



January 18, 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 January 28, 2024**.

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 non-NEA applicants 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)

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.

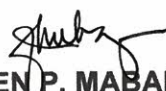
NOTE: ONLY APPLICATIONS RECEIVED UNTIL THE DEADLINE WITH COMPLETE AND CLEAR JOB APPLICATION REQUIREMENTS WILL BE ACCEPTED. THE ACCOMPLISHMENT OF ALL FORMS SUCH AS THE PERSONAL DATA SHEET AND WORK EXPERIENCE SHEET SHOULD BE IN ACCORDANCE WITH THE REQUIRED FORMAT.

Position Title	ATTORNEY IV
Place of Assignment	Office of the Deputy Administrator for Legal Services
Item No.	77
Monthly Salary/Job Grade	Php90,557.00/JG 12B
Qualification Standards	Education : Bachelor of Laws Experience* : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : RA 1080 (Bar) Preference : Familiarization of laws governing NEA/ECs
Duties and Responsibilities	<ul style="list-style-type: none"> • Render legal opinion, reply, comment on all letter-inquiries, board resolutions, memos concerning NEA and ECs, subject for review/approval by the Department Manager/Deputy Administrator; • Review contracts/agreements and other related contracts entered into by NEA/ECs; • Prepare/submit position paper, comment, reply on House and Senate Bills/Resolutions affecting NEA and ECs, subject for review/approval by the Department Manager/Deputy Administrator; • Provide comment, review on audit reports/findings; Conduct fact-finding and/or moto-proprio investigation to ECs, as may be forwarded/requested; submits report/recommendation on the investigation conducted, subject for review/approval by the Deputy Administrator; • Attend board meeting, conference, seminar, House/Senate hearing/deliberation and any other meeting/activity/event concerning NEA and ECs; Acts as resource speaker/representative, as may be assigned/directed by the Deputy administrator; • Conduct effective implementation of Alternative Dispute Resolutions (ADR) and provides legal assistance in settling cases/disputes involving NEA/ECs' officials/employees; • Attend court hearing including preparation and filing of court pleadings and other compliances to court orders/summons on all cases filed/pending with any administrative agency/quasi-judicial tribunal involving NEA/ECs, subject for review/approval by the Department Manager/Deputy Administrator; • Respond to administrative cases filed with the NEA Administrative Committee (NEA-ADCOM); 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	DIVISION MANAGER A
Place of Assignment	Information Technology and Systems Development Division - Information Technology and Communication Services Department
Item No.	182
Monthly Salary/Job Grade	Php99,526.00/JG 12C
Qualification Standards	<p>Education : Master's Degree or Certificate in Leadership and Management from the CSC</p> <p>Experience* : 4 years supervisory/ management experience</p> <p>Training : 40 hours of supervisory/ management learning and development intervention</p> <p>Eligibility : CS Professional/Second Level Eligibility</p> <p>Preference : Preferably knowledgeable in supervising systems development and network communication technologies; Knowledgeable in information technology system planning</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Manage and administer the implementation, maintenance, technology deployment of the Agency's overall Information and Communications Technology Projects and Systems such as Network and Connectivity, Website, Application Systems, Database and Security Infrastructure; • Supervise the implementation and deployment of the ECs' Information and Communication Systems Exchange, Application systems and related assistance (off-site and on-site), ICT planning and acquisition assessment, audit towards system integration, enhancements and standardization; • Lead the Division in the overall development, planning, acquisition, implementation and management of the overall ICS Projects of NEA in accordance with the overall ICT Plan/ISSP; • Assist the Information Systems Planner in the formulation and development of the three-year NEA Information Systems Strategic Plan (ISSP); Supervise the NEA Stakeholders in the planning and implementation of the ICT projects in accordance with the ISSP; • Recommend to management appropriate ICT Policies, guidelines, design and configuration of ICT Architecture for the NEA; Provide corporate end-user support and training for ICT; • Represent the Management in the overall ICT-related efforts of the government for unification, inter-operability and standardization, Data Privacy and Cyber Security and information security; 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)


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.