



July 31, 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 August 10, 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](https://bit.ly/App_forms))

Applicants may also send their applications thru our e-mail address [recruitment@nea.gov.ph](mailto:recruitment@nea.gov.ph), copy furnished [oa@nea.gov.ph](mailto: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.**

<b>Position Title</b>	<b>COMPUTER SERVICES PROGRAMMER A</b>
<b>Place of Assignment</b>	Information Technology and Communication Services Department - Information Technology & Systems Development Division (ITCSD-ITSDD)
<b>Item No.</b>	189
<b>Monthly Salary/Job Grade</b>	Php 39,456.00/JG 10A
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree relevant to the job <b>Experience*</b> : 1 year of relevant experience <b>Training</b> : 4 hours of relevant training <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : Preferably with experience with software Languages; Possesses good interpersonal communication, presentation skills and documentation; Collaborative, eager to learn and be trained, multitasker, adaptable, creative, attentive to details
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Develop, document, maintain the agency's in-house developed applications programs;</li> <li>• Translate system specifications with workable computer programs using programming languages;</li> <li>• Modify/maintain in-house developed programs, fine tune system in accordance with design;</li> <li>• Assist the MIS design specialist in the analysis and system design/documentation for NEA, provide administration and back-up and restore assistance to NEA developed corporate applications;</li> <li>• Provide assistance in the development of the agency audio visual presentation, PowerPoint and system documentation;</li> <li>• Assist in the technical evaluation of software or application, service reacted acquisition; and</li> <li>• Perform other duties and responsibilities as may be assigned from time to time.</li> </ul>

\*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)

<b>Position Title</b>	<b>COMPUTER SERVICES PROGRAMMER A</b>
<b>Place of Assignment</b>	Information Technology and Communication Services Department - Information Technology & Systems Development Division (ITCSD-ITSDD)
<b>Item No.</b>	190
<b>Monthly Salary/Job Grade</b>	Php 39,456.00/JG 10A
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree relevant to the job <b>Experience*</b> : 1 year of relevant experience <b>Training</b> : 4 hours of relevant training <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : Preferably with experience with software Languages; Possesses good interpersonal communication, presentation skills and documentation; Collaborative, eager to learn and be trained, multitasker, adaptable, creative, attentive to details
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist the MIS Design Specialist in the programming and design and development of NEA information systems;</li> <li>• Assist in the management and maintenance of the NEA website including links, databases and other application systems;</li> <li>• Assist, manage and maintain in-house servers, network and workstations and applications systems;</li> <li>• Set-up, configure computer systems and security measures;</li> <li>• Provide assistance in the development of the Agency's audio visual presentation, PowerPoint and system documentation;</li> <li>• Update G2G Portal requirements of the agency;</li> <li>• Update and publish NEA website content;</li> <li>• Assist in the technical evaluation of hardware &amp; software application or IT services related acquisition; and</li> <li>• Perform other duties and responsibilities as may be assigned from time to time.</li> </ul>

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<b>Position Title</b>	<b>DATA MANAGEMENT CHIEF B</b>
<b>Place of Assignment</b>	Information Technology and Communication Services Department - Database Management and Program Control Division (ITCSD-DMPCD)
<b>Item No.</b>	195 /
<b>Monthly Salary/Job Grade</b>	Php 66,551.00/JG 11C
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree relevant to the job <b>Experience*</b> : 3 years of relevant experience <b>Training</b> : 16 hours of relevant training <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : Preferably proficient in knowledge management; Capable in determining appropriate statistical parameters and data interpretation resulting from ECs' operations
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Supervise the development, enhancement and maintenance of Electric Cooperatives (ECs') Financial and Statistical Databank for the preparation of the Quarterly Financial and Statistical Reports reflecting the status of EC Operations;</li> <li>• Supervise the validation and integration of data gathered to ensure data consistency, reliability, accuracy and completeness for translation into effective management tools necessary for decision making and policy formulation;</li> <li>• Supervise the validation and consolidation of historical key performance data/information and effect data banking and archiving in electronic and book form to showcase and preserve the accomplishments of the Rural Electrification (RE) program;</li> <li>• Supervise the conceptualization and processing of data/information requirements of the management and various monitoring groups, interested sectors, researchers and academe and conceptualize the reports that should be included in the agency's intranet and internet system;</li> <li>• Administer and recommend for approval enhancements on the data collection system, data banking and security based on current trends and technology;</li> <li>• Administer the formulation and recommend approval of targets and accomplishments, budgetary requirements, logistics support and APP of ECIS; and</li> <li>• Perform other duties and responsibilities as may be assigned from time to time.</li> </ul>

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<b>Position Title</b>	<b>SENIOR MANAGEMENT INFORMATION SYSTEM ANALYST</b>
<b>Place of Assignment</b>	Information Technology and Communication Services Department - Database Management and Program Control Division (ITCSD-DMPCD)
<b>Item No.</b>	200
<b>Monthly Salary/Job Grade</b>	Php 42,859.00/JG 10B
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree relevant to the job <b>Experience*</b> : 1 year of relevant experience <b>Training</b> : 4 hours of relevant training <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : Knowledgeable in database development and maintenance; Proficient in MS Office; Possesses good interpersonal communication, presentation skills and documentation; Collaborative, eager to learn and be trained, multitasker, adaptable, creative, attentive to details
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Develop and maintain databanking systems through applicable software languages and facilities;</li> <li>• Provide support in the maintenance and updating of the EC Financial and Statistical databank;</li> <li>• Assist in the processing and generation of reports and other information requirements for inputs into NEA and external agencies' publications and reports;</li> <li>• Facilitate the uploading of approved information and reports into NEA intranet and internet system;</li> <li>• Facilitate the drafting, printing, binding, reproduction and distribution of Rural Electrification (RE) Chronicle;</li> <li>• Assist in the formulation and recommend approval of targets and accomplishments, budget requirements, logistic support and APP of ECIS;</li> <li>• Conduct troubleshooting on the division's existing systems and hardware and recommend necessary measures for enhancement/improvement;</li> <li>• Assist in the conduct of research and networking with other departments on the enhancement of parameters in the evaluation of Electric Cooperative (EC) performance; and</li> <li>• Perform other duties and responsibilities as may be assigned from time to time.</li> </ul>


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<b>Position Title</b>	<b>DIVISION MANAGER A</b>
<b>Place of Assignment</b>	Finance Services Department - Financial Planning and Control Division (FSD-FPCD)
<b>Item No.</b>	218
<b>Monthly Salary/Job Grade</b>	Php99,526.00/JG 12C
<b>Qualification Standards</b>	<p><b>Education</b> : Master's Degree or Certificate in Leadership and Management from the CSC</p> <p><b>Experience*</b> : 4 years of supervisory / management experience</p> <p><b>Training</b> : 40 hours of supervisory/ management learning and development intervention</p> <p><b>Eligibility</b> : CS Professional/Second Level Eligibility</p> <p><b>Preference</b> : N/A</p>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Plan, organize, devise, control, and execute plans &amp; programs of the division;</li> <li>• Recommend for approval the policies &amp; guidelines in the preparation of NEA Corporate Operating Budget and in the approval of ECs Cash Operating Budget as well as management of rural electrification and guarantee funds;</li> <li>• Develop and implement new and improved ideas and approaches which affect policy decision on release of operational funds;</li> <li>• Certify the availability of funds for all NEA expenditures and EC budget request after due evaluation and control;</li> <li>• Recommend for approval the ECs COBs and supplemental budget including realignment and board resolution involving disbursement of funds;</li> <li>• Institute measures that will strengthen the financial capability of ECs through strict monitoring of non-power cost to insure compliance to financial standards;</li> <li>• Interface with the different NEA departments on the preparation of short &amp; long-term financial projections particularly the funding for electrification projects and guarantee for the purchase of electricity by the EC's for management &amp; external uses;</li> <li>• Prescribe and administer the procedures on the analysis &amp; interpretation of EC's monthly Financial &amp; Statistical Reports to serve as a tool for monitoring &amp; control;</li> <li>• Direct subordinates on the preparation of periodic reports such as Statement of Financial Operations, Statement of Budget Utilization and Balances, Budget and Financial Accountability Reports (BFARs), Subsidy Fund Utilization Reports &amp; Electric Cooperatives Financial and Statistical Reports; and</li> <li>• Perform other duties and responsibilities as may be assigned from time to time.</li> </ul>

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<b>Position Title</b>	<b>LOANS MANAGEMENT CHIEF A</b>
<b>Place of Assignment</b>	Accounts Management and Guarantee Department - Accounts Servicing Division (AMGD-ASD)
<b>Item No.</b>	259
<b>Monthly Salary/Job Grade</b>	Php 81,588.00/JG 12A
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree relevant to the job <b>Experience*</b> : 4 years of relevant experience <b>Training</b> : 24 hours of relevant training <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : Preferably with knowledge on loan security administration/documentation
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Supervise and coordinate all programs and activities of the Section;</li> <li>• Review the adequacy of mortgage properties vis-à-vis outstanding loan;</li> <li>• Supervise/review the loan and guarantee documentation and consolidated loan reports;</li> <li>• Supervise central file management of EC loans and guarantee documentation appraisal report; conduct periodic inventory of loan and mortgage contract and other related documents;</li> <li>• Review recommendation for the release of Deed of Mortgage and presentation materials to the Board Credit and Risk Management Committee (BCRMC) and NEA Board;</li> <li>• Recommend strategies, policies and procedures pertaining to loan and guarantee management;</li> <li>• Review the study of NEA's lending rate and recommendation/presentation materials for any reduction or increase in the interest rate to the BCRMC and NEA Board; and</li> <li>• Perform other duties and responsibilities as may be assigned from time to time.</li> </ul>

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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.*