

Republic of the Philippines
Energy Regulatory Commission
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Energy Regulatory Commission in the CSC website:

Agnes VST Devanadera
Chairperson and CEO

Date: May 22, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Clerk III	ERCB-CK3E-1-2016	5	187,476.00	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	Data Controller II	ERCB-DCTL2E-2-2002	7	247,944.00	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
3	Energy Regulation Officer I	ERCB-ERO1E-4-2002	10	392,868.00	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 - ERC Central Office
4	Stenographic Reporter III	ERCB-STENR3E-1-2004	10	392,868.00	Bachelor's degree preferably relevant to the job	8 hours of relevant training	2 years relevant experience	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	392,868.00	Bachelor's degree preferably relevant to the job	8 hours of relevant training	2 years relevant experience	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	Engineer II	ERCB-ENG2E-5-2003	12	551,424.00	Bachelor's degree preferably in Engineering relevant to the job	12 hours of relevant training	1 year in a position involving activities related to the energy industry	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.)	Meter Division/ Consumer Affairs Service - ERC Central Office
7	Computer Programmer III	ERCB-COMPRO3E-1-2002	13	650,676.00	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

8	Senior Energy Regulation Officer	ERCB-SREROE-19-2002	13	650,676.00	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
9	Information Technology Officer II	ERCB-ITO2E-1-2002	15	936,972.00	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
10	Administrative Officer V	ERCB-ADO5E-1-2016	16	1,124,376.00	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

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 1 June 2018

Applications may still be accepted while this notice of vacancy is posted on the ERC website.

1. 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;
2. Work Experience Sheet for the position(s) applied.
3. Certification of Duties and Responsibilities from previous/current employers.
4. Performance rating in the present position for one (1) year (if applicable);
5. Photocopy of Transcript of Records.
6. Photocopy of certificate of eligibility/rating/license; and
7. Cover letter (citing the specific position and item number you are applying for)

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

Human Resource Management Division
14th flr., Pacific Center Bldg., San Miguel Ave.,
recruitment@erc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.