



# NATIONAL ELECTRIFICATION ADMINISTRATION

"The 1<sup>st</sup> Performance Governance System-Institutionalized National Government Agency"  
57 NIA Road, Government Center, Diliman, Quezon City 1100



Management System  
ISO 9001:2015



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ID 9105082030

September 08, 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 September 18, 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 Civil Service Eligibility (original copy, authenticated copy, scanned copy or site/screen capture of the eligibility using the Civil Service Eligibility Verification System) 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>SENIOR INTERNAL CONTROL OFFICER A</b>
<b>Place of Assignment</b>	Internal Audit & Quality Standards Management Office - Financial and Special Audit Division (IAQSMO-FSAD)
<b>Item No.</b>	19
<b>Monthly Salary/Job Grade</b>	Php48,830.00/JG 11A
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree relevant to the job <b>Experience*</b> : 2 years of relevant experience <b>Training</b> : 8 hours of relevant training <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : Preferably CPA
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Conduct financial, operations and special audit; gather pertinent documents for the integrity and reliability of reports/information relative to the operational activities;</li> <li>• Conduct in-depth interviews and gather data/documents relevant to activities/transactions being audited;</li> <li>• Undertake analyses of the information/data/records/reports gathered on the disposition of operating transactions and make necessary recommendations with internal controls;</li> <li>• Prepare audit reports and working papers; and</li> <li>• Perform other duties that 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>SENIOR INTERNAL CONTROL OFFICER A</b>
<b>Place of Assignment</b>	Internal Audit & Quality Standards Management Office - Systems Audit and Quality Standards Division (IAQSMO-SAQSD)
<b>Item No.</b>	29
<b>Monthly Salary/Job Grade</b>	Php48,830.00/JG 11A ✓
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree relevant to the job ✓ <b>Experience*</b> : 2 years of relevant experience ✓ <b>Training</b> : 8 hours of relevant training ✓ <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : Preferably CPA
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Conduct audit of management compliance with existing operating systems and processes, standards, policies, government laws, rules and regulations;</li> <li>• Evaluate/appraise systems and procedures, performance standards and adequacy of internal control systems for operational efficiency and effectiveness;</li> <li>• Assist and coordinate with the Chief Internal Control Officer on the implementation of audit procedures and programs of the Section;</li> <li>• Prepare working papers, audit reports, and make necessary recommendations to promote efficient, effective and economical operational performance and corrective action/s on operational/management deficiencies and inadequate internal controls;</li> <li>• Assist in the development and update of tools and techniques in the appraisal of internal control system to promote operational efficiency;</li> <li>• Conduct on-site validation and assessment of the actual existence of projects/programs implemented;</li> <li>• Perform analyses on pertinent data and information encompassing the overall implementation of the projects/programs; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

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<b>POSITION TITLE</b>	<b>DRIVER-MECHANIC B</b>
<b>Place of Assignment</b>	Office of the Deputy Administrator for Field Operations - Management Assistance Group (Management and Consultancy Services Office)
<b>Item No.</b>	94
<b>Monthly Salary/Job Grade</b>	Php19,170.00JG 5B
<b>Qualification Standards</b>	<p><b>Education</b> : High school graduate or completion of relevant vocational/trade course</p> <p><b>Experience*</b> : None required</p> <p><b>Training</b> : None required</p> <p><b>Eligibility</b> : Professional Driver's License (MC 10, s. 2013 – Cat. IV)</p> <p><b>Preference</b> : Preferably competent in performing vehicle maintenance and automotive servicing; Driver's license with restrictions 1, 2, and 3.</p>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Drive NEA vehicles for NEA officials and employees to and from place of destination;</li> <li>• Perform preventive maintenance measure of assigned vehicles;</li> <li>• Maintain cleanliness &amp; roadworthiness of his assigned vehicle;</li> <li>• Comply to all lawful orders of Superior/s in the office; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

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<b>Position Title</b>	<b>PRINCIPAL ENGINEER C</b>
<b>Place of Assignment</b>	Engineering Department (Total Electrification and Renewable Energy Development Department)
<b>Item No.</b>	316
<b>Monthly Salary/Job Grade</b>	Php66,551.00/JG 11C
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree in Engineering relevant to the job <b>Experience*</b> : 3 years of relevant experience <b>Training</b> : 16 hours of relevant training <b>Eligibility</b> : RA 1080 <b>Preference</b> : Preferably Registered Electrical Engineer
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Render evaluation of EC's proposed SEP/BLEP subsidy funded projects based on submitted documents such as As-plan Staking sheets, Bill of Materials (BOM), Construction Assembly Unit/s (CAUs), Budget Request and Board Resolution;</li> <li>• Prepare evaluation report of the EC's proposed projects (Memorandum), Disbursement Voucher (DVs), Budget Utilization Request (BURs);</li> <li>• Conduct monitoring and validation thru field inspection of on-going SEP/BLEP subsidy funded projects;</li> <li>• Conduct final inspection and acceptance (CFIA) of completed/energized SEP/BLEP subsidy funded projects in compliance on standards and specifications;</li> <li>• Responsible for the maintenance and updating of MATDX program; 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>ENGINEER A</b>
<b>Place of Assignment</b>	Engineering Department (Total Electrification and Renewable Energy Development Department)
<b>Item No.</b>	331-A
<b>Monthly Salary/Job Grade</b>	Php36,464.00/JG 9B
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree in Engineering relevant to the job <b>Experience*</b> : 1 year of relevant experience <b>Training</b> : 4 hours of relevant training <b>Eligibility</b> : RA 1080 <b>Preference</b> : Preferably Registered Electrical Engineer
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist in the evaluation and assessment of technical and socio-economic viability of the proposed Renewable Energy (RE) projects;</li> <li>• Provide assistance to Electric Cooperatives (ECs) in consultations, installation and commissioning of projects for off-grid electrification;</li> <li>• Monitor and update the status of the Renewable Energy project development;</li> <li>• Assist in the conduct of site identification and resource assessment of potential new and renewable sources of energy in off-grid and un-energized areas;</li> <li>• Conduct final inspection and acceptance of completed RE projects funded by the GAA; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

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<b>Position Title</b>	<b>RECORDS OFFICER B</b>
<b>Place of Assignment</b>	Engineering Department (Total Electrification and Renewable Energy Development Department)
<b>Item No.</b>	312
<b>Monthly Salary/Job Grade</b>	Php36,464.00/JG 9B
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree <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 knowledgeable in database management and basic programming
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Develop and implement data collection systems and other strategies that optimize statistical efficiency and data quality;</li> <li>• Monitor timely submission of the Project Officers of the After Mission Report and Certificate of Financial Inspection and Acceptance (CFIA), and ensure transmittal of the same to the concerned departments of NEA;</li> <li>• Develop and implement systems procedures in records management, and undertake the safekeeping and/or disposal of the documents of the department;</li> <li>• Develop and maintain quality of database on rural electrification program; recommend and enhance system and procedures to facilitate data management work;</li> <li>• Analyze, control and correct input/output file to avoid computer waste page</li> <li>• Validate data entry template on the status of projects and manage the Sitio/Barangay Geography Data; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

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<b>POSITION TITLE</b>	<b>SENIOR INDUSTRIAL RELATIONS DEVELOPMENT OFFICER B</b>
<b>Place of Assignment</b>	Institutional Development Department – NEA-EC Training Institute (IDD – NETI)
<b>Item No.</b>	355
<b>Monthly Salary/Job Grade</b>	Php46,261.00/JG 10C
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree <b>Experience*</b> : 1 year of relevant experience <b>Training</b> : 4 hours of relevant training and development <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : Preferably with competence/knowledge in training and development of NEA/EC personnel; Knowledgeable in TNA, TIA and evaluation
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist in the conduct of educational training programs/courses of NEA, and the electric cooperatives (ECs) in the areas of financial, technical and institutional enhancement;</li> <li>• Contribute in developing and preparing new courses and course materials and other relevant data (pre-post training requirements) for NEA and the ECs;</li> <li>• Assist the Supervisor in the conduct of periodic TNA and skills inventory to identify and recommend programs to maximize job competencies and reconcile skills gap for the NEA and the ECs;</li> <li>• Support in reviewing policy implementation and guidelines on training and education enhancement, and initiate innovations and techniques for further improvement of the tasks;</li> <li>• Conduct Training Impact Assessment after the three (3) to six (6)-month conduct of trainings for NEA and the ECs;</li> <li>• Conduct continuous researches on the latest training trends and innovations;</li> <li>• Monitor the production, assembly, storage and dissemination of training materials; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

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<b>POSITION TITLE</b>	<b>INDUSTRIAL RELATIONS DEVELOPMENT OFFICER A</b>
<b>Place of Assignment</b>	Institutional Development Department – NEA-EC Training Institute (IDD – NETI)
<b>Item No.</b>	356
<b>Monthly Salary/Job Grade</b>	Php39,456.00/JG 10A
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree <b>Experience*</b> : 1 year of relevant experience <b>Training</b> : 4 hours of relevant training and development <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : Preferably with competence/knowledge in training and development of NEA/EC personnel; Knowledgeable in TNA, TIA and evaluation
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Identify training needs by evaluating strengths and weaknesses of all officials and employees of NEA and Electric Cooperatives;</li> <li>• Prepare annual training plan and prepare teaching plans for customized training programs;</li> <li>• Identify and recommend the possible training providers that meet the training needs of the electric cooperatives;</li> <li>• Oversee the production of training handouts, instructional materials, aids and manuals;</li> <li>• Assess training effectiveness to ensure incorporation of taught skills and techniques into employees work behaviour, and periodically evaluate ongoing programs to ensure that they reflect changes in the employee performance; and</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>

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<b>POSITION TITLE</b>	<b>RECORDS OFFICER C</b>
<b>Place of Assignment</b>	Institutional Development Department – NEA-EC Training Institute (IDD – NETI)
<b>Item No.</b>	361
<b>Monthly Salary/Job Grade</b>	Php31,380.00/JG 8B
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree <b>Experience*</b> : None required <b>Training</b> : None required <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : Preferably proficient in written and oral communication
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Ensure the completeness of the Implementation Folder as required in the ISO 9001 Program/Course Implementation Process;</li> <li>• Administer pre-designed data gathering instruments in accordance with their accompanying instructions;</li> <li>• Prepare materials, coordinate with participants, and preserve outputs in the conduct of Focus Group Discussions, surveys, interviews, and etc;</li> <li>• Administer and check result of the pre-post tests conducted;</li> <li>• Conduct of tallying the data gathered using specified tally sheets and/or matrices;</li> <li>• Employ skills in computer using basic MS Office applications;</li> <li>• Maintain and update filing of documents in a systematic and organized manner; and</li> <li>• Perform other duties that 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.*