



February 23, 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 March 04, 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](https://bit.ly/App_forms))

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

<b>Position Title</b>	<b>DIVISION MANAGER A</b>
<b>Place of Assignment</b>	Accounts Management Division – Accounts Management and Guarantee Department
<b>Item No.</b>	243
<b>Monthly Salary/Job Grade</b>	Php99,526.00/JG 12C
<b>Qualification Standards</b>	<p><b>Education</b> : Master's Degree or Certificate in Leadership and Management from the CSC</p> <p><b>Experience*</b> : 4 years supervisory/ management experience</p> <p><b>Training</b> : 40 hours of supervisory/ management learning and development intervention</p> <p><b>Eligibility</b> : CS Professional/Second Level Eligibility</p> <p><b>Preference</b> : Preferably proficient in implementation and development of loan policies and loan recommendation</p>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Plan, organize, direct and oversee the Program and Scorecard of the Division;</li> <li>• Exercise management of personnel which includes but not limited to work allocation, performance and competency reviews, discipline and other personnel actions of the Division;</li> <li>• Review existing credit and guarantee facilities/policies/guidelines and recommend amendments, if necessary;</li> <li>• Develop and recommend new credit and guarantee facilities/policies/guidelines and ensure implementation;</li> <li>• Manage packaging/recommendation of loan and guarantee approval by the Administrator/Board CRMC/Board of Administrators;</li> <li>• Manage evaluation, recommendation and approval of ECs loan releases;</li> <li>• Manage evaluation, recommendation and approval of request for loan amendments (restructuring and moratorium) and loan review and results of financial analysis;</li> <li>• Manage evaluation, recommendation and approval for the processing/settlement of guarantee call;</li> <li>• Manage evaluation/recommendation of ECs request for clearance to avail loan outside NEA;</li> <li>• Manage evaluation and review, develop new strategies or methodologies in the preparation of loan review and results of financial analysis;</li> <li>• Manage monitoring of ECs compliance to loan terms and conditions;</li> </ul>

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<p><b>Duties and Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Manage monitoring of ECs loan from other sources and payment of power accounts with Market Operator/GENCOs/NGCP/Transmission Company/ies;</li> <li>• Maintain and expand relationship with customers, partners and strategic stakeholders (i.e. power providers, banks/FIs); and</li> <li>• Perform other duties and responsibilities as may be assigned from time to time.</li> </ul>
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\*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.*