



August 07, 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 August 17, 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)

Applicants are advised to send their application through the NEA Online Job Application (<http://bit.ly/NEAOnlineJobApplication2024>).



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	DEPARTMENT MANAGER A
Place of Assignment	Internal Audit & Quality Standards Management Office (IAQSMO)
Item No.	12
Monthly Salary/Job Grade	Php133,370.00/JG 14
Qualification Standards	<p>Education : Master's Degree or Certificate in Leadership and Management from the CSC</p> <p>Experience* : 5 years of supervisory/ management experience</p> <p>Training : 120 hours of supervisory/ management learning and development intervention</p> <p>Eligibility : CS Professional/ Second Level Eligibility</p> <p>Preference : N/A</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Lead the development of IAQSMO's workplans, programs, and recommend for review and approval of the Board Audit Committee; • Direct, provide leadership to the audit team, and oversee the implementation of the following audit programs/ activities to ensure the completion/attainment of efficient, effective, economic administration of corporate transactions, programs/projects, and established objectives are met: <ul style="list-style-type: none"> a. Comprehensive audit/assessment of corporate financial accounts, operations, management, performance, and compliance with operating systems and procedures, processes, policies, standards, government laws, rules and regulations; b. Appraisal of the adequacy and effectiveness of the internal control system of various operating units and activities of the Agency; • Develop strong professional relationship with the Governing Board/Board Audit Committee, Head of Agency and key stakeholders through the recommendation for approval and acceptance of the results of the internal audit activities; • Develop and enhance the competencies and skills of Internal Audit personnel through coaching/ mentoring and ensure attendance to related internal audit seminars/trainings for efficient performance of assigned tasks and professional growth; and • Perform other duties that may be assign from time to time by the Governing Board/Board Audit Committee, and provide assistance to Management upon request.

*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)



ILUGEN P. MABANSAG
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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.