



April 15, 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 April 25, 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)

Applicants are advised to send their application through the NEA Online Job Application (<https://tinyurl.com/5dmdanb>).



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 PLANNING AND DEVELOPMENT OFFICER A
Place of Assignment	Rural Electrification Project Planning and Development Division - Corporate Planning Office
Item No.	61
Monthly Salary/Job Grade	Php39,456.00/JG 10A
Qualification Standards	Education : Bachelor's degree relevant to the job Experience* : 1 years of relevant experience Training : 4 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : Preferably with experience/knowledge in the formulation, preparation and review of Electric Cooperatives (ECs) Capital Expenditure Planning thru the enhanced-Integrated Computerized Planning Model (e-ICPM) and Distribution Development Plan (DDP)
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist in the formulation, development and assessment of the NEA's Rural Electrification Development Plan (medium and long term); • Provide assistance in the conduct of ECs regional planning activities for an effective monitoring, control of prioritization of projects and implementation; • Provide inputs in the development of parameters in the formulation of policies, resource utilization and effective implementation of EC CAPEX Projects; • Provide inputs in ensuring that the proposed Capital Expenditure (CAPEX) Projects of ECs are in accordance with different memorandum and regulations issued by ERC, NEA and DOE; • Assist in the validation and analysis of the rate schedule. • Contribute in the enhancement of the ICPM for the CAPEX Planning of ECs to cope with the changes of the electric power industry; • Utilize the e-ICPM Model to assist in decision-making processes and provide insights to support strategic initiatives of Electric Cooperatives; • Assist in the conduct of researches concerning Rural Electrification; • Prepare required reports, communications, and other correspondences related to CAPEX Projects for internal and external stakeholders; 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	PRINCIPAL ENGINEER A
Place of Assignment	Office of the Deputy Administrator for Field Operations - Management Assistance Group
Item No.	121
Monthly Salary/Job Grade	Php81,588.00/JG 12A
Qualification Standards	Education : Bachelor's degree in Engineering relevant to the job Experience* : 4 years of relevant experience Training : 24 hours of relevant training Eligibility : RA 1080 Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Supervise the formulation and implementation of rehabilitation programs and supervise the provision of needed technical consultancy and direct management assistance to problematic EDUs. Lead in the evaluation of technical operational performance of EDUs and conduct in-depth analysis and issues and concerns of EDUs based on the provisions of RA 9136 and RA 10531 and other relevant issuances towards EDUs good governance, reliability, efficiency and customer satisfaction; • Lead in the implementation of rehabilitation plans of low performing EDUs through hands-on management or take-over of operations as required; • Undertake periodic evaluation and assessment of EDUs performance on the basis of technical operation and governance standards set forth under R.A. 10531 and other NEA issuances including OIP, DDP, CAPEX, and OPEX Plans and Long Term Development Plan (LTDP) under the enhanced Integrated Computerized Planning Model (e-ICPM); • Provide management and technical assistance in the EDUs construction, operation and maintenance of distribution lines, substations, transmission lines and power plants in compliance with the Philippine Distribution and Grid Codes (PDC/PGC), and in the development and application of Multi-Year CAPEX Plan; • Supervise, monitor and assist in the preparation and implementation of the System Loss Reduction Program and related technical activities based on the approved LTDP under the e-ICPM; • Initiate creation of manpower and equipment pooling of Task Force for the needs of EDUs in the Region/Inter-Regional requirements particularly during emergency situation; • Assess the operational performance and provide technical and management assistance in the operation of problematic EDUs; • Plan and Assist on the EDUs technical requirements and in the areas of promotion and facilitation with the concerned government/private agencies and other stakeholders; and • Perform other duties and responsibilities as may be assigned from time to time.

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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.	148
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.

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Position Title	SENIOR CORPORATE ACCOUNTANT A
Place of Assignment	Financial Services and Accounting Division - Finance Services Department
Item No.	208
Monthly Salary/Job Grade	Php48,830.00/JG 11A
Qualification Standards	Education : Bachelor's degree in Commerce/ Business Administration major in Accounting Experience* : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : RA 1080 Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist the section chief in ascertaining whether the accounting and auditing rules are observed in the classification of accounts and in the preparation of financial reports; • Assist in the formulation of policies and procedures in the development and revision of the accounting system affecting financial statements to cope with the current corporate changes; • Make researches in modern trend and techniques in the preparation and analysis of financial reports; • Analyze and organize significant financial highlights of yearly operations for disclosure to the notes to financial statements; • Oversee the preparation of financial statements and reports for submission to various government agencies Commission on Audit (COA), Department of Finance (DOF), Department of Budget (DBM), Governance Commission for GOCCs (GCG) etc.; • Review Monthly Bank Reconciliation Statements of all NEA current and savings accounts; • Supervise the reconciliation and adjustments of accounts, proper classification and journalization of transactions; • Supervise the prompt and accurate recording of transactions in the books of accounts to ensure early closing of books; • Review correspondence and memoranda to government and private offices; • Coordinate with other divisions/offices in the adjustments and corrections of accounting entries covering adjusted and cancelled payrolls/salary, disbursement vouchers, stale/cancelled checks etc.; and • Perform other duties and responsibilities as may be assigned from time to time.

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Position Title	SENIOR ENGINEER A
Place of Assignment	Technical Operations Division - Engineering Department
Item No.	319
Monthly Salary/Job Grade	Php42,859.00/JG 10B
Qualification Standards	Education : Bachelor's degree in Engineering relevant to the job Experience* : 1 year of relevant experience Training : 4 hours of relevant training Eligibility : RA 1080 Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none">• Provide technical comments/recommendations on Electric Cooperative network and/or non-network projects ensuring that these are compliant to existing codes, rules, policies and regulations set by industry players and/or government agencies;• Conduct technical evaluation of Electric Cooperatives' projects when securing loans from NEA and Financial Institutions;• Provide technical assistance to Electric Cooperatives with regards to their electric distribution system (Performance Assessment, Capacity Building);• Monitor the operational technical parameters of the Electric Cooperative's distribution system (DOE, ERC, DPWH and others); and• Perform other duties and responsibilities as may be assigned from time to time.

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Position Title	INFORMATION CHIEF A
Place of Assignment	Electric Distribution Utilities Consumer Development Protection Division - Institutional Development Department
Item No.	366
Monthly Salary/Job Grade	Php66,551.00/JG 11C
Qualification Standards	Education : Bachelor's degree Experience* : 3 years of relevant experience Training : 16 hours of relevant training Eligibility : CS Professional/Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none">• Assists the Division Manager in planning, developing and implementing the Consumer Development Program and Projects to strengthen institutional services to consumers;• Plans, directs and supervises the personnel of the section in the implementation of information programs/projects of EDU;• Undertakes monitoring and evaluation of the implementation of information program/productive uses of electricity and MCO/BAPA projects of EDU;• Conducts field work, introduces programs/projects promoting the interest of both EDUS, MCOs and other stakeholders;• Provides assistance and other support services to EDU in promoting livelihood projects for BAPA and MCOs;• Evaluates and assess programs & projects for the development of EDUs and its clients; and• Perform other duties and responsibilities as may be assigned from time to time.

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Position Title	SENIOR DATA ENCODER-CONTROLLER
Place of Assignment	Electric Cooperative Financial Management Audit Division - Electric Cooperative Audit Department
Item No.	399
Monthly Salary/Job Grade	Php30,603.00/JG 8A
Qualification Standards	Education : Completion of 2 years studies in college or high school graduate with relevant vocational/trade course Experience* : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : CS Sub-Professional/First Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none">• Encode reviewed audit reports and other relevant documents from the Department/Division Managers;• Convert finalized audit reports into electronic file and maintain compendium;• Maintain records of all issued reports and makes notation of proper filing and indexing;• Assist in the preparation of monthly/quarterly reports of division; and• Perform other duties and responsibilities as may be assigned from time to time.

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Position Title	DIVISION MANAGER A
Place of Assignment	Electric Cooperative Operations and Systems Audit Division - Electric Cooperative Audit Department
Item No.	400
Monthly Salary/Job Grade	Php99,526.00/JG 12C
Qualification Standards	Education : Master's Degree or Certificate in Leadership and Management from the CSC Experience* : 4 years of supervisory/ management experience Training : 40 hours of supervisory/ management learning and development intervention Eligibility : CS Professional/Second Level Eligibility Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none">• Plan, organize, direct and supervise activities of the division;• Conduct further review and evaluation of EC operation and System Audit and recommend improvement for approval by the Department Manager;• Conduct further review of monitoring report of EC's compliance to NEA's Audit recommendations and EC's action plan;• Conduct further evaluation of Fact-Finding/Investigation and Turn-over Audit Reports;• Review and Evaluate EC Consumers Accounts Receivable for write-off and recommend approval of write-off;• Prepare letter reply to ECs Board Resolutions, request queries from other stakeholders and represents the division/department in various NEA committees and other activities; and• Perform other duties and responsibilities as may be assigned from time to time.

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VIRGINIA P. CABONCE
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.