



April 25, 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 May 05, 2024**.

1. Application letter (**Please indicate position title and department/office**);
2. Updated Personal data sheet (CS Form No. 212 revised 2017)
  - 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 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
4. Copy of Transcript of Records (TOR)

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), with subject: **Application\_Position Title, 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>PROJECT OFFICER</b>
<b>Number of Vacant Position/s</b>	1
<b>Place of Assignment</b>	Regulatory Affairs Office
<b>Monthly Salary</b>	Php25,000.00
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree in Engineering relevant to the job <b>Experience</b> : N/A <b>Training</b> : N/A <b>Eligibility</b> : RA 1080 <b>Preference</b> : Preferably Registered Electrical Engineer
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist in the conduct of service studies;</li> <li>• Gather data from internal and external offices on existing and proposed policies and regulatory issuance that will be of aid/supplemental to ECs;</li> <li>• Analyze power supply proposals and existing bilateral contracts and in facilitating the corporate power supply planning;</li> <li>• Conduct research and analysis on the following: <ul style="list-style-type: none"> <li>a. Wholesale and retail energy trading</li> <li>b. Energy related policies</li> <li>c. Econometric models of power suppliers for rate evaluation</li> </ul> </li> <li>• Assist ECs in the development of Island Power Development Plan or Power Supply Plan and Load Forecast; and</li> <li>• Perform other duties and responsibilities as may be assigned from time to time.</li> </ul>

<b>Position Title</b>	<b>PROJECT OFFICER</b>
<b>Number of Vacant Position/s</b>	2
<b>Place of Assignment</b>	Total Electrification and Renewable
<b>Monthly Salary</b>	Php25,000.00
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree in Engineering relevant to the job <b>Experience</b> : N/A <b>Training</b> : N/A <b>Eligibility</b> : RA 1080 <b>Preference</b> : Preferably Registered Electrical Engineer
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist in the conduct of technical/financial evaluation of proposed ECs SEP/BLEP projects;</li> <li>• Assist in the conduct of field supervision and monitoring of on-going SEP/BLEP projects;</li> <li>• Evaluate, review and validate report submitted by the ECs;</li> <li>• Assist in the conduct of final inspection and acceptance of completed/energized SEP/BLEP projects;</li> <li>• Submit regular reports on the status of the project implemented; and</li> <li>• Perform other duties and responsibilities as may be assigned from time to time.</li> </ul>

  
**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.*