



December 19, 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 December 29, 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 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>MANAGEMENT INFORMATION SYSTEMS/DEVELOPMENT CHIEF A</b>
<b>Place of Assignment</b>	Information Technology and Communication Services Department-Information Technology & Systems Development Division (ITCSD-ITSDD)
<b>Item No.</b>	183
<b>Monthly Salary/Job Grade</b>	Php81,588.00/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> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Supervise the formulation, planning and implementation of the agency's overall ICT development plan;</li> <li>• Oversee the management and implementation of the agency's telecommunication, and corporate application support services;</li> <li>• Supervise the maintenance of the ICT equipment (Help Desk) Troubleshoots, Diagnose and repair ICT systems malfunctioning;</li> <li>• Supervise the management of software asset, system's library and software licensing. Formulate policies on the use of legal software and its application; 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>Principal Engineer A</b>
<b>Place of Assignment</b>	Engineering Department (Total Electrification and Renewable Energy Development Department)
<b>Item No.</b>	325
<b>Monthly Salary/Job Grade</b>	Php81,588.00/JG 12A
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree in Engineering relevant to the job <b>Experience*</b> : 4 years of relevant experience <b>Training</b> : 24 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>• Supervise all activities associated to the conduct of technical evaluation and recommendation of projects such as expansion and/or rehabilitation of power lines, HQ facilities, submarine cable, sitio electrification, barangay electrification and renewable energy projects of the electric cooperatives (ECs);</li> <li>• Provide assistance to ECs and other stakeholders in the preparation and/or evaluation of studies to see if projects are technically feasible, financially viable and institutionally sound for bankability and recommend choices for financing scheme;</li> <li>• Supervise/direct assessment of progress of work and projects compliance with the approved plans and specifications;</li> <li>• Prepare technical reports and evaluation on the status of ECs project development; 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>PRINCIPAL ENGINEER C</b>
<b>Place of Assignment</b>	Engineering Department (Total Electrification and Renewable Energy Development Department)
<b>Item No.</b>	326
<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>• Prepares 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>• Conducts 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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**ILUGEN P. MABANSAG**  
 Acting 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.*