



February 28, 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 09, 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	CORPORATE ACCOUNTANT
Place of Assignment	Finance Services Department - Financial Services and Accounting Division (FSD – FSAD)
Item No.	210
Monthly Salary/Job Grade	Php39,456.00/JG 10A
Qualification Standards	<p>Education : Bachelor's degree in Commerce/Business Administration major in Accounting</p> <p>Experience* : 1 year of relevant experience</p> <p>Training : 4 hours of relevant training</p> <p>Eligibility : RA 1080</p> <p>Preference : N/A</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Prepare financial reports for submission to various government agencies (Commission on Audit (COA), Department of Finance (DOF), Department of Budget and Management (DBM), Governance Commission for GOCCs (GCG), etc.; • Analyze accounts, compute and record year-end adjusting entries for accruals; • Prepare Journal Entry Vouchers in the e-NGAS for disbursements of the assigned department/office; • Prepare adjusting and correcting entries for discrepancies noted in the course of verification and review of transactions entered and posted in the books of accounts; • Review and evaluate financial transactions of various cash accounts and prepare the corresponding Monthly Bank Reconciliation Statements of all NEA current and savings accounts with bank balances maintained with authorized depository banks and initiate adjustment/correction, if necessary; • Evaluate and monitor the fidelity bond premium for designated special disbursing and collecting officers and prepare the list of bonded officers with corresponding dues to Bureau of Treasury for payment and/or cancellation of bond; • Coordinate with airline ticket provider regarding plane fare billings of NEA officials and employees; • Draft correspondence and memoranda to government and private offices; 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	FINANCIAL PLANNING ANALYST
Place of Assignment	Finance Services Department - Financial Services and Accounting Division (FSD – FSAD)
Item No.	213
Monthly Salary/Job Grade	Php 33,719.00/JG 9A
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : None Required Training : None Required Eligibility : CS Professional/Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Verify and process Disbursement Vouchers with supporting documents of Administrative expenses; • Audit claims for expenses below Php1 ,000.00 (petty cash voucher); • Coordinate with other offices, regarding deficiencies/additional requirements of received vouchers; • Maintain subsidiary records and index/control card of every creditor/supplier and employees; • Prepare Journal Entry Vouchers for disbursement of the assigned departments/offices; • Analyze and reconcile subsidy ledger control account and prepare adjustments, if necessary; 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. 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.