



March 24, 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 April 03, 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. Copy of IPCR (latest rating period prior to the application, for those employed in government);
4. 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);
5. Copy of authenticated eligibility or updated PRC ID (whichever is applicable); and
6. 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 PUBLIC RELATIONS OFFICER
Place of Assignment	Public Affairs Office (Corporate Communication and Social Marketing Office)
Item No.	67
Monthly Salary/Job Grade	Php48,830.00/JG 11
Qualification Standards	<p>Education : Bachelor's degree Experience* : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably graduate of Communication Arts or any related course; with good oral and written communication skills; Computer literate/adept in digital technology; Knowledgeable in photography and video documentary; Proficient in video editing software and adobe indesign; Knowledgeable in rural electrification program</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Write news/feature articles, stories, reports, messages and editorial contents dealing with corporate, electric cooperatives and stakeholders' activities, events and personnel; • Research and write articles/materials necessary for publication; • Coordinate with different sectors in gathering data/materials needed for in-house publications such as Annual Reports, newsletters, handbooks, primers and other information materials; • Prepare scripts for audio-visual presentations related to the Rural Electrification Program and/or public relations concerns; • Prepare various audio-visual presentations and video documentaries related to Rural Electrification Program; • Arrange media coverage of significant corporate events and issues, and prepare media briefing kits; • Prepare schedules of distribution/circulation of informational or promotional materials for release in accordance with set targets; • Assist in the conduct and coverage of major corporate and electric cooperatives' events/activities; 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	DRIVER-MECHANIC B
Place of Assignment	Office of the Deputy Administrator for Field Operations - Management Assistance Group (Management and Consultancy Services Office)
Item No.	94
Monthly Salary/Job Grade	Php17,280.00JG 5
Qualification Standards	<p>Education : High school graduate or completion of relevant vocational/trade course</p> <p>Experience* : None Required</p> <p>Training : None Required</p> <p>Eligibility : Professional Driver's License (MC 10, s. 2013 – Cat. IV)</p> <p>Preference : Preferably competent in performing vehicle maintenance and automotive servicing; Driver's license with restrictions 1, 2, and 3.</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Drive NEA vehicles for NEA officials and employees to and from place of destination; • Perform preventive maintenance measure of assigned vehicles; • Maintain cleanliness & roadworthiness of his assigned vehicle; • Comply to all lawful orders of Superior/s in the office; and • Perform other duties that may be assigned from time to time.

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Position Title	SENIOR ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Audit Department - Electric Cooperative Financial Management Audit Division
Item No.	390
Monthly Salary/Job Grade	Php48,830/JG 11
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably CPA or Accounting Graduate
Duties and Responsibilities	<ul style="list-style-type: none"> • Act as the Team Leader of the audit team in the conduct of Financial and Management Audit; • Lead the conduct of pre-engagement meeting with the DU's Management to discuss the audit coverage, scope of audit and the documents required for submission; • Assign responsibilities to the Junior Financial and Management Auditor, provide clear-cut instructions to the Team Members and monitor DU's submission of the required documents to ensure efficient execution of the audit program; • Conduct in-depth examination of DU's financial and management operations in order to assess its accounting and internal control systems and compliance with applicable policies/guidelines mandated by the NEA, other regulatory agencies and DU's internal policies; • Conduct exit conference with the Board of Directors, General Manager, Department Heads and other concerned personnel to discuss the initial findings and observations and recommend remedial measures; • Prepare detailed audit report based on findings and observations including preparation of adjusted Trial Balance, Statement of Financial Performance and Statement of Financial Position to present fairly the financial information; • Check the audit rating and executive summary based on the merged audit report; • Conduct evaluation of DU's Board and Management's submitted justifications and action plans to determine adherence to audit recommendations; • Review the report submitted by the Junior Financial and Management Auditor and prepare consolidated evaluation report and adjust the audit rating based on the merits of the justifications submitted, if necessary; • Monitor implementation of DU Management's action plans and NEA audit recommendations; • Prepare a report on the results of the monitoring the implementation of DU's action plans and compliance to NEA Audit recommendation; • Provide immediate assistance and/or professional advice for the DU; • Monitor the evaluation of DU's request for write-off of uncollectible accounts, review the amount recommended by the Junior Financial and Management Auditor; and • Perform other duties and responsibilities as may be assigned from time to time.

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Position Title	ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Audit Department - Electric Cooperative Financial Management Audit Division
Item No.	396 & 397
Monthly Salary/Job Grade	Php39,456.00/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 or Accounting Graduate
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist in the conduct of comprehensive review and examination of EC's financial statements, accounting records and related books of accounts and recommend controls to ensure fair presentation of financial statements, system reliability and data integrity; • Assist the Team Leader during pre-engagement meeting with the DU's Management to discuss the audit coverage, scope of audit and the documents required for submission; • Assist in the evaluation of EC's policies, regulatory compliances and management operating procedures with regards to the attainment of their specific objectives in the most effective and efficient manner; • Assist in the conduct of exit conference with the Board of Directors, General Manager, Department Heads and other concerned personnel to discuss the initial findings and observations and recommend remedial measures; • Assist in the preparation of detailed audit report based on findings and observations including preparation of adjusted Trial Balance, Statement of Financial Performance and Statement of Financial Position to present fairly the financial information; • Evaluate EC's submitted explanations/justifications and action plans to audit findings to determine compliances and adherence to remedial measures recommended and to justify any adverse audit findings and observations; • Evaluate DU's submitted documents pertaining to requested uncollectible accounts for write-off, prepares a summary report and recommend appropriate amount based on the results of the evaluation; and • Perform other duties and responsibilities as may be assigned from time to time.

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Position Title	SENIOR ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Audit Department - Electric Cooperative Operations and Systems Audit Division
Item No.	407, 408, 409, 410, 412, & 413
Monthly Salary/Job Grade	Php48,830.00JG 11
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably CPA or Accounting Graduate
Duties and Responsibilities	<ul style="list-style-type: none"> • Evaluate the effectiveness of Meter Reading, Billing and Collection (MRBC), Warehousing, Accounting and other EC operating systems; • Assess the soundness of existing internal control system, its implementation and recommends improvement; • Monitor the implementation of NEA audit recommendations and EC Management action plans; • Conduct evaluation and appraisal of the salvage value of EC's non-performing assets and recommend the floor price of assets for disposal; • Conduct exit conference with the Board of Directors, General Manager, Department Heads and other concerned personnel to discuss the result of the above engagement; • Evaluate EC's submitted documents pertaining to uncollectible accounts for write-off and recommend appropriate amount on the results thereof; • Prepare corresponding report on the activities conducted; and • Perform other duties and responsibilities as may be assigned from time to time.

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Position Title	ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Audit Department - Electric Cooperative Operations and Systems Audit Division
Item No.	416
Monthly Salary/Job Grade	Php39,456/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 or Accounting Graduate
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist in the evaluation of the effectiveness of Meter Reading, Billing and Collection (MRBC), Warehousing, Accounting and other EC operating systems; • Assess the soundness of existing internal control system, its implementation and recommends improvement; • Monitor the implementation of NEA audit recommendations and EC Management action plans; • Conduct evaluation and appraisal of the salvage value of EC's non-performing assets and recommend the floor price of assets for disposal; • Assist in the conduct of exit conference with the Board of Directors, General Manager, Department Heads and other concerned personnel to discuss the result of the above engagement; • Evaluate EC's submitted documents pertaining to uncollectible accounts for write-off and recommends appropriate amount on the results thereof; • Assist in the preparation of corresponding report on the activities conducted; and • Perform other duties and responsibilities as 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.