

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

Electronic copy to be submitted to the CSC FO must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

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

Agnes VST Devanadera
Chairperson and CEO

Date:

April 4, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Eligibility	Competency (if applicable)	Place of Assignment
					Education	Training	Experience			
1	Energy Regulation Assistant	ERCB-ERAE-3-2003	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.)	Consumer Affairs Service/Meter Division
2	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.)	Financial and Administrative Services/General Services 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 April 14, 2022

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 two rating periods (Internal Applicants and External Government Employee Applicants);
6. Authenticated copy of Transcript of Records; and
7. Authenticated copy of certificate of eligibility/rating/license

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

Finance and Administrative Service
Human Resource Management Division
14th flr., Pacific Center Bldg., San Miguel Ave.,
Ortigas Center, Pasig City
hrmd.recruitment@erc.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.