



June 14, 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 June 24, 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. Copy of authenticated 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	TRANSPORT OPERATIONS SERVICES CHIEF B
Place of Assignment	Human Resources and Administration Department - General Services Division (HRAD-GSD)
Item No.	285
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 with adequate knowledge in automotive logistics and operations; Proficient in report writing
Duties and Responsibilities	<ul style="list-style-type: none"> • Manage/Supervise the overall operation of the Transport Operations Services Unit (TOSU), as follows: <ul style="list-style-type: none"> a. Regular inspection of all NEA motor vehicles (MVs) including tools and equipment in the motorpool b. Regular maintenance and repairs of NEA MVs c. Scheduling and dispatching of drivers and/or MVs to cater transportation requests of different offices/departments d. Requisition and issuance of spare parts for the MVs repair and maintenance e. Updating/Upkeeping of records of MV repairs and maintenance f. Timely facilitation of required insurance and registration of MVs with GSIS and LTO g. Issuance of fuel allocation for each NEA MV; • Supervise the preparation of reports, documents and other requirements related to vehicular incidents involving NEA MVs, for insurance claims and other purposes; • Prepare plans, budget proposals, reports, correspondences and documents pertaining to MVs and fuel procurement; • 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)


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.