



May 03, 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 13, 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)

Applicants may also send their applications thru our e-mail address 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.



Position Title	PROJECT OFFICER
Number of Vacant Position/s	1
Place of Assignment	Office of the Deputy Administrator for Field Operations – Management Assistance Group (Management and Consultancy Services Office)
Monthly Salary	Php25,000.00
Qualification Standards	Education : Bachelor's degree in Accountancy or any Finance related course Experience : N/A Training : N/A Eligibility : N/A Preference : Preferably graduate of Accountancy, Economics or Finance
Duties and Responsibilities	<ul style="list-style-type: none"> • Assess/evaluate Strategic Development Plan (SDP) and its implementation based on the Accomplishment Report of ECs; • Assess overall performance of ECs in Visayas and Mindanao with Strategic Development Plan (SDP); • Assist ECs in the formulation of its SDP Plan regarding financial matters; • Prepare ECs Financial Profile; • Evaluate ECs Board Resolution for the supplemental, realignment and allocation of Cash Operating Budget; and • Perform other duties and responsibilities as may be assigned from time to time.



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.