



March 09, 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 19, 2023**:

1. Application letter; **(please indicate position title and department/office)**
2. Updated Personal data sheet (CS Form No. 212 revised 2017)
 - 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 picture and signature on each page;
3. Copy of updated PRC ID (if applicable); and
4. Transcript of Records

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)

The employee engagement period is one (1) year contract, renewable every six (6) months.

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

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	PROJECT OFFICER
Number of Vacant Position/s	4
Place of Assignment	Electric Cooperative Audit Department
Monthly Salary	Php25,000.00
Qualification Standards	Education : Bachelor's degree in Accounting Experience : N/A Training : N/A Eligibility : Preferably CPA Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist in the evaluation of EC's worthless consumer accounts receivable for writing-off; • Assist in the gathering of data for audit documentation; • Assist in the encoding of audit reports and the preparation of working papers and other supporting scheduled pertaining to all phases of audit work; • Assist the auditors in the inventory of materials and power bills, conduct of cash counts and monitoring audit requirements; and • Perform other related duties as may be assigned from time to time.

Position Title	PROJECT OFFICER
Number of Vacant Position/s	1
Place of Assignment	Human Resource and Administration Department
Monthly Salary	Php25,000.00
Qualification Standards	<p>Education : Graduate of Public Administration/ any course related to Human Resources Management (HRM) and/or Behavioral Science</p> <p>Experience : N/A</p> <p>Training : N/A</p> <p>Eligibility : N/A</p> <p>Preference : Preferably proficient in written and oral communication and ICT skills</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Provide technical and administrative assistance in the Change Management Team for restructuring process; • Assist in the documentation and preparation of reports related to restructuring and personnel activities; • Assist in the records management and complete staff work requirements of regulatory agencies • Provide assistance in the Recruitment, Selection and Placement (RSP) of the Human Resource Management Division (HRMD); • Assist in the digitization of the 201 file and other administrative files; and • Perform other duties that may be assigned from time to time.


ANASTACIA B. SUASI
 Division Manager 
 Human Resources Management

Note: These positions are open to all qualified applicants regardless of gender, civil status, disability, ethnicity and/or religion.