



January 26, 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 February 05, 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	RECORDS OFFICER B
Place of Assignment	Office of the Corporate Secretary
Item No.	2
Monthly Salary/Job Grade	Php36,464.00/JG 9B
Qualification Standards	Education : Bachelor's degree Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Supervise the performance of functions pertaining to records management of the Office of the Corporate Secretary, Board of Administrators, Board Committees namely: Board Governance, Nomination and Remuneration Committee (BGNRC), Board Credit and Risk Management Committee (BCRMC) and Board Audit Committee (BAG); • Organize and maintain a filing system for agenda materials, policies, decisions, minutes of the Regular Board and Board Committees including records of the Office of the Corporate Secretary; • Responsible for the custody, storage, security, preservation, maintenance, transfer, disposition, retirement of records of the Regular Board, Board Committees and Office of the Corporate Secretary; • Keep and update the summary of minutes and index of resolutions of the Regular Board and Board Committees; • Prepare the Annual Procurement Plan (APP) for the Regular Board, Board Committees and Office of the Corporate Secretary; • Prepare documents needed for liquidation/reimbursement/replenishment of expenses and per diems of the Regular Board and Board Committees; • Assist in recording the conduct of meetings of Regular Board and Board Committees; • Ensure the agenda materials for Regular Board and Committees' meetings are prepared and delivered on time; • Prepare documents and arrange with the Bureau of Printing Newspapers and UP Law Center the publication of policies and rules and regulations approved by the Board including the processing of payment for publication; • Assist in the personal service of the decisions of the Board in the exercise of its quasi-judicial function; • Ensure that the Minutes/Agenda Officers prepare the minutes and Board Resolutions of the meetings for review of the Corporate Secretary; • Undertake physical inventory of supplies, materials and sees to it that proper stock balances are maintained and/or replenished; • Prepare the budget of the Board of Administrators and the Office of the Corporate Secretary and prepares financial report; • Perform other duties that 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	SUPERVISING INDUSTRIAL RELATIONS MANAGEMENT OFFICER B
Place of Assignment	Human Resources and Administration Department - Human Resources Management Division (HRAD-HRMD)
Item No.	273
Monthly Salary/Job Grade	Php57,690.00/JG 11B
Qualification Standards	Education : Bachelor's degree Experience* : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Participate in the management and implementation of human resource functions such as employee benefits and welfare, recognition and rewards program, and personnel movement of employees; • Supervise the maintenance and monitoring of manpower complement database and personnel status; • Participate in the maintenance and updating of the HRIS Database per module such as the Personnel Information for service record and compensation purposes; • Participate in the formulation and implementation of policies and guidelines pertaining to employee welfare, timekeeping, and personnel policies and procedures; • Supervise the administration and facilitation of the timekeeping procedure and leave benefits program and network with other agencies regarding employees benefits; • Supervise the updating and maintenance of the HRIS timekeeping module; • Recommend applicability of various government issuances such as on employee welfare, compensation and leave administration, and among others; and • Perform other duties that may be assigned from time to time.

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ILUGEN P. MABANSAG
 Acting Division Manager ^N
 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.