



February 08, 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 18, 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 (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	DEPARTMENT MANAGER A
Place of Assignment	Office of the Deputy Administrator for Field Operations (Management Assistance Group)
Item Nos.	100 and 110
Monthly Salary/Job Grade	Php133,370.00/JG 14
Qualification Standards	Education : Master's Degree or Certificate in Leadership and Management from the CSC Experience* : 5 years supervisory/ management experience Training : 120 hours of supervisory/ management learning and development intervention Eligibility : CS Professional/Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Review and oversee the implementation of NEA policies, guidelines and issuance concerning the ECs and the Field Operations Group in accordance with RA 9136 (EPIRA) and RA10531 (NEA Reform Act of 2013); • Provide consultancy services to ECs and other stakeholders on Technical, Financial, Institutional, Social and Environmental concerns to ensure and accelerate deployment and access of affordable, modern and clean energy at the least cost manner and/or provide cost effective options, while ensuring sustainable supply; • Direct the assessment of management and operation of the ECs within the assigned areas of responsibility and recommend necessary remedial measures of the EC management and/or NEA for better performance and compliance with regulatory requirements and be competitive in the deregulated environment; • Provide technical assistance to ECs in the preparation/implementation of Rural Electrification Plans and Programs such as Operation Improvement Plan (OIP), Strategic Development Plan (SDP), Long-Term Development Plan (LTDP) under the e-ICPM and CAPEX and OPEX Plans and Renewable Energy for RE and Energy Efficiency Management Program; • Recommend to the EC Board of Directors appropriate policies, program of action and other measures to improve the management and operation of their cooperative under a competitive business environment; • Recommend approval/disapproval of EV budget request board resolutions and policies, guidelines, memoranda and issuances; 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	Treasury Division – Finance Services Department
Item No.	230
Monthly Salary/Job Grade	Php99,526.00/JG 12C
Qualification Standards	Education : Master's Degree or Certificate in Leadership and Management from the CSC Experience* : 4 years supervisory/ management experience Training : 40 hours of supervisory/ management learning and development intervention Eligibility : CS Professional/Second Level Eligibility Preference : Preferably CPA
Duties and Responsibilities	<ul style="list-style-type: none"> • Formulate policies for the administration of billing and collection of ECs' loans and assumed loans by PSALM; • Develop and recommend policies and guidelines in the implementation of cash management system to optimize corporate financial resources; • Oversee implementation of formulated policies, guidelines and procedures to billing and collection of NEAs receivable and corporate financial resources; • Direct the subordinates in the preparation of the following financial and other reports for submission to Management and other Government Agencies: <ul style="list-style-type: none"> a. Collection Reports b. Loan Profile c. Status of Repayments and Outstanding Loans d. Status of Repayments on ECs loans assumed by PSALM e. Aging of Receivable f. Cash and Investment Balances (CIB) g. Daily Cash Position Report (DCPR); • Supervise the proper accounting of accounts/subsidiary ledgers related to EC's loans and assumed loans by PSALM; • Prescribed and administer the preparation of Statement of Accounts and other accounting documents and correspondences to Electric Cooperatives and other Stakeholders; • Oversee the operations and proper recording in the book of accounts of Cashiering Unit; • Perform other duties and responsibilities as may be assigned from time to time.

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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.