



September 18, 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 September 28, 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 (<https://tinyurl.com/bdf85mv6>).



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	EXECUTIVE SECRETARY C
Place of Assignment	Office of the Deputy Administrator for Corporate Resources and Financial Services
Item No.	177
Monthly Salary/Job Grade	Php 29,049.00/JG 8A
Qualification Standards	Education : Completion of two years studies in college Experience* : None Required Training : None Required Eligibility : None Required Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Transmit information and instruction from the Deputy Administrator to the staff and maintains records of such; • Receive/Screen visitors and refers them to proper office/division; • Schedule meetings, travels and appointments of the Deputy Administrator; • Arrange social functions to be hosted/attended by the Deputy Administrator; • Receive incoming calls and makes official calls; • Route memos within the office of the Deputy Administrator; • Control flow of callers/visitors at the Office of the Deputy Administrator and maintains visitors' log book; • Oversee the janitors in maintaining the cleanliness/orderliness of the Office; and • Perform other duties and responsibilities as may be assigned from time to time.

Position Title	DIVISION MANAGER A
Place of Assignment	Human Resources Management Division - Human Resources and Administration Department
Item No.	270
Monthly Salary/Job Grade	Php99,526.00/JG 12C
Qualification Standards	<p>Education : Master's Degree or Certificate in Leadership and Management from the CSC</p> <p>Experience* : 4 years of supervisory/management experience</p> <p>Training : 40 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"> • Develop, recommend, implement, review, and update policies and guidelines, systems and procedures related to Human Resource Management and Human Resource Development, focusing on: (1) Recruitment, Selection and Placement; (2) Performance Management; (3) Rewards and Recognition; (4) Timekeeping and Leave Administration; (5) Employee's Welfare and Benefits; and (6) Organization Development • Coordinate Learning and Development programs for personnel with the NEA-EC Training Institute; • Spearhead skills inventory and performance evaluation for competency management and alignment; • Manage the workforce planning and succession management of the organization; • Develop information on employees' demographics; • Manage the collection and retention of personnel records; • Optimize workforce climate and employee engagement; • Conduct special consultative sessions regarding issues and concerns that need to be addressed among individuals and units within the organization; • Build and maintain partnership and collaborate with local and foreign government offices and organizations; and • Perform other duties and responsibilities as may be assigned from time to time.



Position Title	INDUSTRIAL RELATIONS MANAGEMENT OFFICER B
Place of Assignment	Human Resources Management Division - Human Resources and Administration Department
Item No.	278
Monthly Salary/Job Grade	Php33,719.00/JG 9A
Qualification Standards	Education : Bachelor's Degree Experience* : None Required Training : None Required Eligibility : CS Professional/Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Provide/render assistance to the HR personnel actions: <ul style="list-style-type: none"> a. Preparation and submission of the approved requests for publication of vacant positions to the Civil Service Commission (CSC) b. Posting of the vacant positions at NEA and other modes of publication c. Submission of appointments and complete documents of promoted/hired employees to CSC; • Administer IQ/Work Values Test to applicants (hiring); • Render assistance in the conduct of preliminary screening of applicants; • Prepare correspondences and documents for the Human Resource Merit Promotion and Selection Board and the HRMD; • Act as Secretariat to the Human Resource Merit Promotion and Selection Board (HRMPSB) and other HRMD related committees; • Undertake communication/coordination with applicants on the hiring process and schedules of IQ tests and interviews; • Prepare and process appointment papers for the approval of the Administrator; • Coordinate HR and other committee meetings and act as Secretariat; • Compile and update database of vacant positions and administrative records; and • Perform other duties and responsibilities as may be assigned from time to time.

POSITION TITLE	COMMUNITY RELATIONS CHIEF A
Place of Assignment	Electric Distribution Utilities Consumer Development Protection Division - Institutional Development Department
Item No.	365
Monthly Salary/Job Grade	Php81,588.00/JG 12A
Qualification Standards	Education : Bachelor's degree Experience* : 4 years of relevant experience Training : 24 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Plan, direct and supervise the personnel and activities of the section in matters pertaining to: <ul style="list-style-type: none"> a. Developing responsible consumership; b. Market/Consumer research on the development of new Information, Education and Communication (IEC) programs and projects; • Plan and promote economically sustainable (livelihood) programs for the consumers; • Coordinate with and establish linkages with LGU's, NGO's and other organizations for the sourcing of funds for these programs/projects; • Plan and develop new policies and/or amendments to existing NEA Memoranda, Bulletins and issuances pertaining to Barangay Power Associations (BAPAs), Power Use Development Programs and Consumer Service and EC By-laws; • Plan and Develop strategies/recommendations to strengthen/promote the BAPAs, Power Use Development Programs and Consumer Services; • Review staffwork on actions on resolutions/queries/communication complaints; • Prepare workplans, programs, activities and accomplishments of the Section; and • Perform other duties and responsibilities as may be assigned from time to time.

POSITION TITLE	SENIOR ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Financial Management Audit Division - Electric Cooperative Audit Department
Item Nos.	383 and 386
Monthly Salary/Job Grade	Php48,830.00/JG 11A
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably CPA or Accounting Graduate
Duties and Responsibilities	<ul style="list-style-type: none"> • Act as the Team Leader of the audit team in the conduct of Financial and Management Audit; • Lead the conduct of pre-engagement meeting with the DU's Management to discuss the audit coverage, scope of audit and the documents required for submission; • Assign responsibilities to the Junior Financial and Management Auditor, provide clear-cut instructions to the Team Members and monitor DU's submission of the required documents to ensure efficient execution of the audit program; • Conduct in-depth examination of DU's financial and management operations in order to assess its accounting and internal control systems and compliance with applicable policies/guidelines mandated by the NEA, other regulatory agencies and DU's internal policies; • Conduct exit conference with the Board of Directors, General Manager, Department Heads and other concerned personnel to discuss the initial findings and observations and recommend remedial measures; • Prepare detailed audit report based on findings and observations including preparation of adjusted Trial Balance, Statement of Financial Performance and Statement of Financial Position to present fairly the financial information; • Check the audit rating and executive summary based on the merged audit report; • Conduct evaluation of DU's Board and Management's submitted justifications and action plans to determine adherence to audit recommendations; • Review the report submitted by the Junior Financial and Management Auditor and prepare consolidated evaluation report and adjust the audit rating based on the merits of the justifications submitted, if necessary; • Monitor implementation of DU Management's action plans and NEA audit recommendations; • Prepare a report on the results of the monitoring the implementation of DU's action plans and compliance to NEA Audit recommendation; • Provide immediate assistance and/or professional advice for the DU; • Monitor the evaluation of DU's request for write-off of uncollectible accounts, review the amount recommended by the Junior Financial and Management Auditor; and • Perform other duties and responsibilities as may be assigned from time to time.

POSITION TITLE	SENIOR ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Financial Management Audit Division - Electric Cooperative Audit Department
Item No.	389
Monthly Salary/Job Grade	Php48,830.00/JG 11A
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : RA 1080 (Electrical Engineer)
Duties and Responsibilities	<ul style="list-style-type: none"> • Conduct technical audit of electric cooperatives; • Prepare technical audit report for management information and guidance; • Evaluate board and management justification/action plan on audit findings/recommendations; • Assist the section chief in the preparation of technical audit workplan and other activities; • Conduct special technical audit/fact finding; and • Perform other duties and responsibilities as may be assigned from time to time.

*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)


VIRGINIA P. CABONCE
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.