

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: 22-Feb-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	Clerk III	ERCB-CK3E-1-2016	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, power point, etc.)	Legal Division for Rates Cases/ Legal Service - ERC Central Office
2	Clerk III	ERCB-CK3E-6-2002	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, power point, etc.)	Contestable Market Division/ Market Operations Service Service - ERC Central Office
3	Data Controller II	ERCB-DCTL2E-2-2002	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	Tariffs and Rates Division/ Regulatory Operations Service - ERC Central Office
4	Stenographic Reporter III	ERCB-STENR3E-1-2004	10	32,739.00	Bachelor's degree preferably relevant to the job	8 hours of relevant training	4 years relevant experience in Stenographic Work	Career Service (Professional) Second Level Eligibility/Stenographers Exam	Familiarity with RA No. 9136; must be discreet in the release of information	Legal Service - ERC Central Office
5	Stenographic Reporter III	ERCB-STENR3E-4-2016	10	32,739.00	Bachelor's degree preferably relevant to the job	8 hours of relevant training	4 years relevant experience in Stenographic Work	Career Service (Professional) Second Level Eligibility/Stenographers Exam	Familiarity with RA No. 9136; must be discreet in the release of information	Consumer Service Division/ Consumer Affairs Service - ERC Central Office
6	Computer Programmer III	ERCB-COMPRO3E-1-2002	13	54,223.00	Bachelor's degree preferably in Computer Engineering, Electronics and Communications Engineering, Computer Science or any related course	18 hours of relevant training	2 years of experience in a position involving supervision of activities related to Information Technology	Career Service (Professional) Second Level Eligibility	Familiarity with R.A. No. 9136; proficient in computer programming and computer applications/ software packages	Management Information System Division/ Planning and Public Information Service - ERC Central Office

7	Senior Energy Regulation Officer	ERCB-SREROE-19-2002	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 R.A. No. 9136; sound analytical skills; proficiency in oral and written communication; computer literate (Word, Excel, PowerPoint, etc.)	Spot Market Division/ Market Operations Service - ERC Central Office
8	Information Technology Officer II	ERCB-ITO2E-1-2002	15	78,081.00	Bachelor's degree preferably in Computer Engineering/Electronics and Communications Engineering; Computer Science or any related course with 15 units of any relevant masteral degree	24 hours of relevant training	4 years of experience in position involving management and supervision of activities related to Information technology	Second Level Eligibility Career Service (Professional)	Familiarity with RA 9136; excellent skills in system analysis and design, programming, and computer applications/software packages	Management Information System Division/ Planning and Public Information Service - ERC Central Office
9	Administrative Officer V	ERCB-ADO5E-1-2016	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.)	Internal Audit Division - ERC Central Office
10	Attorney III	ERCB-ATY3E-8-2016	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	Regulatory Operations Service/ Investigation and Enforcement Division for Adjudication- ERC Central Office
11	Attorney III	ERCB-ATY3E-17-2016	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	Regulatory Operations Service/ Investigation and Enforcement Division for Adjudication- ERC Central Office

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 March 04, 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](http://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](mailto:recruitment@erc.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

