



08 January 2024

## 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 18 January 2024**:

1. Application letter; (**please indicate position title and department/office**)
2. Updated Personal data sheet (CS Form No. 212 revised 2017)
  - 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 picture and signature on each page;
3. Copy of CS Eligibility or updated PRC ID (if applicable); and
4. Copy of Transcript of Records


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))

**The employee engagement period is one (1) year contract, renewable every six (6) months.**

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

**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>PROJECT OFFICER</b>
<b>Number of Vacant Position/s</b>	1
<b>Place of Assignment</b>	Accounts Management & Guarantee Department
<b>Monthly Salary</b>	Php25,000.00
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree preferably in Finance or IT related courses <b>Experience</b> : 2 years experience in Subsidy Management particularly liquidation of subsidy funds released to the Electric Cooperatives <b>Training</b> : N/A <b>Eligibility</b> : N/A <b>Preference</b> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist the Compliance Officers in the evaluation of the submitted liquidation documents;</li> <li>• Examine/validate the completeness of documents to support liquidation of subsidy releases;</li> <li>• Prepare draft correspondences to ECs on the result of evaluation and submission of lacking documentary requirements;</li> <li>• Monitor ECs submission of liquidation documents and timely compliance of the electric cooperatives; and</li> <li>• Perform other related duties as may be assigned from time to time.</li> </ul>

  
**ILUGEN P. MABANSAG**  
 Acting Division Manager  
 Human Resources Management

*Note: These positions are open to all qualified applicants regardless of gender, civil status, disability, ethnicity and/or religion.*