



February 27, 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 08, 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	SENIOR RESEARCHER-ANALYST A
Place of Assignment	Corporate Planning Office - Rural Electrification Project Planning and Development Division (CPO – REPPDD)
Item No.	60
Monthly Salary/Job Grade	Php42,859.00/JG 10B
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 : Preferably a Certified Public Accountant (CPA) or Accounting Graduate; Preferably with experience/knowledge in the formulation, preparation and review of Electric Cooperatives (ECs) Capital Expenditure Planning thru e-ICPM;
Duties and Responsibilities	<ul style="list-style-type: none"> • Evaluate and finalize projects proposals based from the development plans submitted by ECs; • Coordinate with concerned NEA offices on the projects' budgetary requirements and programs; • Facilitate the preparation of reports, memos and related papers for distribution to different units of NEA and to other agencies concerned; • Oversee the evaluation of the ECs financial projection in e-ICPM and harmonization of Non-Power Cost and Capital Expenditure with EC approved annual budget; • Analyze and interpret the Electric Cooperatives (ECs) financial projections (ex. Accounting for RFSC, Ceiling for Non-Power Cost. Balance Sheet, Income Statement, Cash Flow, Financial Ratios etc.) and ensure the compliance with proper accounting standards and regulatory requirements; • Ensure that the proposed capital expenditure of ECs are in accordance with different memorandum and regulations issued by ERC, NEA and DOE; • Validate and analyze the rate schedule; • Utilize the e-ICPM Model to assist in decision-making processes and provide insights to support strategic initiatives of Electric Cooperatives; • Monitor the liquidity of the proposed financial projections and ensure the efficient utilization of funds of Electric Cooperatives based on their projection; • Recommend improvements to financial projections of Electric Cooperatives to mitigate financial risks; • Prepare and present financial reports related to CAPEX Projects for internal and external stakeholders; • Maintain and propose enhancement to existing financial models to simulate and improve the outcomes of EC planning; 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)

Position Title	ACCOUNTS MANAGEMENT ANALYST I
Place of Assignment	Accounts Management and Guarantee Department - Accounts Management Division (AMGD – AMD)
Item No.	253
Monthly Salary/Job Grade	Php29,049.00/JG 8A
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : None Required Training : None Required Eligibility : CS Professional/Second Level Eligibility Preference : Preferably BS Accountancy Graduate
Duties and Responsibilities	<ul style="list-style-type: none"> • Gather and validate data pertaining to ECs loan/guarantee application and request for availment/call; • Prepare/analyze periodic monitoring report on ECs compliances with loan terms and conditions, payment of power accounts and loans from other sources; • Prepare simple financial projections use in the evaluation of proposed loan application; • Assist in the review/presentation of ECs' CAPEX plans; • Render assistance in the gathering of data in the preparation of Project Evaluation Report of accounts; • Prepare status reports concerning the over-all performance of the ECs; • Prepare correspondence, memoranda, and board agenda materials; and • Perform other duties that may be assigned from time to time.

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Position Title	ENGINEER A
Place of Assignment	Engineering Department (ED)
Item No.	331
Monthly Salary/Job Grade	Php36,464.00/JG 9B
Qualification Standards	Education : Bachelor's degree in Engineering relevant to the job Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : RA 1080 Preference : Pro-active; Visionary; Can work beyond the mandatory tasks
Duties and Responsibilities	<ul style="list-style-type: none"> • Conduct technical evaluation and recommendation of projects such as expansion and/or rehabilitation of power lines, construction or substation, lot acquisition, HQ facilities and ether relevant projects of EC's; • Monitor and update the status of EC's projects development with approved release of funds and cheques; • Conduct inspection of EC's on-going projects funded by the agency; • Assessment of progress of work and checking of compliance based on plans and specification; • Assessment of status of material allocation/delivery if necessary and recommends corrective/remedial action that may arise; • Conduct final inspection and acceptance of completed projects of NEA funded projects; and • Perform other duties that 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.