

Republic of the Philippines
ENERGY REGULATORY COMMISSION
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the ENERGY REGULATORY COMMISSION in the CSC website:

Agnes VST Devanadera
Chairperson and CEO

Date: 12-Apr-19

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	Attorney IV	ERCB-ATY4E-3-2002	15	78,081.00	Bachelor of Laws	24 hours of relevant training	4 years in the active practice of the profession or 4 years in a position involving supervision of the adjudication/litigation of cases	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.)	Legal Service
2	Data Controller II	ERCB-DCTL2E-2-2016	7	20,662.00	Bachelor's degree preferably relevant to the job, preferably Computer Science, Information Technology, or any related course	8 hours of relevant training	1 year in a position involving activities related to Information Technology	Career Service (Professional) Second Level Eligibility	Familiarity with R.A. No. 9136; proficient in computer applications/software packages	Planning Division/ Planning and Public Information Service
3	Clerk III	ERCB-CK3E-2-2002	5	15,623.00	Bachelor's degree relevant to the job	8 hours of relevant training	None required	Career Service (Professional) Second Level Eligibility	Must be computer literate (Word, Excel, PowerPoint, etc.)	Planning Division/ Planning and Public Information Service
4	Supervising Energy Regulation Officer	ERCB-SVEROE-4-2002	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.)	Tariffs and Rates Division/ Regulatory Operations Service
5	Energy Regulation Officer II	ERCB-ERO2E-5-2002	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.)	Tariffs and Rates Division/ Regulatory Operations Service
6	Energy Regulation Officer II	ERCB-ERO2E-1-2016	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.)	Tariffs and Rates Division/ Regulatory Operations Service
7	Energy Regulation Officer II	ERCB-ERO2E-2-2016	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.)	Tariffs and Rates Division/ Regulatory Operations Service

8	Energy Regulation Officer I	ERCB-ERO1E-4-2002	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.)	Tariffs and Rates Division/ Regulatory Operations Service
9	Energy Regulation Assistant	ERCB-ERA1E-1-2002	7	20,662.00	Bachelor's degree preferably in Engineering/ Economics/ Accountancy/ Law	8 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; good oral and written communications skills; computer literate (Word, Excel, PowerPoint, etc.)	Tariffs and Rates Division/ Regulatory Operations Service
10	Engineer I	ERCB-ENG1E-5-2003	11	39,614.00	Bachelor's degree preferably in Engineering relevant to the job	6 hours of relevant training	6 months in a position involving activities related to the energy industry	RA No. 1080	Familiarity with R.A. No. 9136; sound analytical skills; proficiency in oral and written communication; computer literate (Word, Excel, PowerPoint, etc.)	Meter Division/ Consumer Affairs Service
11	Engineer I	ERCB-ENG1E-7-2003	11	39,614.00	Bachelor's degree preferably in Engineering relevant to the job	6 hours of relevant training	6 months in a position involving activities related to the energy industry	RA No. 1080	Familiarity with R.A. No. 9136; sound analytical skills; proficiency in oral and written communication; computer literate (Word, Excel, PowerPoint, etc.)	Meter Division/ Consumer Affairs Service
12	Engineer I	ERCB-ENG1E-9-2003	11	39,614.00	Bachelor's degree preferably in Engineering relevant to the job	6 hours of relevant training	6 months in a position involving activities related to the energy industry	RA No. 1080	Familiarity with R.A. No. 9136; sound analytical skills; proficiency in oral and written communication; computer literate (Word, Excel, PowerPoint, etc.)	Meter Division/ Consumer Affairs Service
13	Administrative Officer V	ERCB-ADO5E-4-2016	16	93,698.00	Masteral degree, preferably Law/Economics/ Accountancy Engineering/ Public Administration/ Psychology/Commerce/ Mass Communication	28 hours of training in management and supervision, economic and financial analysis	5 years in a position involving management and supervision of activities preferably related to economic and financial analysis	Career Service (professional) Second Level Eligibility/RA No. 1080	Familiarity with RA No. 9136; sound analytical skills, proficient in oral and written communications, preferably computer literate (word, excel, power point, etc.)	Central Records Division/ Office of the General Counsel and Secretariat
14	Clerk II	ERCB-CK2E-8-2002	4	14,333.00	Bachelor's degree relevant to the job	4 hours of relevant training	None required	Career Service (professional) Second Level Eligibility	Must be computer literate (word, excel, power point, etc.)	General Services Division/ Financial and Administrative Service

Interested and qualified applicants should signify their interest in writing. Applications may still be accepted while this vacancy is posted on the ERC website. Attach the following documents to the application letter and send to the address below not later than 22 April 2019

1. Cover letter addressed to "Chairperson Agnes VST Devanadera" citing the specific item number, Service, and Division of the position;
2. 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;
3. Work Experience Sheet for the position(s) applied;
4. Certification of Duties and Responsibilities from previous/current employers;
5. Performance rating in the last rating period (For External Government Employee Applicants);
6. Photocopy of Transcript of Records; and
7. Photocopy of certificate of eligibility/rating/license

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

Financial and Administrative Service
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.