



18 December 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 28 December 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.

Position Title	PROJECT OFFICER
Number of Vacant Position/s	2
Place of Assignment	Engineering Department
Monthly Salary	Php25,000.00
Qualification Standards	Education : Bachelor's degree in Electrical Engineering Experience : N/A Training : N/A Eligibility : RA1080 (Registered Electrical Engineer) Preference : N/A
Duties and Responsibilities	<ul style="list-style-type: none"> • Assist in the conduct of technical evaluation of Budget Request for loan of the ECs related to their Capital Expenditure (CAPEX), Rural Electrification (RE) projects including rehabilitation projects due to force majeure e.g. typhoon, earth quake; • Assist in the evaluation of ECs' Board Resolutions pertaining to technical matters; • Assist in the preparation of periodic reports such as Power Market, Length of Distribution Line energized, Power Plant/Substation, Reliability, Power Quality, Power Supply and Philippine Grid and Distribution Codes; and • Perform other related duties as may be assigned from time to time.