

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: 15-Nov-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	Attorney IV	ERCB-ATY4E-6-2016	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.)	Regulatory Operations Service/ Investigation and Enforcement Division for Adjudication
2	Energy Regulation Officer II	ERCB-ERO2E-14-2016	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/ Contestable Market Division
3	Accountant II	ERCB-A2E-1-2002	11	39,614.00	Bachelor's degree preferably in Commerce/Business Administration Major in Accounting	16 hours of relevant training	2 years of relevant experience	R.A. No. 1080 (CPA)	Familiarity with R.A. No. 9136; knowledge of government accounting; proficiency in oral and written communication; preferably computer literate (Word, Excel, PowerPoint, etc.)	Financial and Administrative Service/ Accounting Division

4	Clerk III	ERCB-ERO1E-11-2016	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, PowerPoint, etc.)	Market Operations Service/Contestable Market Division
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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 November 25, 2018.

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.