human resource development of NEA and Electric Cooperatives personnel; • Initiate policies, programs, systems and procedures necessary to optimize organizational and HR development contributions to the corporate objectives as well as to the needs of the electric distribution utilities; • Direct the conduct of periodic Training Needs Analysis (TNA) and skills inventory to identify and recommend programs to maximize job competencies and reconcile gaps for the NEA and electric Cooperatives; • Submit annual training plan and budget for endorsement and approval of the Department Manager, Deputy Administrator, and Administrator; • Plan the equitable distribution of work among subordinates and evaluate their performance; • Prepare and submit semestral/annual accomplishment report to the Department Manager for endorsement to the concerned department; • Provide mentoring and coaching to help develop subordinate’s knowledge, skills and attitude; • Represent the department in meetings, conferences, for a relative to human resource development; and • Perform other duties that may be assigned from time to time.

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POSITION TITLE	SENIOR INDUSTRIAL RELATIONS DEVELOPMENT OFFICER A
Place of Assignment	Institutional Development Department – NEA-EC Training Institute (IDD – NETI)
Item No.	354
Monthly Salary/Job Grade	Php46,725/JG 11
Qualification Standards	Education : Bachelor's degree Experience* : 2 years of relevant experience Training : 8 hours of relevant training and development Eligibility : CS Professional/Second Level Eligibility Preference : Preferably with background in capacitating the NEA/EC personnel through training; Knowledgeable in TNA & TIA
Duties and Responsibilities	<ul style="list-style-type: none"> • Analyze and evaluate studies on the training needs of NEA and Electric Cooperative personnel and prepare a report/output; • Involve in setting functional strategies in the preparation of the Annual Competency Training Plan of NEA and ECs; • Design and develop management/institutional, technical; and skills training, and computer programs responsive to the needs of the clientele; • Set priorities for the group to ensure completion of training activities and endorse solutions; • Conduct continuous researches on the latest training trends and innovations; • Coordinate and supervise with the administrative group concerning the facilitation of all training materials, manuals, certificates, and others; • Review pre and post-training reports and other requirements of every training conducted and recommend actions; 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 INDUSTRIAL RELATIONS DEVELOPMENT OFFICER B
Place of Assignment	Institutional Development Department – NEA-EC Training Institute (IDD – NETI)
Item No.	355
Monthly Salary/Job Grade	Php36,619/JG 10
Qualification Standards	Education : Bachelor's degree Experience* : 1 year of relevant experience Training : 4 hours of relevant training and development Eligibility : CS Professional/Second Level Eligibility Preference : Preferably with background in capacitating the NEA/EC personnel through training; Knowledgeable in TNA & TIA
Duties and Responsibilities	<ul style="list-style-type: none"> • Lead the conduct of educational training programs/courses of NEA, and the electric cooperative in the areas of financial and institutional enhancement; • Develop and prepare new courses and course materials and other relevant data (pre-post training requirements) for NEA and the electric cooperatives; • Lead in the conduct of periodic TNA and skills inventory to identify and recommend programs to maximize job competencies and reconcile skills gap for the electric cooperatives; • Review and recommend innovations/techniques on policy implementation and guidelines on training and education enhancement; • Conduct continuous researches on the latest training trends and innovations; • Direct, monitor the production, assembly, storage and dissemination of training materials; 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.