



14 July 2023

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 24 July 2023**:

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 picture and signature on each page;
3. Copy of CS Eligibility or updated PRC ID (if applicable); and
4. Copy of 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 period is one (1) year contract, renewable every six (6) months.

Applicants may also send their applications thru our e-mail address recruitment@nea.gov.ph.

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.

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| Position Title | PROJECT OFFICER |
| Number of Vacant Position/s | 1 |
| Place of Assignment | Public Affairs Office (Corporate Communication and Social Marketing Office) |
| Monthly Salary | Php25,000.00 |
| Qualification Standards | Education : Bachelor's degree relevant to the job Experience : N/A Training : N/A Eligibility : N/A Preference : Proficient in written and oral communications; Knowledge in photo/video editing |
| Duties and Responsibilities | <ul style="list-style-type: none"> • Facilitate the editing/production of audio/visual presentation of various activities; • Collaborate with Senior Draftsman on design collaterals; • Initiate uploading of latest information for dissemination and other media related campaign drive utilizing new web trends; • Ensure data and written articles uploaded in the website are accurate and free from error; • Collaborate with Social Media Officer in the design collaterals for uploading in the NEA Facebook page; • Assist in the preparation of messages of the Administrator for various events and activities if needed; and • Perform other related duties as may be assigned from time to time. |

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| Position Title | PROJECT OFFICER |
| Number of Vacant Position/s | 2 |
| Place of Assignment | Electric Cooperative Audit Department |
| Monthly Salary | Php25,000.00 |
| Qualification Standards | Education : Bachelor's degree in Accounting Experience : N/A Training : N/A Eligibility : Preferably CPA Preference : N/A |
| Duties and Responsibilities | <ul style="list-style-type: none"> • Assist in the evaluation of EC's worthless consumer accounts receivable for writing-off; • Assist in the gathering of data for audit documentation; • Assist in the encoding of audit reports and the preparation of working papers and other supporting scheduled pertaining to all phases of audit work; • Assist the auditors in the inventory of materials and power bills, conduct of cash counts and monitoring audit requirements; and • Perform other related duties as may be assigned from time to time. |


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.