



October 09, 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 October 19, 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)

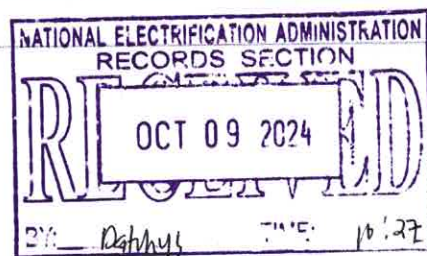
All documents should be based on the forms provided by the HRMD. Forms may be downloaded in the NEA website. (https://bit.ly/App_forms)

Applicants are advised to send their application through the NEA Online Job Application (<https://tinyurl.com/58zky44h>).



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	CORPORATE FINANCE SERVICES CHIEF
Place of Assignment	Office of the Deputy Administrator for Field Operations- Management Assistance Group (Management and Consultancy Services Office)
Item Nos.	147
Monthly Salary/Job Grade	Php81,588.00/JG 12A
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 4 years of relevant experience Training : 24 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably Certified Public Accountant
Duties and Responsibilities	<ul style="list-style-type: none"> • Develop and recommend financial and risk management packages for electric cooperative in distribution utilities and supplier of electricity business • 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; • Supervise/assist the electric cooperative in developing strategies in financial and risk management and performance standards to achieve long term viability; • Monitor/assist electric cooperative adherence to financial guidelines and loan conditionally, as the case may be, set by NEA; • Assist electric cooperative in financial regulatory compliances and reportorial requirements; • Assist electric cooperative in the improvement of working fund management and short term debt servicing; • 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 • 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)

Position Title	ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Financial Management Audit Division - Electric Cooperative Audit Department
Item Nos.	392, 394, and 396
Monthly Salary/Job Grade	Php42,859.00/JG 10B
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably Certified Public Accountant (CPA)
Duties and Responsibilities	<ul style="list-style-type: none"> • Assists in the conduct of comprehensive review and examination of EC's financial statements, accounting records and related books of accounts and recommends controls to ensure fair presentation of financial statements, system reliability and data integrity. • Assist the Team Leader during the pre-engagement meeting with the DU's Management to discuss the audit coverage, scope of audit and the documents required for submission; • Assist in the evaluation of ECs' policies, regulatory compliances and management operating procedures with regards to the attainment of their specific objectives in the most effective and efficient manner; • Assist in the conduct of 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; • Assist in the preparation of 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; • Evaluates EC's submitted explanations/justifications and action plans to audit findings to determine compliances and adherence to remedial measures recommended and to justify any adverse audit findings and observations; • Evaluate DU's submitted documents pertaining to requested uncollectible accounts for write-off, prepares a summary report and recommend appropriate amount based on the results of the evaluation; 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)

Position Title	ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Operations and Systems Audit Division - Electric Cooperative Audit Department (Regulatory Affairs Office)
Item Nos.	414
Monthly Salary/Job Grade	Php42,859.00/JG 10B
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Review Power Supply Procurement Plan (PSPP) of ECs and attend to power supply procurement activities; • Undertake the collection of data and power supply conditions, and conduct EC and plant visits for verification, if necessary; • Prepare report on the status of ECs' power supply requirements and plans; • Review, monitor and evaluate ECs' PSPP or Power Plan and Load Forecast; • Analyze power supply proposals and existing bilateral contracts and in facilitating corporate power supply planning; • Review ECs' proposed Terms of Reference and pertinent Bidding Documents for the procurement of power supply requirements through the Competitive Selection Process; • Conduct research and analysis of wholesale and retail energy trading and energy related policies; • Conducts studies and research related to load analysis, forecast and planning for possible policy formulation; • Validate and evaluate ECs' submission of their respective power supply proposals through the EVOSS system and check the completeness of required documents submitted; • Conduct and facilitate meetings with DOE, NEA, NPC, TransCo and other relevant agencies and local government units on the power status of the ECs; and • Performs other duties that 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)

Position Title	ELECTRIC COOPERATIVE DEVELOPMENT OFFICER A
Place of Assignment	Electric Cooperative Operations and Systems Audit Division - Electric Cooperative Audit Department
Item Nos.	417
Monthly Salary/Job Grade	Php42,859.00/JG 10B
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably Certified Public Accountant (CPA)
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist in the evaluation of the effectiveness of Meter Reading, Billing and Collection (MRBC), Warehousing, Accounting and other EC operating systems; • Assess the soundness of existing internal control system, its implementation and recommend improvement; • Monitor the implementation of NEA audit recommendations and EC Management action plans; • Conduct evaluation and appraisal of the salvage value of EC's non-performing assets and recommend the floor price of assets for disposal; • Assist in the conduct of exit conference with the Board of Directors, General Manager, Department Heads and other concerned personnel to discuss the result of the above engagement; • Evaluate EC's submitted documents pertaining to uncollectible accounts for write-off and recommend appropriate amount on the results thereof; • Assist in the preparation of corresponding report on the activities conducted; 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.