



April 3, 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 13, 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	SUPERVISING INTERNAL CONTROL OFFICER
Place of Assignment	Internal Audit & Quality Standards Management Office - Financial and Special Audit Division (IAQSMO-FSAD)
Item No.	18
Monthly Salary/Job Grade	Php48,830.00/JG 11
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably CPA
Duties and Responsibilities	<ul style="list-style-type: none"> • Supervise audit of corporate financial, operational activities in compliance with existing policies, procedures and government laws, rules and regulations; • Evaluate sufficiency of internal control system, policies, operating controls/procedures, regulatory measures and risk management system for operational efficiency and effectiveness; • Review working papers and audit reports and make necessary recommendations to promote efficient, effective and economical operational performance; • Perform analyses on pertinent data and information encompassing the overall review of operational 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	INTERNAL CONTROL OFFICER A
Place of Assignment	Internal Audit & Quality Standards Management Office - Financial and Special Audit Division (IAQSMO-FSAD)
Item No.	23
Monthly Salary/Job Grade	Php 33,719.00/JG 9
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : None Required Training : None Required Eligibility : CS Professional/Second Level Eligibility Preference : Preferably CPA
Duties and Responsibilities	<ul style="list-style-type: none"> • Gather and examine audit materials necessary in the preparation of audit report as directed; • Assist in the preparation of draft working papers and audit reports based on the special audit of corporate programs/projects and other audit assignments; • Maintain and establish control of all audit reports/working papers and other documents pertaining to the section; • Coordinate with other NEA departments/offices for the timely submittal of the required documents needed in the audit works; and • Perform other duties that may be assigned from time to time.

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Position Title	SUPERVISING ENGINEER A
Place of Assignment	Engineering Department (Disaster Risk Reduction and Management Department)
Item No.	309
Monthly Salary/Job Grade	Php48,830/JG 11
Qualification Standards	Education : Bachelor's degree in Engineering relevant to the job Experience* : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : RA 1080 Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Supervise the evaluation of Electric Cooperatives' (ECs) annual submission of Vulnerability Risk Assessment Plans and Resiliency Compliance Plans; • Undertake the collection of information and data from agencies like NDRRMC, PAGASA, PHILVOCS, and other related units of the government regarding impending disasters and ensuring the preparedness of the ECs; • Handle the pre-positioning of resources and assets for disaster response activities and buffer stocking of ECs for disaster mitigation; • Prepare the submission of status reports on damages and restoration from ECs affected by disasters and natural calamities and other similar reports as may be required; • Conduct scenario-based pre-deployment meetings with ECs and other concerned government agencies; and • Perform other duties and responsibilities as may be assigned from time to time.

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Position Title	DIVISION MANAGER A
Place of Assignment	Engineering Department (Total Electrification and Renewable Development Department)
Item No.	313
Monthly Salary/Job Grade	Php81,588.00/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 : Preferably Registered Engineer</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Plan and manage the day-to-day activities of the division; • Manage the preparation of sub-transmission and distribution lines plans and specifications, cost estimates and work schedule of Electric Cooperatives' (ECs) proposed projects; • Manage conduct of evaluation and recommendation of projects such as expansion and/or rehabilitation of power lines, HQ facilities, submarine cable and other relevant project of ECs; • Lead and direct monitoring/updating of status of EC's project development/compliances with the approved plans and specifications; • Plan and prepare schedule of activities in the conduct of inspection of EC's on-going projects and final inspection and acceptance of completed projects funded by subsidy; and • Perform other duties and responsibilities as may be assigned from time to time.


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Position Title	SUPERVISING ELECTRIC COOPERATIVE DEVELOPMENT OFFICER
Place of Assignment	Electric Cooperative Audit Department - Electric Cooperative Financial Management Audit Division (ECAD-ECFMAD)
Item No.	381
Monthly Salary/Job Grade	Php48,830.00JG 11
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably CPA
Duties and Responsibilities	<ul style="list-style-type: none"> • Evaluate the effectiveness of Meter Reading, Billing and Collection (MRBC), Warehousing, Accounting and other Electric Cooperative (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	CHIEF EC EXAMINER/DEVELOPMENT/ORGANIZATIONAL MANAGEMENT/SYSTEM MEMBER SERVICES
Place of Assignment	Electric Cooperative Audit Department - Electric Cooperative Operations and Systems Audit Division (ECAD-ECOSAD)
Item No.	401
Monthly Salary/Job Grade	Php81,588.00/JG 12
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 4 years of relevant experience Training : 24 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably CPA
Duties and Responsibilities	<ul style="list-style-type: none"> • Conduct an initial review of the Operations and Systems Audit Reports including all supporting documents and recommends revision, if any; • Conduct an initial review of the Monitoring Report and recommend revision, if any; • Prepare and recommend the schedule of assignment and composition of audit team for Division Manager's approval; • Perform preliminary review of reports on Fact-finding Investigation, Validation of Complaints and Turn-over Audit; • Supervise and evaluate the finalization of operation and system audits; monitoring; Fact-finding Investigations; Validation of Complaints and Turn-over Audit reports; • Plan and prepare the division's annual workplan; • Prepare accomplishment reports of the division; 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.