



September 07, 2022

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 17, 2022**:

1. Application letter; **(please indicate position title and department/office)**
2. Updated Personal data sheet (CS Form No. 212 revised 2017)
 - 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. Transcript of Records

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)

The employee engagement is contractual only until the end of December 2022.

Applicants may also send their applications thru our e-mail address neahrad2020@gmail.com. Previous applicants to republished position/s need to submit their updated Personal Data Sheet, application letter, 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 OFFICER
Place of Assignment	Corporate Communication and Social Marketing Office
Monthly Salary	Php25,000.00
Qualification Standards	Education : Bachelor's degree relevant to the job Preference : Proficient in written and oral communications; Knowledge in photo/video editing
Duties and Responsibilities	<ul style="list-style-type: none"> • Prepare messages of the Administrator for various events and activities; • Write and research electrification related news; • Collaborate with Public Relations Officer and/or Sr. Public Relations Officer on articles for website uploading; • Utilize new trend in web uploading and initiatives latest information dissemination and other media related campaign drive. Ensure data and written articles uploaded in the website are accurate and free from error; • Coordinate with the ECs on their request for data and articles from CCSMO and vice versa; • Facilitate the editing/production of audiovisual presentation of various activities; • Collaborate with Senior Draftsman on design collaterals; and • Perform other related duties 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)


ANASTACIA B. SUASI
Division Manager
Human Resources Management

Note: These positions are open to all qualified applicants regardless of gender, civil status, disability, ethnicity and/or religion.