



June 16, 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 26, 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	INFORMATION CHIEF A
Place of Assignment	Institutional Development Department - Electric Distribution Utilities Consumer Development Protection Division (IDD-EDUCDPD)
Item No.	366
Monthly Salary/Job Grade	Php48,830.00/JG 11
Qualification Standards	Education : Bachelor's degree Experience* : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist the Division Manager in planning, developing and implementing the Consumer Development Program and Projects to strengthen institutional services to consumers; • Develop, implement and supervise the implementation of information programs/projects of EDUs; • Undertake monitoring and evaluation of the implementation of information program/productive uses of electricity and MCO empowerment of EDUs; • Conduct field work, introduces programs/projects promoting the interest of both the EDUs, MCOs and other stakeholders; • Provide assistance and other supports services to EDU in promoting livelihood projects for BAPAs and MCOs; • Review and consolidates EDUs data on the implementation of information projects/programs and prepares required reports; • 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	ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Audit Department - Electric Cooperative Financial Management Audit Division
Item No.	394
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
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 regard 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.

*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	ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Audit Department - Electric Cooperative Operations and Systems Audit Division
Item No.	415, 416 & 417
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
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist in the evaluation of the effectiveness of the electric cooperatives' whole operating system, including but not limited Meter Reading, Billing and Collection, Payroll, Warehousing, and Accounting & Financial System, and recommend improvements; • Assess the soundness of the existing internal control system and its implementation, and recommend improvements to attain their specific objectives most effectively and efficiently; • Assist the Financial and Management Auditor in the conduct of an audit of ECs to establish systems and Internal Control, determine possible risk, and recommend measures/strategies; • Assist the Team Leader during the pre-engagement meeting with the DU's management to discuss the scope of the systems audit; • Assist in the conduct of exit conference with the Board of Directors and management to discuss areas of concern that needs improvement; • Assist in the preparation of an audit report based on the evaluation of the existing internal control system, its implementation and recommendations for improvement; • Evaluate ECs submitted explanations/justification and action plans based on the audit report; • Monitor the implementation of NEA Audit recommendations and actions plans; and • Perform other duties and responsibilities as 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.