



February 11, 2025

## 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 February 21, 2025**.

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/ydfat83b>).



**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>SENIOR CORPORATE PLANNING SPECIALIST</b>
<b>Place of Assignment</b>	Strategic Planning Division- Corporate Planning Office
<b>Item No.</b>	46
<b>Monthly Salary/Job Grade</b>	Php57,690.00/JG 11B
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree relevant to the job <b>Experience*</b> : 2 years of relevant experience <b>Training</b> : 8 hours of relevant training <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : Preferably with experience in Scorecard and Quality Management
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assess, review and evaluate organizational action plans including unit, departmental and corporate performance commitment;</li> <li>• Assist in the pre-and post-activities required for the strategic planning process including preparation of administrative requirements for the conduct of strategic planning conference-workshops;</li> <li>• Prepare memoranda, letters, correspondences, minutes of meetings and other forms of communications and presentations;</li> <li>• Oversee the consolidation of the department and the division's action plan, scorecard accomplishment reports including presentation of the same for validation of the department's performance by the Internal Audit;</li> <li>• Assist in the implementation of Quality Management System;</li> <li>• Provide assistance in internal office management; 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>CORPORATE PLANNING SPECIALIST</b>
<b>Place of Assignment</b>	Strategic Planning Division- Corporate Planning Office
<b>Item No.</b>	48
<b>Monthly Salary/Job Grade</b>	Php48,830.00/JG 11A
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree relevant to the job <b>Experience*</b> : 2 years of relevant experience <b>Training</b> : 8 hours of relevant training <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : Preferably with experience in Scorecard and Quality Management
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Review and consolidate Corporate and Departmental Performance Scorecards;</li> <li>• Assist in the activities required for conduct of the strategic planning conference-workshops and meetings including presentation of the same for validation of the department's performance;</li> <li>• Prepare documents for the monitoring and evaluation of the Quality Management System (QMS) implementation;</li> <li>• Prepare memoranda, letters, endorsements and other forms of communications and presentations;</li> <li>• Supervise the division's record management system including monitoring of incoming and outgoing documents; 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>CORPORATE ACCOUNTANT A</b>
<b>Place of Assignment</b>	Financial Services and Accounting Division - Finance Services Department
<b>Item No.</b>	210
<b>Monthly Salary/Job Grade</b>	Php39,456.00/JG 10A
<b>Qualification Standards</b>	<p><b>Education</b> : Bachelor's degree in Commerce/ Business Administration major in Accounting</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> : RA 1080</p> <p><b>Preference</b> : N/A</p>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Prepare financial reports for submission to various government agencies (Commission on Audit (COA), Department of Finance (DOF), Department of Budget and Management (DBM), Governance Commission for GOCCs (GCG), etc.);</li> <li>• Analyze accounts, compute and record year-end adjusting entries for accruals;</li> <li>• Prepare Journal Entry Vouchers in the e-NGAS for disbursements of the assigned department/office;</li> <li>• Prepare adjusting and correcting entries for discrepancies noted in the course of verification and review of transactions entered and posted in the books of accounts;</li> <li>• Review and evaluate financial transactions of various cash accounts and prepare the corresponding Monthly Bank Reconciliation Statements of all NEA current and savings accounts with bank balances maintained with authorized depository banks and initiate adjustment/correction, if necessary;</li> <li>• Evaluate and monitor the fidelity bond premium for designated special disbursing and collecting officers and prepare the list of bonded officers with corresponding dues to Bureau of Treasury for payment and/or cancellation of bond;</li> <li>• Coordinate with airline ticket provider regarding plane fare billings of NEA officials and employees;</li> <li>• Draft correspondence and memoranda to government and private offices; 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 BUDGET OFFICER</b>
<b>Place of Assignment</b>	Financial Planning and Control Division - Finance Services Department
<b>Item No.</b>	220
<b>Monthly Salary/Job Grade</b>	Php75,411.00/JG 11D
<b>Qualification Standards</b>	<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> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Recommend and develops new ideas and approaches affecting policy decision on budgeting and releases of operational funds;</li> <li>• Recommend approval of the availability of budget allocation on in-house expenditures, loan outlays, debt servicing and subsidy for electrification project based on the approved corporate operating budget;</li> <li>• Oversee the preparation of the Annual Corporate Operating Budget for submission to the Board of Administrators and Department of Budget and Management;</li> <li>• Supervise and directs the preparation of short-term financial projections as required by different foreign institutions and other government agencies;</li> <li>• Institute a system of plan and control of the corporate funding program to achieve a synchronized and systematic flow of resources;</li> <li>• Direct the preparation and analysis of Statement of Financial Operations and other reports for submission to management, DOF, DBM and other external users/stakeholders;</li> <li>• Coordinate with ECs and concerned NEA departments/offices on the funding allocation for the agency's targets and commitments;</li> <li>• Supervise the conduct of budget hearing on the proposed budgetary requirements for in-house operation;</li> <li>• Initiate and recommends approval/disapproval of memos/letters and ECs Board Resolutions affecting financial matters;</li> <li>• Supervise the preparation of Cash Flow Statements and Budget Utilization Reports; 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>ACCOUNTS MANAGEMENT ANALYST II</b>
<b>Place of Assignment</b>	Accounts Management Division - Accounts Management and Guarantee Department
<b>Item No.</b>	252
<b>Monthly Salary/Job Grade</b>	Php33,719.00/JG 9A
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree relevant to the job <b>Experience*</b> : None Required <b>Training</b> : None Required <b>Eligibility</b> : CS Professional/Second Level Eligibility <b>Preference</b> : Preferably BS Accountancy/BS Financial Management with background in loan evaluation
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Gather, examine, validate and interpret financial statement and other data pertaining to ECs' loan/guarantee application and request for availment/call;</li> <li>• Gather, examine and validate ECs' request for clearance to avail loans from other banks/FIs and prepare recommendations for simple accounts;</li> <li>• Prepare simple financial projections for use in the evaluation of proposed loan application;</li> <li>• Review status reports concerning the over-all performance of the ECs and propose appropriate measures for implementation;</li> <li>• Assist project site inspection visits on the projects funded by NEA loans and prepare project monitoring reports and submit recommendation;</li> <li>• Assist in the review/presentation of ECs' CAPEX Plan;</li> <li>• Gather data in the preparation of project evaluation/recommendation of accounts;</li> <li>• Prepare report on the behavior of all accounts – Accounts and Loan Conditionalities;</li> <li>• Assist in the gathering data in the conduct of review studies for loan and guarantee facilities/policies/guidelines;</li> <li>• Prepare Disbursement Vouchers and Utilization Request for loan and Guarantee call releases; 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>	Accounts Management Division - Accounts Management and Guarantee Department
<b>Item No.</b>	255
<b>Monthly Salary/Job Grade</b>	Php24,496.00/JG 7B
<b>Qualification Standards</b>	<p><b>Education</b> : Completion of 2 years studies in college or high school graduate with relevant vocational/ trade course</p> <p><b>Experience*</b> : 2 hours of relevant experience</p> <p><b>Training</b> : 8 hours of relevant training</p> <p><b>Eligibility</b> : CS Sub-Professional/First Level Eligibility</p> <p><b>Preference</b> : Preferably Information Technology (IT) course related</p>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Encode ECs Loan Evaluation Report to management</li> <li>• Encode and prepare Power Point presentation for NEA Board of Administrators' and other presentation to the stakeholders;</li> <li>• Receive, collate and control reports/data submitted by/to the other offices and store/maintain in electronic database;</li> <li>• Receive and collate data submitted by the EC and store/maintain in electronic database;</li> <li>• Develop and maintain database queries, reports, and dashboards to support the Division's needs;</li> <li>• Analyze the Division's current database structures and processes to identify areas for improvement and implement changes, as necessary, to optimize the database performance;</li> <li>• Input, update and print data gathered of accounts officers from other offices;</li> <li>• Encode and print memoranda, reports, correspondents, and messages for the division;</li> <li>• Receive collate and print workplan and accomplishment report for the division/department.;</li> <li>• Ensure database security, monitoring and regularly back up database systems; 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>INDUSTRIAL RELATIONS MANAGEMENT OFFICER B</b>
<b>Place of Assignment</b>	Human Resource Management Division - Human Resources and Administration Department
<b>Item No.</b>	279
<b>Monthly Salary/Job Grade</b>	Php33,719.00/JG 9A
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree <b>Experience*</b> : None Required <b>Training</b> : None Required <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>• Participate in the analysis and evaluation of various PAG-IBIG and GSIS issuances pertaining to human resources management;</li> <li>• Assist in the employees leave benefits programs; monitors employees where about and leave applications of the same;</li> <li>• Responsible for the maintenance of centralized filing system of unit;</li> <li>• Coordinate with various agencies such as GSIS, HMDF and BIR;</li> <li>• Assist employees regarding the following: GSIS/ accident claims; retirement benefits; updating of GSIS records and others;</li> <li>• Prepare correspondences and other related documents relative to employees' compensation;</li> <li>• Implement and monitor the employees' salary adjustments due to promotion and other personnel movements;</li> <li>• Review and update service records of active and separated employees;</li> <li>• Prepare Corporate Operating Budget (COB) on Personal Services; 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>PROPERTY/SUPPLY OFFICER A</b>
<b>Place of Assignment</b>	General Services Division - Human Resources and Administration Department
<b>Item No.</b>	290
<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>• Prepare and maintain Property Card for recording and monitoring of issuance, transfer, surrender, and disposal of all NEA assets;</li> <li>• Maintain and control database files of NEA assets to ensure proper and complete documentation;</li> <li>• Prepare Property Acknowledgment Receipt (PAR), Inventory Custodian Slip (ICS), Property Transfer Report (PTR) and Inventory Transfer Report (ITR) for the issuance and/or transfer of properties;</li> <li>• Facilitate conduct of annual physical inventory of Property, Plant and Equipment (PPE) and semi-expendable properties including the preparation of working papers;</li> <li>• Prepare Report of Physical Count of Property, Plant and Equipment (RPCPPE) and Report of Physical Count of Semi-Expendable Property (RPCSP);</li> <li>• Prepare Inventory and Inspection Report of Unserviceable Property (IIRUP);</li> <li>• Receipt, safekeeping and re-issuance of returned serviceable properties and semi-expendable items;</li> <li>• Receipt, safekeeping and disposal of returned unserviceable PPE and semi-expendable items, and waste materials;</li> <li>• Prepare Gate Pass for outgoing/incoming office PPE, semi-expendable items;</li> <li>• Processing of clearance for retiring and resigning NEA employees and officials and for other purposes;</li> <li>• Performs secretariat functions for the NEA Foreclosed Properties and BAC on the Disposal of Unserviceable/Unusable Properties;</li> <li>• Prepares plans, reports, letters, memoranda, and other correspondences; 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>	Office of the Deputy Administrator for Field Operations - Management Assistance Group (Management and Consultancy Services Office) (Total Electrification and Renewable Energy Development Department)
<b>Item No.</b>	152
<b>Monthly Salary/Job Grade</b>	Php22,688.00/JG 7A
<b>Qualification Standards</b>	<b>Education</b> : Completion of 2 years studies in college <b>Experience*</b> : 1 years of relevant experience <b>Training</b> : 4 hours of relevant training <b>Eligibility</b> : CS Sub-Professional/First Level Eligibility <b>Preference</b> : N/A
<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>SECRETARY II (A)</b>
<b>Place of Assignment</b>	Engineering Department
<b>Item No.</b>	301
<b>Monthly Salary/Job Grade</b>	Php22,688.00/JG 7A
<b>Qualification Standards</b>	<b>Education</b> : Completion of 2 years studies in college <b>Experience*</b> : 1 year of relevant experience <b>Training</b> : 4 hours of relevant training <b>Eligibility</b> : CS Sub-Professional/First Level Eligibility <b>Preference</b> : N/A
<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>ENGINEER A</b>
<b>Place of Assignment</b>	Engineering Department (Total Electrification and Renewable Energy Development Department)
<b>Item Nos.</b>	322 and 330
<b>Monthly Salary/Job Grade</b>	Php36,464.00/JG 9B
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree in Engineering relevant to the job <b>Experience*</b> : 1 year of relevant experience <b>Training</b> : 4 hours of relevant training <b>Eligibility</b> : RA 1080 <b>Preference</b> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Conduct technical evaluation and recommendation of project such as distribution line, expansion and/or rehabilitation of power lines, HQ facilities and other relevant project of EC's.</li> <li>• Conduct inspection of EC's on-going projects and final inspection and acceptance of completed subsidy funded projects.</li> <li>• Monitor and update the status of EC's projects development with approved release of funds and cheques.</li> <li>• Prepare detailed engineering design of various assigned projects consistent with overall work program activities.</li> <li>• Assess progress of work and check compliance with the approval plans and specifications.; 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>INDUSTRIAL RELATIONS DEVELOPMENT CHIEF</b>
<b>Place of Assignment</b>	Organization and Management Development Division - Institutional Development Department
<b>Item No.</b>	338
<b>Monthly Salary/Job Grade</b>	Php75,411.00/JG 11D
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree <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> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Oversee EC personnel management and Development/Reorganization;</li> <li>• Review analysis and resolution of problems arising from organizational intervention;</li> <li>• Oversee integration of EC balanced scorecard with individual performance;</li> <li>• Review evaluation/recommendation of EC grant of incentives or allowances and employees' salary;</li> <li>• Oversee facilitation of selection process of applicants for EC GMs;</li> <li>• Review evaluation of EC GMs' salaries and retirement;</li> <li>• Review evaluation/confirmation of EC policies; 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>SENIOR INDUSTRIAL RELATIONS DEVELOPMENT OFFICER A</b>
<b>Place of Assignment</b>	Institutional Development Department (NEA-EC Training Institute)
<b>Item No.</b>	354
<b>Monthly Salary/Job Grade</b>	Php48,830.00/JG 11A
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree <b>Experience*</b> : 2 years of relevant experience <b>Training</b> : 8 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>• Plan, prepare, and supervise the development and implementation of the division's training program;</li> <li>• Evaluate and analyze training programs / designs and formulates necessary proposals program improvement and development;</li> <li>• Monitor/ supervise the conduct of training impact assessment to selected programs conducted by corporate and electric cooperative training units;</li> <li>• Make assessment, validation, and recommendations related to the outcome of the training impact analysis;</li> <li>• Identify and come up with relevant standing on training intervention to be adopted based on the consolidated analyzed training needs analysis undertaken by the unit;</li> <li>• Collaborate with Section Chief in drawing and preparation of training and development plan for the organization;</li> <li>• Determine and select information needed in developing training programs, coordinates with training and educational institutions related to competency and skills development partnership both private and government, and other related establishments in the implementation of training programs; 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>ADMINISTRATIVE SERVICES ASSISTANT A</b>
<b>Place of Assignment</b>	Disaster Risk Reduction and Management Department
<b>Item No.</b>	424
<b>Monthly Salary/Job Grade</b>	Php31,380.00/JG 8B
<b>Qualification Standards</b>	<b>Education</b> : Completion of 2 years studies in college <b>Experience*</b> : 2 years of relevant experience <b>Training</b> : 8 hours of relevant training <b>Eligibility</b> : CS Sub-Professional/First Level Eligibility <b>Preference</b> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Receive and transmit documents to and from ECs and other NEA Departments for appropriate action and compliance;</li> <li>• File, organize, and maintain documents ensuring an organized file management system for ready reference and information;</li> <li>• Maintain a database containing general data requirement of the division and create analytical reports based on it;</li> <li>• Prepare Letters, Memorandums and other communications; 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>SUPERVISING ENGINEER A</b>
<b>Place of Assignment</b>	Vulnerability and Risk Assessment Division - Disaster Risk Reduction and Management Department
<b>Item No.</b>	429
<b>Monthly Salary/Job Grade</b>	Php48,830.00/JG 11A
<b>Qualification Standards</b>	<b>Education</b> : Bachelor's degree in Engineering relevant to the job <b>Experience*</b> : 2 years of relevant experience <b>Training</b> : 8 hours of relevant training <b>Eligibility</b> : RA 1080 <b>Preference</b> : N/A
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Plan proactive measures for the protection, back-up or replacement of critical assets which has high probability of damage or destruction and determine their probable vulnerability in relation to natural/man-made calamities;</li> <li>• Supervise the evaluation of submitted Vulnerability and Risk Assessment (VRA), Resiliency Compliance Plan (RCP), Mitigation Plan (MP) of ECs to ensure the compliance with the IRR of RA 11039;</li> <li>• Initiate the conduct of final inspection and acceptance through field inspection of the completed/restored, rehabilitated subsidy and/or grant funded projects of the Electric Cooperatives;</li> <li>• Develop and maintain database of all disaster/calamities occurred in the country including its corresponding damages to ECs' critical assets and its impact to their operations;</li> <li>• Supervise the conduct of Rapid Damage Assessment and Needs Analysis (RDANA) immediately during the early and critical state of onset of a disaster;</li> <li>• Supervise the evaluation of Biennial Workplan included in the E-ICPM submitted by the ECs of the assigned regions for submission to NEA-CORPLAN; 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)

  
**VIRGINIA P. CABONCE**  
Division Manager  
Human Resources Management

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*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.*