



May 16, 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 26, 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 are advised to send their application through the NEA Online Job Application (<https://tinyurl.com/NEA-Online-Job-Application>).



**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 ECONOMIST</b>
<b>Place of Assignment</b>	Corporate Planning Office (Regulatory Affairs Office)
<b>Item No.</b>	45
<b>Monthly Salary/Job Grade</b>	Php66,551.00/JG 11C
<b>Qualification Standards</b>	<p><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 with knowledge in Cost Components of EC Tariffs or Rate Structure not limited to Generation, Transmission, Systems Loss, and Distribution/Supply/ Metering Charges; Knowledge in Financial and Cost Benefit Analysis</p>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Prepare, process and check financial (cost of service generation rate) and technical data, reports briefs and related concerns that may be required of the section either as internal reference or as compliance to the urgent requirements of NEA management and other concerned parties;</li> <li>• Validate and evaluate the economic aspects of ECs' cost of service rate studies in compliance to ERC Uniform Rate Filing Requirements and for the ECs' other operational purposes;</li> <li>• Review and validate data included in various reports on the consolidated power rates data in Lifeline Customers, Unbundled Rates, RFSC Implementation and Loan Condonation;</li> <li>• Prepare Comparative Analysis of ECs Unbundled Rates to determine ECs with significant increases or decreases in electricity rates vis-à-vis private distribution utilities within the franchise areas of the ECs and identify causes of the fluctuations in the hotel energy charges;</li> <li>• Validate and evaluate the ECs submission of their respective power supply proposals through the EVOSS system and check the completeness of required documents submitted;</li> <li>• Prepare financial studies, comments and position papers on proposed or amended directives or orders affecting ECs' power supply contracting, rates and other rates concerns;</li> <li>• Consolidate and analyze research or impact studies in aid of the preparation of reports, comments and position papers for completion and submission by the section to various stakeholders such as the Senate, House of Representatives, Department of Energy, Energy Regulatory Commission;</li> <li>• Supervise the general office administration; 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>CORPORATE FINANCE SERVICES CHIEF</b>
<b>Place of Assignment</b>	Office of the Deputy Administrator for Field Operations- Management Assistance Group (Management and Consultancy Services Office)
<b>Item Nos.</b>	146 and 147
<b>Monthly Salary/Job Grade</b>	Php81,588.00/JG 12A
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree relevant to the job <b>Experience*</b> : 4 years of relevant experience <b>Training</b> : 24 hours of relevant training <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : Preferably Certified Public Accountant
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Develop and recommend financial and risk management packages for electric cooperative in distribution utilities and supplier of electricity business</li> <li>• Supervise/conduct periodic assessment and provide recommendation of financial position and result of operation of distribution utilities and supply business of electric cooperative in aid to financial decisions;</li> <li>• Supervise/assist the electric cooperative in developing strategies in financial and risk management and performance standards to achieve long term viability;</li> <li>• Monitor/assist electric cooperative adherence to financial guidelines and loan conditionally, as the case may be, set by NEA;</li> <li>• Assist electric cooperative in financial regulatory compliances and reportorial requirements;</li> <li>• Assist electric cooperative in the improvement of working fund management and short term debt servicing;</li> <li>• Review/evaluate and recommend appropriate action on the granting of financial benefit/privileges of electric cooperative official and employees in accordance with NEA guidelines and promulgations; and</li> <li>• Perform other duties and responsibilities as may be assigned from time to time.</li> </ul>

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<b>Position Title</b>	<b>CHIEF CORPORATE ACCOUNTANT A</b>
<b>Place of Assignment</b>	Finance Service and Accounting Division – Finance Services Department
<b>Item No.</b>	207
<b>Monthly Salary/Job Grade</b>	Php75,411.00/JG 11D
<b>Qualification Standards</b>	<p><b>Education</b> : Bachelor’s degree in Commerce/Business Administration major in Accounting</p> <p><b>Experience*</b> : 3 years of relevant experience</p> <p><b>Training</b> : 16 hours of relevant training</p> <p><b>Eligibility</b> : RA 1080</p> <p><b>Preference</b> : N/A</p>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist in the development of policies, programs and projects related to the enhancement of accounting system to ensure effective implementation and compliance with government rules and regulations and accounting principles;</li> <li>• Supervise and review the processing of disbursement vouchers and verify accuracy of mathematical computations and completeness of supporting documents for administrative expenditures, subsidy and loan releases;</li> <li>• Supervise the prompt and accurate preparation of financial statements and reports for submission to various government agencies (Commission on Audit, Department of Finance, Department of Budget and Management, Governance Commission for GOCCs, etc.);</li> <li>• Direct and supervise the preparation of Bank Reconciliation Statements of all NEA current and savings accounts;</li> <li>• Review certificates of taxes withheld from contractors and creditors/suppliers (BIR Form No. 2307 and certificate of compensation payment/tax withheld (BIR Form No. 2316);</li> <li>• Review and certify schedule of remittances of collections to various government agencies (BIR, HDMF, and NHMFC) with the corresponding disbursement vouchers;</li> <li>• Analyze and organize significant financial highlights of yearly operation for disclosure in the Notes to Financial Statements;</li> <li>• Organize actions and/or justifications on COA findings and recommendations;</li> <li>• Monitor and summarize disallowances on disbursements, audit findings and recommendation received from COA and initiate the preparation of letters of collections and/or justifications to concerned officers and personnel;</li> <li>• Coordinate with COA and other departments/offices in the facilitation of audit recommendations and findings on financial statements and matters of pertaining to other financial matters; and</li> <li>• Perform other duties and responsibilities as may be assigned from time to time.</li> </ul>

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<b>Position Title</b>	<b>SECRETARY II (A)</b>
<b>Place of Assignment</b>	Human Resources and Administration Department
<b>Item No.</b>	268
<b>Monthly Salary/Job Grade</b>	Php22,688.00/JG 7A
<b>Qualification Standards</b>	<p><b>Education</b> : Completion of two years studies in college or high school graduate with relevant vocational/trade course</p> <p><b>Experience*</b> : 1 year of relevant experience</p> <p><b>Training</b> : 4 hours of relevant training</p> <p><b>Eligibility</b> : CS Sub-Professional/First Level Eligibility</p> <p><b>Preference</b> : N/A</p>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Types letters, memoranda, reports, etc.;</li> <li>• Records incoming and outgoing correspondences, memos, evaluation and audit reports;</li> <li>• Sorts and files reports, memos, evaluation and locates required files;</li> <li>• Transmits information and instructions between the Department Manager and staff;</li> <li>• Schedules appointments for the Department Manager, refers visitors to the Department Manager or staff concerned; and</li> <li>• Perform other duties and responsibilities as may be assigned from time to time.</li> </ul>

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<b>Position Title</b>	<b>DATA ENCODER – CONTROLLER</b>
<b>Place of Assignment</b>	Engineering Department (Total Electrification and Renewable Energy Development Department)
<b>Item No.</b>	332
<b>Monthly Salary/Job Grade</b>	Php24,496.00/JG 7B
<b>Qualification Standards</b>	<p><b>Education</b> : Completion of two years studies in college or high school graduate with relevant vocational/trade course</p> <p><b>Experience*</b> : 2 years of relevant experience</p> <p><b>Training</b> : 8 hours of relevant training</p> <p><b>Eligibility</b> : CS Sub-Professional / Data Encoder (CSC MC No. 6 s. 2010) / First Level Eligibility</p> <p><b>Preference</b> : N/A</p>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Encode, process and finalize researched data, technical reports and other documents;</li> <li>• Prepare designs planning materials for presentation in electronic, graphic, pictorial, tabular, written and multimedia reports;</li> <li>• Provide technical services including maintenance of facilities, equipment, hardware and software, supportive of planning activities and internal Office administration as well as supply management;</li> <li>• Provide and/or oversees support activities for the division such as answering telephones, assisting and resolving problems and inquiries of visitors, review and control of incoming and outgoing correspondence and follow-up on operational commitments;</li> <li>• Oversee the reproduction of documents needed by/or requested from the division; and</li> <li>• Perform other duties and responsibilities as may be assigned from time to time.</li> </ul>


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<b>Position Title</b>	<b>DIVISION MANAGER A</b>
<b>Place of Assignment</b>	Organization and Management Development Division - Institutional Development Department
<b>Item No.</b>	336
<b>Monthly Salary/Job Grade</b>	Php99,526.00/JG 12C
<b>Qualification Standards</b>	<p><b>Education</b> : Master's Degree or Certificate in Leadership and Management from the CSC</p> <p><b>Experience*</b> : 4 years of supervisory/management experience</p> <p><b>Training</b> : 40 hours of supervisory/management learning and development intervention</p> <p><b>Eligibility</b> : CS Professional/Second Level Eligibility</p> <p><b>Preference</b> : N/A</p>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Plan, direct and supervise the personnel and activities of the Division in matters pertaining to: <ul style="list-style-type: none"> <li>a. EC personnel reorganization</li> <li>b. Selection process of GM applicants or permanency of general manager</li> <li>c. Evaluation of GM's performance for purposes of permanency and salary upgrading and retirement benefits</li> <li>d. Integration of EC Balanced Scorecard with individual performance</li> <li>e. Evaluation of EC grant of incentives or allowance and employees' salaries</li> <li>f. Evaluation of EC policies</li> <li>g. Investigation of management-employee conflicts arising from the EC</li> <li>h. Institutional developments of ECs <ul style="list-style-type: none"> <li>h.1 assistance in the evaluation of problematic ECs</li> <li>h.2 assistance in the orderly conduct of district election and LSO resolution of protest/disputes arising from the conduct of D.E.;</li> </ul> </li> </ul> </li> <li>• Set and enforce Institutional and governance standards for the efficient operation of EC in accordance with Chapter 2 Section 5(L) of RA 10531;</li> <li>• Formulate new policies and/or amendments of existing NEA memo, bulletin and issuances pertaining to EC personnel development;</li> <li>• Recommend confirmation of the appointment of Board of Directors;</li> <li>• Represent the Division in conferences and other business affairs and signs all correspondences emanating from the Division;</li> <li>• Review/approve workplans, programs and activities of the Division and report accomplishments of the Division;</li> <li>• Prepare position papers to various proposed bills;</li> <li>• Review and approve administrative requirements of the Division; and</li> <li>• Perform other duties and responsibilities as may be assigned from time to time.</li> </ul>

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<b>Position Title</b>	<b>COMMUNITY RELATIONS OFFICER A</b>
<b>Place of Assignment</b>	Electric Distribution Utilities Consumer Development Protection Division - Institutional Development Department
<b>Item No.</b>	372
<b>Monthly Salary/Job Grade</b>	Php36,464.00/JG 9B
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree <b>Experience*</b> : 1 year of relevant experience <b>Training</b> : 4 hours of relevant training <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Handle the Hotline 8888 portal as technical officer for EC;</li> <li>• Prepare, evaluate and act on resolutions/queries/communication complaints;</li> <li>• Evaluate proposed amendments on EC By-laws and provides recommendation in accordance with specific provisions of existing laws/rules and other regulatory issuances;</li> <li>• Evaluate institutional workplans during regional panel review/deliberation of the ECs e-ICPM;</li> <li>• Assist in the implementation of strategies/recommendations to strengthen/promote Member Consumer Empowerment Program (MCEP) and other development programs and consumer services;</li> <li>• Promote economically sustainable (livelihood) programs for the consumers; Coordinate with and establish linkages with LGUs, NGOs and other organizations for the sourcing of funds for these programs/projects;</li> <li>• Conduct Market/Consumer research on the development of new information, Education and Communication (IEC); 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.*