

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



AVSTD-2022-05-160-0003

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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:

Date:

Agnes VST Devanadera
Chairperson and CEO
16 MAY 2022

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards						Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Administrative Officer III	ERCB-ADO3E-3-2016	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.)	Office of the General Counsel and Secretariat/Central Records Division	
2	Records Officer II	ERCB-RO2E-1-2002	10	32,739.00	Bachelor's degree preferably in Engineering/Economics/Accountancy/Law/psychology/Commerce/Mass Communication/Public Administration	10 hours of relevant training	2 years of relevant experience, preferably in 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 communication; computer literate (Word, Excel, PowerPoint, etc.)	Office of the General Counsel and Secretariat/Central Records Division	
3	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.)	Regulatory Operations Service/Tariffs and Rates Division	
4	Senior Energy Regulation Officer	ERCB-SREROE-17-2002	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/R.A. 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/Licensing and Market Monitoring Division	
5	Energy Regulation Officer II	ERCB-ERO2E-11-2016	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.)	Market Operations Service/Spot Market Division	



6	Senior Energy Regulation Officer	2ERCB-SREROE-21-2002	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/R.A. No. 1080	Familiarity with RA No. 9136; sound analytical skills; proficiency in oral and written communication; computer literate (Word, Excel, PowerPoint, etc.)	Consumer Affairs Service/Consumer Service Division
7	Energy Regulation Officer II	ERCB-EROZE-8-2016	12	45,952.00	Bachelor's degree preferably in Engineering/Economics/ Accountancy/ Law/ Psychology/ Commerce/ Mass Communicatio	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.)	Consumer Affairs Service/Consumer Service Division
8	Engineer I	ERCB-ENG1E-4-2003	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.)	Consumer Affairs Service/Meter Division
9	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

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 **26 MAY 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.