

**Republic of the Philippines  
Energy Regulatory Commission  
Notice of Vacant Positions**

Agnes VST Devanadera  
Chairperson and CEO

Date: 12-Oct-18

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Secretary I	ERCB-SEC1E-2-2002	6	17,967.00	Bachelor's degree preferably relevant to the job	8 hours of relevant training	2 years experience in Secretarial work	Career Service (Subprofessional) First Level Eligibility	Must be discreet in the release of information; must be able to keep confidential information; preferably computer literate (word, excel, power point, etc.) good oral and written communications; can take simple dictation	Legal Service
2	Attorney III	ERCB-ATY3E-15-2016	14	65,068.00	Bachelor of Laws	20 hours of relevant training	3 years in the active practice of the profession or 3 years in a position involving supervision of the adjudication/litigation of cases	RA No. 1080	Familiarity with RA No. 9136; computer literate (word, excel, power point, etc.) sound analytical skills; proficient in oral and written communications	Legal Service/ Legal Division for Compliance Cases
3	Artist Illustrator II	ERCB-AI2E-1-2002	7	20,662.00	Bachelor's degree preferably relevant to the job	10 hours of relevant training	4 years of experience in Art/Illustration work, preferably using Computer Aided Design	Career Service (Professional) Second Level Eligibility	Familiarity with RA No. 9136; computer literate (word, excel, power point, etc.)	Planning and Public Information Service/ Public Information Division
4	Senior Energy Regulation Officer	ERCB-SREROE-4-2002	13	54,223.00	Bachelor's degree preferably in Engineering/ Economics/ Accountancy/ Law/ Psychology/Public Administration/Commerce/Mass Communication	18 hours of relevant training	2 years of experience in a position involving management and supervision of activities related to the energy industry	Career Service (Professional) Second Level Eligibility /RA No. 1080	Familiarity with RA No. 9136; sound analytical skills; proficiency in oral and written communication; computer literate (Word, Excel, PowerPoint, etc.)	Regulatory Operations Service/ Tariffs and Rates Division

5	Energy Regulation Officer I	ERCB-ERO1E-2-2016	10	32,739.00	Bachelor's degree preferably in Engineering/ Economics/ Accountancy/ Law/ Psychology/Commerce/Mass Communication/Public Administration	10 hours of relevant training	1 year of relevant experience preferably in energy industry	Career Service (Professional) Second Level Eligibility/R.A. No. 1080	Familiarity with R.A. No. 9136; sound analytical skills; proficiency in oral and written communication; computer literate (Word, Excel, PowerPoint, etc.)	Regulatory Operations Service/ Standards and Compliance Monitoring Division
6	Supervising Energy Regulation Officer	ERCB-SVEROE-8-2002	15	78,081.00	Bachelor's degree preferably in Engineering/Economics/ Accountancy/Law/Psychology/ Public Administration/Commerce/ Mass Communication with 15 units of any masteral degree	24 hours relevant training	4 years in a position involving management and supervision of activities related to the energy industry	Career Service (Professional) Second Level Eligibility/R.A. No. 1080	Familiarity with RA No. 9136; sound analytical skills; proficiency in oral and written communication; computer literate (word, excel, power point, etc.)	Regulatory Operations Service/ Investigation and Enforcement Division for Distribution Utilities
7	Engineer II	ERCB-ENG2E-1-2016	12	45,952.00	Bachelor's degree preferably in Engineering relevant to the job	12 hours of relevant training	1 year in a position involving activities related to the energy industry	R.A. No. 1080	Familiarity with R.A. No. 9136; sound analytical skills; proficiency in oral and written communication; computer literate (Word, Excel, PowerPoint, etc.)	Market Operations Service/ Licensing and Market Monitoring Division
8	Senior Energy Regulation Officer	ERCB-SREROE-20-2002	13	54,223.00	Bachelor's degree preferably in Engineering/ Economics/Accountancy/Law/Psychology/Public Administration/Commerce/Mass Communication	18 hours of relevant training	2 years of experience in a position involving management and supervision of activities related to the energy industry	Career Service (Professional) Second Level Eligibility /RA No. 1080	Familiarity with RA No. 9136; sound analytical skills; proficiency in oral and written communication; computer literate (Word, Excel, PowerPoint, etc.)	Market Operations Service/ Contestable Market Division
9	Energy Regulation Officer II	ERCB-ERO2E-16-2002	12	45,952.00	Bachelor's degree preferably in Engineering/ Economics/ Accountancy/ Law/ Psychology/ Commerce/ Mass Communication	12 hours of relevant training	2 years in position involving activities related to the energy industry	Career Service (Professional) Second Level Eligibility/R.A. No.1080	Familiarity with R.A. No. 9136; sound analytical skill, proficiency in oral and written communication; computer literate (Word, Excel, PowerPoint, etc.)	Market Operations Service/ Contestable Market Division
10	Energy Regulation Officer I	ERCB-ERO1E-16-2002	10	32,739.00	Bachelor's degree preferably in Engineering/ Economics/ Accountancy/ Law/ Psychology/Commerce/Mass Communication/Public Administration	10 hours of relevant training	1 year of relevant experience preferably in energy industry	Career Service (Professional) Second Level Eligibility/R.A. No. 1080	Familiarity with R.A. No. 9136; sound analytical skills; proficiency in oral and written communication; computer literate (Word, Excel, PowerPoint, etc.)	Consumer Affairs Service/ Consumer Service Division
11	Energy Regulation Officer I	ERCB-ERO1E-6-2016	10	32,739.00	Bachelor's degree preferably in Engineering/ Economics/ Accountancy/ Law/ Psychology/Commerce/Mass Communication/Public Administration	10 hours of relevant training	1 year of relevant experience preferably in energy industry	Career Service (Professional) Second Level Eligibility/R.A. No. 1080	Familiarity with R.A. No. 9136; sound analytical skills; proficiency in oral and written communication; computer literate (Word, Excel, PowerPoint, etc.)	Consumer Affairs Service/ Consumer Service Division
12	Engineer III	ERCB-ENG3-3-2003	14	65,068.00	Bachelor's degree preferably in Engineering relevant to the job, preferably with 12 units of any relevant Masteral degree	20 hours of relevant training	3 years in a position involving supervision of activities related to the energy industry	R.A. No. 1080	Familiarity with R.A. No. 9136; sound analytical skills; proficiency in oral and written communication; computer literate (Word, Excel, PowerPoint, etc.)	Consumer Affairs Service/ Mindanao Area Operations Division

13	Budget Officer II	ERCB-BUDO2E-2-2009	11	39,614.00	Bachelor's degree preferably in Engineering/Economics/ Accountancy/ Law/ Psychology/ Commerce/Public Administration/Mass Communication	18 hours of relevant training	2 years in a position involving activities related to the energy industry	Career Service (Professional) Second Level Eligibility/R.A. No. 1080	Familiarity with R.A. No. 9136, sound analytical skills; proficiency in oral and written communications; computer literate (Word, Excel, PowerPoint, etc.)	Financial and Administrative Service/ Budget Division
14	Administrative Officer III	ERCB-ADO3E-1-2002	13	54,223.00	Bachelor's degree preferably in Engineering/Economics/ Accountancy/Law/Psychology/ Public Administration/Commerce/ Mass Communication	18 hours of training in supervision	2 years in a position involving management and supervision of activities to the energy industry	Career Service (Professional) Second Level Eligibility/R.A. No. 1080	Familiarity with Ra No. 9136; sound analytical skills, proficient in oral or written communications, preferably computer literate (Word, Excel, PowerPoint, etc.)	Financial and Administrative Service/ General Service Division

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than 22 October 2018

Applications may still be accepted while this notice of vacancy is posted on the ERC website.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Work Experience Sheet for the position(s) applied.
3. Certification of Duties and Responsibilities from previous/current employers.
4. Performance rating in the last rating period (For External Government Employee Applicants);
5. Photocopy of Transcript of Records.
6. Photocopy of certificate of eligibility/rating/license; and
7. Cover letter addressed to "**Chairperson Agnes VST Devanadera**" citing the specific item number with the position and Service and Division.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

Human Resource Management Division  
14th flr., Pacific Center Bldg., San Miguel  
Ave., Ortigas Center, Pasig City  
recruitment@erc.gov.ph

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**