



February 07, 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 17, 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 for undergraduate and/or graduate studies (if applicable) (for 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	SECRETARY II (A)
Place of Assignment	Information Technology and Communication Services Department (ITCSD)
Item No.	180
Monthly Salary/Job Grade	Php22,688.00/JG 7A
Qualification Standards	Education : Completion of 2 years studies in college Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : CS Subprofessional / First Level Eligibility Preference : Preferably proficient in MS Office; Familiar in records management and administrative work
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist in the processing of incoming and outgoing documents; • Draft letters, memoranda, reports, and other communication and correspondences; • Route and follow-up all incoming and outgoing communication, electronic mails/reports and other documents; • Establish and maintain effective filing system to facilitate storage and easy retrieval of documents; • Coordinate and calendar appointments and meetings; prepare agenda and handle the minutes of the meetings; • Handle incoming calls and makes official calls to communicate information and follow-up; • Compile and keep up-to-date the lists of names, addresses and other contact details of stakeholders; • Handle the budgetary, administrative, supplies and logistic requirements of the Office of the Director; and • 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)


ILUGEN P. MABANSAGsm
 Acting Division Manager ^{gy}
 Human Resources Management ^{ny}

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.