



June 26, 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 July 06, 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	Regulatory Affairs Office
Monthly Salary	Php25,000.00
Qualification Standards	Education : Bachelor's degree in Engineering relevant to the job Experience : N/A Training : N/A Eligibility : RA 1080 Preference : Preferably Registered Electrical Engineer
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist in the conduct of service studies; • Gather data from internal and external offices on existing and proposed policies and regulatory issuance that will be of aid/supplemental to ECs; • Analyze power supply proposals and existing bilateral contracts and in facilitating the corporate power supply planning; • Conduct research and analysis on the following: <ul style="list-style-type: none"> a. Wholesale and retail energy trading b. Energy related policies c. Econometric models of power suppliers for rate evaluation • Assist ECs in the development of Island Power Development Plan or Power Supply Plan and Load Forecast; 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.