



March 04, 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 14, 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.**





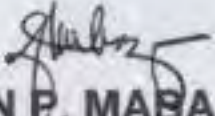
<b>Position Title</b>	<b>SUPERVISING INTERNAL CONTROL OFFICER</b>
<b>Place of Assignment</b>	Financial and Special Audit Division – Internal Audit and Quality Standards Management Office
<b>Item No.</b>	17
<b>Monthly Salary/Job Grade</b>	Php66,551.00/JG 11C
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree relevant to the job <b>Experience*</b> : 3 years of relevant experience <b>Training</b> : 16 hours of relevant training <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : Preferably CPA
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Supervise audit of corporate financial, operational activities in compliance with existing policies, procedures and government laws, rules and regulations;</li> <li>• Evaluate sufficiency of internal control system, policies, operating controls/procedures, regulatory measures and risk management system for operational efficiency and effectiveness;</li> <li>• Review working papers and audit reports and make necessary recommendations to promote efficient, effective and economical operational performance;</li> <li>• Perform analyses on pertinent data and information encompassing the overall review of operational activities; and</li> <li>• Perform other duties and responsibilities as may be assigned from time to time.</li> </ul>

\*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)



<b>Position Title</b>	<b>PRINCIPAL ENGINEER C</b>
<b>Place of Assignment</b>	Engineering Department (Total Electrification and Renewable Energy Development Department)
<b>Item Nos.</b>	317 and 327
<b>Monthly Salary/Job Grade</b>	Php66,551.00/JG 11C
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree in Engineering relevant to the job <b>Experience*</b> : 3 years of relevant experience <b>Training</b> : 16 hours of relevant training <b>Eligibility</b> : RA 1080 <b>Preference</b> : Preferably Registered Electrical Engineer
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Render evaluation of EC's proposed SEP/BLEP subsidy funded projects based on submitted documents such as As-plan Staking sheets, Bill of Materials (BOM), Construction Assembly Unit/s (CAUs), Budget Request and Board Resolution;</li> <li>• Prepare evaluation report on the EC's proposed projects (Memorandum), Disbursement Voucher (DVs), Budget Utilization Request (BURs);</li> <li>• Conduct monitoring and validation thru field inspection of on-going SEP/BLEP subsidy funded projects;</li> <li>• Conduct final inspection and acceptance (CFIA) of completed/energized SEP/BLEP subsidy funded projects in compliance on standards and specifications;</li> <li>• Responsible for the maintenance and updating of MATDX program; and</li> <li>• Perform other duties and responsibilities as may be assigned from time to time.</li> </ul>

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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.*