

ERC QUALIFICATION STANDARDS

POSITION	SG	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	ADDITIONAL REQUIREMENTS
Accountant III	13	2	Bachelor's degree preferably in Commerce/Business Administration major in Accounting	2 years in position involving supervision of activities related to financial analysis	18 hours of relevant training	R.A. No. 1080 (CPA)	Familiarity with R.A. No. 9136; full working knowledge of government accounting; proficiency in oral and written communication; preferably computer literate (Word, Excel, PowerPoint, etc.)
Accountant II	11	1	Bachelor's degree preferably in Commerce/Business Administration Major in Accounting	2 years of relevant experience	16 hours of relevant training	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.)
Accounting Clerk II	5	1	Bachelor's degree preferably in Commerce/Business Administration	1 year of relevant experience	12 hours of relevant training	Career Service (Professional) Second Level Eligibility	Familiarity with R.A. No. 9136; Preferably has knowledge of government accounting; must be computer literate (Word, Excel, PowerPoint, etc.)
Administrative Officer V	16	2	Masteral degree, preferably Law/Economics/ Accountancy Engineering/ Public Administration/ Psychology/Commerce/ Mass Communication	5 years in a position involving management and supervision of activities preferably related to economic and financial analysis	28 hours of training in management and supervision, 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.)
Administrative Officer IV	15	2	Bachelor's degree preferably in Engineering/Economics/Accountancy/Law/Psychology/ Public Administration/Commerce/Mass Communication, with 15 units of any relevant masteral degree	4 years in a position involving management and supervision of activities related to the energy industry	24 hours of relevant training	Career Service (Professional) Second Level Eligibility No. 1080	Familiarity with RA No. 9136; sound analytical skills, proficient in oral and written communication, preferably computer literate (Word, Excel, PowerPoint, etc.)
Administrative Officer III	13	2	Bachelor's degree preferably in Engineering/Economics/ Accountancy/Law/Psychology/Public Administration/Commerce/Mass Communication	2 years in a position involving management and supervision of activities to the energy industry	18 hours of training in supervision	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.)
Artist-Illustrator II	7	1	Bachelor's degree preferably relevant to the job	4 years of experience in Art/Illustration work, preferably using Computer Aided Design	10 hours of relevant training	Career Service (Professional) Second Level Eligibility	Familiarity with RA No. 9136; computer literate (word, excel, power point, etc.)
Attorney V	16	2	Bachelor of Laws	5 years in the active practice of the profession or 5 years in a position involving supervision of the adjudication/litigation of cases	28 hours of relevant training	RA No. 1080	Familiarity with RA No. 9136; sound analytical skills; proficient in oral and written communication; preferably computer literate (word, excel, power point, etc.)

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POSITION	SG	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	ADDITIONAL REQUIREMENTS
Attorney IV	15	2	Bachelor of Laws	4 years in the active practice of the profession or 4 years in a position involving supervision of the adjudication/litigation of cases	24 hours of relevant training	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.)
Attorney III	14	2	Bachelor of Laws	3 years in the active practice of the profession or 3 years in a position involving supervision of the adjudication/litigation of cases	20 hours of relevant training	RA No. 1080	Familiarity with RA No. 9136; computer literate (word, excel, power point, etc.) sound analytical skills; proficient in oral and written communications
Attorney II	13	2	Bachelor of Laws	2 years in the active practice of the profession or 2 years in a position involving supervision of the adjudication/litigation of cases	18 hours of relevant training	R.A. No. 1080	Familiarity with R.A. No. 9136; sound analytical skills; proficient in oral and written communication; must be computer literate (word, Excel, PowerPoint, etc.)
Bookkeeper	7	1	Bachelor's degree preferably in Commerce/Business Administration	1 year of relevant experience	14 hours of relevant training	Career Service (Professional) Second Level Eligibility	Familiarity with R.A. No. 9136; preferably has knowledge of government accounting; good oral and written communication; must be computer literate (Word, Excel, PowerPoint, etc.)
Budgeting Assistant	7	1	Bachelor's degree preferably in Engineering/Economics/ Accountancy / Law	1 year of relevant experience preferably in the energy industry	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	Familiarity with RA No. 9136, proficient in oral or written communications; must be computer literate (Word, Excel, PowerPoint, etc.)
Budget Officer III	13	2	Bachelor's degree preferably in Engineering/Economics/ Accountancy/Law/Psychology/ Public Administration/ Commerce/Mass Communication, with 15 units of any relevant Masteral degree	4 years in a position involving management and supervision of activities related to the energy industry	24 hours of relevant training	Career Service (Professional) Second Level Eligibility/R.A. No. 1080	Familiarity with R.A. No. 9136; sound analytical skills; proficiency in oral or written communications; computer literate (Word, Excel, PowerPoint, etc.)
Budget Officer II	11	1	Bachelor's degree preferably in Engineering/Economics/Accountancy/ Law/ Psychology/ Commerce/Public Administration/Mass Communication	2 years in a position involving activities related to the energy industry	18 hours of relevant training	Career Service (Professional) Second Level Eligibility/R.A. No. 1080	Familiarity with R.A. No. 9136, sound analytical skills; proficiency in oral and written communications; computer literate (Word, Excel, PowerPoint, etc.)
Cashier III	13	2	Bachelor's degree preferably in Commerce/Business Administration with 12 units of any relevant Masteral degree	3 years in a position involving supervision, preferably on cashiering activities	20 hours of relevant training	Career Service (Professional) Second Level Eligibility	Familiarity with R.A. No. 9136; knowledge on Banking practices; ability to determine validity of claims; must be computer literate (Word, Excel, PowerPoint, etc.)

ERC QUALIFICATION STANDARDS

POSITION	SG	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	ADDITIONAL REQUIREMENTS
Cashier II	10	1	Bachelor's degree preferably in commerce/Business Administration	2 years of relevant experience preferably on cashiering activities	18 hours of relevant training	Career Service (Professional) Second Level Eligibility	Familiarity with RA No. 9136; knowledge on Banking practices; ability to determine validity of claims; must be computer literate
Chief Energy Regulation Officer	16	2	Masteral degree preferably in Law/Economics/Accountancy/Engineering/Public Administration Psychology/Commerce/ Mass Communication	5 years in a position involving management and preferably related to economics and financial analysis	28 hours of training in management and supervision	Career service (Professional) Second Level Eligibility/RA 1080	Familiarity with RA No. 9136; proficient in oral and written communication; preferably computer literate (word, excel, power point, etc.)
Clerk III	5	1	Bachelor's degree relevant to the job	None required	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	Must be computer literate (Word, Excel, PowerPoint, etc.)
Clerk II	4	1	Bachelor's degree relevant to the job	None required	4 hours of relevant training	Career Service (professional) Second Level Eligibility	Must be computer literate (word, excel, power point, etc.)
Commission Chairman IV	20		2nd paragraph, Chapter IV R.A. No. 9136 "The Commission shall be composed of a Chairman and four (4) Members to be appointed by the President of the Philippines. The Chairman and the Members of the Commission shall be natural-born citizens and residents of the Philippines, persons of good moral character, at least thirty-five (35) years of age, and of recognized competence in any of the following fields: energy, law, economics, finance, commerce or engineering, with at least three (3) years of actual and distinguished experience in their respective fields of expertise". 4th paragraph, section 38, Chapter, IV R.A. No. 9136 "The Chairman of the Commission, who shall be a member of the Philippine Bar, shall act as the Chief Executive Officer of the Commission".				
Commission Member IV	19		2nd paragraph, Section 38, Chapter IV R.A. No. 9136 "The Commission shall be composed of a Chairman and four (4) Members to be appointed by the President of the Philippines. The Chairman and the Members of the Commission shall be natural-born citizens and residents of the Philippines, persons of good moral character, at least thirty-five (35) years of age, and of recognized competence in any of the following fields:energy, law, economics, finance, commerce or engineering, with at least three (3) years of actual and distinguished experience in their respective fields of expertise: Provided, that out of the four (4) members of the Commission, at least one (1) shall be a Member of the Philippine Bar with at least ten (10) years of experience in the active practice law, and one (1) shall be a certified public accountant with at least ten (10) years experience in the active practice".				
Computer Programmer III	13	2	Bachelor's degree preferably in Computer Engineering, Electronics and Communications Engineering, Computer Science or any related course	2 years of experience in a position involving supervision of activities related to Information Technology	18 hours of relevant training	Career Service (Professional) Second Level Eligibility	Familiarity with R.A. No. 9136; proficient in computer programming and computer applications/ software packages
Computer Maintenance Technologist III	12	2	Bachelor's degree preferably in Computer Engineering, Electronics and Communications Engineering, Computer Science or any related course	1 year in a position involving supervision of activities related to information Technology	12 hours of relevant training	Career Service (Professional) Second Level Eligibility	Familiarity with R.A. No. 9136; proficient in troubleshooting of computer hardware and peripherals

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Data Controller II	7	1	Bachelor's degree preferably relevant to the job, preferably Computer Science, Information Technology, or any related course	1 year in a position involving activities related to Information Technology	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	Familiarity with R.A. No. 9136; proficient in computer applications/software packages
Director III	17	3	Bachelor of Law or Masteral Degree in Engineering/ Economics/ Accountancy/Business Administration/Law	5 years relevant experience in managerial/equivalent position	Preferably with 24 hours of relevant managerial training	Career Service Executive Eligibility (CSEE)/ Career Executive Service (CES)	Familiarity with R.A. No. 9136; proficiency in oral and written communications; preferably computer literate (word, excel, power point, etc.)
Disbursing Officer II	7	1	Bachelor's degree preferably in Commerce/Business Administration	1 year relevant experience, preferably on disbursing	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	Familiarity with R.A. No. 9136; knowledge on Banking Practices; ability to determine validity of claims; must be computer literate (word, excel, power point, etc.)
Driver I	3	1	Completion of Secondary Education	2 years of driving experience	4 hours of relevant training	Professional Driver's License	Skills in driving and trouble shooting of light vehicle; Familiarity with points of destination; must be able to manage his time effectively
Electrician I	4	1	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Electrician (Building Wiring)(-250 volts) (MC 11,s 96-Cat.I)	Familiarity with R.A. 9136; good oral and written communication skills; computer literate (Word, Excel, PowerPoint, etc.)
Energy Regulation Assistant	7	1	Bachelor's degree preferably in Engineering/ Economics/ Accountancy/ Law	1 year of relevant experience preferably in energy industry	8 hours of relevant training	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.)
Energy Regulation Officer II	12	2	Bachelor's degree preferably in Engineering/ Economics/ Accountancy/ Law/ Psychology/ Commerce/ Mass Communication	2 years in position involving activities related to the energy industry	12 hours of relevant training	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.)
Energy Regulation Officer I	10	1	Bachelor's degree preferably in Engineering/ Economics/ Accountancy/ Law/ Psychology/Commerce/Mass Communication/Public Administration	1 year of relevant experience preferably in energy industry	10 hours of relevant training	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.)

ERC QUALIFICATION STANDARDS

POSITION	SG	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	ADDITIONAL REQUIREMENTS
Engineer V	16	2	Masteral degree	5 years in a position involving management and supervision of activities related to the energy industry	28 hours of relevant training	R.A. No.1080	Familiarity with R.A. No. 9136; sound analytical skills; proficiency in oral and written communication; computer literate (word, excel, power point, etc.)
Engineer IV	15	2	Bachelor's degree preferably in Engineering relevant to the job preferably with 15 units of any relevant Masteral degree	4 years in a position involving management and supervision of activities related to the energy industry	24 hours of relevant training	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.)
Engineer III	14	2	Bachelor's degree preferably in Engineering relevant to the job, preferably with 12 units of any relevant Masteral degree	3 years in a position involving supervision of activities related to the energy industry	20 hours of relevant training	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.)
Engineer II	12	2	Bachelor's degree preferably in Engineering relevant to the job	1 year in a position involving activities related to the energy industry	12 hours of relevant training	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.)
Engineer I	11	1	Bachelor's degree preferably in Engineering relevant to the job	6 months in a position involving activities related to the energy industry	6 hours of relevant training	RA No. 1080	Familiarity with R.A. No. 9136; sound analytical skills; proficiency in oral and written communication; computer literate (Word, Excel, PowerPoint, etc.)
Executive Assistant IV (CT)	15	2	Bachelor's Degree	None Required	None Required	None Required	None Required
Executive Director III	18	3	Bachelor's of Laws or any relevant masteral degree	10 years relevant experience in managerial/equivalent position	Preferably with 40 hours of relevant managerial training	RA No. 1080 Career Service Executive Eligibility (CSEE)/ Career Executive Service (CES)	Familiarity with RA No. 9136; proficiency in oral and written communications; preferably computer literate (word, excel, power point, etc.)
Financial and Management Officer II	16	2	Masteral degree, preferably Law/ Economics/ Accountancy/ Engineer/ Public administration/ Psychology/ Commerce Mass Communication	5 years in position involving management and supervision of activities, preferably related to economic and financial analysis	28 hours of training in management and supervision, economic and financial analysis	Career Service (Professional) Second Level Eligibility/RA No. 1080	Familiarity with RA No. 9136: full working knowledge of government accounting: proficiency in oral and written communications; preferably computer literate (word, excel, power point, etc.)

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POSITION	SG	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	ADDITIONAL REQUIREMENTS
Financial and Management Officer I	15	2	Bachelor's degree preferably in commerce/ Business Administration major in Accounting, preferably with 15 units of any relevant masteral degree	4 years in a position involving supervision and supervision of activities related to financial analysis	24 hours of relevant training	Career Service (Professional) Second Level Eligibility/RA No. 1080	Familiarity with RA 9136; full working knowledge of government accounting; proficiency in oral and written communication; preferably computer literate (word, excel, power point, etc.)
Head Executive Assistant (CT)	16	2	Bachelor's degree	None required	None required	None required	Knowledge/ Skills/Aptitude: Proficiency in oral and written communication; preferably computer literate (word, excel, power point, etc.)
Human Resources Management Assistant	7	1	Bachelor's degree preferably in Engineering/ Economics/ Accountancy/ Law	1 year of relevant experience preferably in the energy industry	8 hours of relevant training	Career Service (Professional) Second level Eligibility/R.A. No. 1080	Familiarity with RA No. 9136; proficient in oral and written communication skill; computer literate (Word, Excel, PowerPoint, etc.)
Human Resource Management Officer III	13	2	Bachelor's degree preferably in Engineering/Economics/Commerce/Accountancy/Law/Psychology/Public Administration/Mass Communication with 15 units of any relevant masteral degree	4 years of in a position involving management and supervision of activities related to the energy industry	24 hours of relevant training	Career Service (Professional) Second Level Eligibility/R.A. No. 1080	Familiarity with R.A. No. 9136; sound analytical skills; proficiency in oral or written communications; computer literate (Word, Excel, PowerPoint, etc.)
Human Resources Management Officer II	11	1	Bachelor's degree preferably in Engineering/Economics/Accountancy/Law/Psychology/ Public Administration/Commerce/Mass Communication	1 year in a position involving management and supervision of activities related to the energy industry	12 hours of relevant training	Career Service (professional) Second Level Eligibility/RA No. 1080	Familiarity with RA No. 9136; sound analytical skills; proficiency in oral and written communications; computer literate (word, excel, power point, etc.)
Information Officer V	16	1	Masteral degree preferably in Law/Economics/Accountancy/Public Administration/Psychology/Commerce /Mass Communication	5 years in a position involving management and supervision of activities, preferably related to economic and financial analysis	28 hours of training in management and supervision, economic and financial analysis	Career Service (professional) Second Level Eligibility/RA No. 1080	Familiarity with RA No. 9136; sound analytical skills; proficiency in oral and written communications; computer literate (word, excel, power point, etc.)
Information Officer IV	15	2	Bachelor's degree preferably in Engineering/Economics/Accountancy/Law Psychology/ Commerce/Mass Communication/Public Administration with 15 units of any Masteral Degree	4 years in a position involving management and supervision of activities related to the energy industry	24 hours of relevant training	Career Service (Professional) Second Level Eligibility/RA No. 1080	Familiarity with RA No. 9136; sound analytical skills; proficiency in oral and written communications; computer literate (word, excel, power point, etc.)
Information Officer III	13	2	Bachelor's degree preferably in Engineering/Economics/Accountancy/Law/Psychology/ Commerce/ Mass Communication/Public Administration	2 years in a position involving management and supervision of activities related to the energy industry	18 hours of relevant training	Career Service (Professional) Second Level Eligibility/R.A. No. 1080	Familiarity with RA No. 9136; sound analytical skills, proficiency in oral or written communications; computer literate (word, excel, power point, etc.)

ERC QUALIFICATION STANDARDS

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Information System Analyst III	13	2	Bachelor's degree preferably in Computer Engineering/Electronics and Communication Engineering, Computer Science or any related course.	2 years of experience in programming and in a position involving supervision activities related to information Technology	18 hours of relevant training	Career Service (Professional) Second Level Eligibility	Familiarity with RA 9136; proficient in information system analysis and design, programming and computer application/software packages
Information Technology Officer III	16	2	Master degree preferably Law/Economics/Accountancy/ Engineering/Public Administration/Psychology/ Commerce/Mass Communication	5 years in a position involving management and supervision of activities, preferably related to economic and financial analysis	28 hours of relevant training in mgt. And supervision, economic and financial analysis	Career Service (Professional) Second Level Eligibility/ RA No. 1080	Familiarity with RA No 9136; proficient in information system analysis and design, programming and computer application/software packages.
Information Technology Officer II	15	2	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	4 years of experience in position involving management and supervision of activities related to Information technology	24 hours of relevant training	Second Level Eligibility Career Service (Professional)	Familiarity with RA 9136; excellent skills in system analysis and design, programming, and computer applications/software packages
Legal Assistant II	11	1	Bachelor's degree preferably relevant to the job; preferably Bachelor of Laws	2 years of relevant experience, preferably in Legal Research	10 hours of relevant training	Career Service (Professional) Second Level Eligibility	Familiarity with R.A. 9136; proficient oral and written communication skill; computer literate (Word, Excel, PowerPoint, etc.)
Legal Assistant I	9	1	Bachelor's of Law	1 year relevant of experience, preferably in Legal Research	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	Familiarity with RA 9136; proficient oral and written communication skills; computer literate (word, excel, power point, etc.)
Librarian I	7	1	Bachelor in Library Science or Bachelor of Science in Education/Arts major in Library Science	1 year of relevant experience, preferably in the energy industry	8 hours of relevant training	R.A. 1080(Librarian)	Familiarity with RA 9136; good oral and written communication skills; computer literate (word, excel, power point, etc.)
Management and Audit Analyst IV	15	2	Bachelor's degree preferably in Engineering/Economics/ Accountancy/Law/Psychology/ Public Administration/Commerce/ Mass Communication, with 15 units of any relevant masteral degree	4 years of experience in position involving management and supervision of activities related to energy industry	24 hours of relevant training	Career Service (Professional) Second Level Eligibility R.A. No. 1080	Familiarity with R.A. 9136; sound analytical skills, proficiency in oral and written communications; computer literate (Word, Excel, PowerPoint, etc.)
Management and Audit Analyst I	10	1	Bachelor's degree preferably in Engineering/Economics/ Accountancy/Law/Psychology/ Commerce/Mass Communication/Public Administration	2 years of relevant experience, preferably in the energy industry	10 hours of relevant training	Career Service (Professional) Second Level Eligibility	Familiarity with R.A. No. 9136; sound analytical skills, proficiency in oral and written communication; computer literate (Word, Excel, PowerPoint, etc.)

ERC QUALIFICATION STANDARDS

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Messenger	2	1	Completion of Secondary Education	1 year of messengerial work	Training none required	Eligibility none required	Familiarity with points of destination; must be able to manage his time effectively skill in driving and troubleshooting of motorcycle or light vehicles
Planning Officer V	16	2	Masteral degree preferably Law/Economics/Accountancy/ Engineering/Public Administration/Psychology/Commerce/Mass Communication	5 years in a position involving management and supervision of activities related to economic and financial analysis	28 hours training in management and supervision, economic and financial analysis	Career Service (Professional) Second Level Eligibility/ RA No. 1080	Familiarity with R.A. No. 9136; sound analytical skills; proficiency in oral and written communication; computer literate (Word, Excel, PowerPoint, etc.)
Planning Officer III	13	2	Bachelor's degree preferably in Engineering/Economics/Accountancy/Public Administration/Law/Psychology/Commerce/Mass Communication, with 15 units of masteral degree	4 years in a position involving management and supervision of activities related to the energy industry	24 hours of relevant training	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.)
Planning Officer II	11	1	Bachelor's degree preferably in Engineering/Economics/Accountancy/Public Administration/Law/Psychology/Commerce/Mass Communication	2 years of relevant experience	16 hours of relevant training	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.)
Private Secretary III (CT)	10	1	Preferably Bachelor's degree relevant to the job	None required	None required	None required	
Private Secretary II (CT)	9	1	Preferably Bachelor's degree	None required	None required	None required	
Records Officer II	10	1	Bachelor's degree preferably in Engineering/Economics/Accountancy/Law/Psychology/Commerce/Mass Communication/Public Administration	2 years of relevant experience, preferably in the energy industry	10 hours of relevant training	Career Service (Professional) Second Level Eligibility/R.A. No. 1080	Familiarity with R.A. No. 9136; sound analytical skills; proficiency in oral and written communications; computer literate (Word, Excel, PowerPoint, etc.)

ERC QUALIFICATION STANDARDS

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Secretary II	8	1	Bachelor's degree preferably relevant to the job	4 years experience in secretarial work	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	Must be discreet in the release of information; must be able to keep confidential information; preferably computer literate (word, excel, power point, etc.) good oral and written communication; can take simple dictation
Secretary I	6	1	Bachelor's degree preferably relevant to the job	2 years experience in Secretarial work	8 hours of relevant training	Career Service (Subprofessional) First Level Eligibility	Must be discreet in the release of information; must be able to keep confidential information; preferably computer literate (word, excel, power point, etc.) good oral and written communications; can take simple dictation
Senior Energy Regulation Officer	13	2	Bachelor's degree preferably in Engineering/Economics/Accountancy/Law/Psychology/Public Administration/Commerce/Mass Communication	2 years of experience in a position involving management and supervision of activities related to the energy industry	18 hours of relevant training	Career Service (Professional) Second Level Eligibility /RA No. 1080	Familiarity with RA No. 9136; sound analytical skills; proficiency in oral and written communication; computer literate (Word, Excel, PowerPoint, etc.)
Stenographic Reporter III	10	1	Bachelor's degree preferably relevant to the job	4 years experience in Stenographic Work	8 hours of relevant training	Career Service (Professional) Second Level Eligibility/Stenographers Exam	Familiarity with RA No. 9136; must be discreet in the release of information
Stenographic Reporter II	8	1	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility	Familiarity with RA No. 9136; must be discreet in the release of information
Supervising Energy Regulation Officer	15	2	Bachelor's degree preferably in Engineering/Economics/Accountancy/Law/Psychology/Public Administration/Commerce/Mass Communication with 15 units of any masteral degree	4 years in a position involving management and supervision of activities related to the energy industry	24 hours relevant training	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, power point, etc.)
Supply Officer II	10	1	Bachelor's degree preferably in Engineering/Economics/Accountancy/Law/Psychology/Public Administration/Commerce/Mass Communication	2 years of relevant experience preferably in the energy industry	10 hours of relevant training	Career Service (Professional) Second Level Eligibility/RA No. 1080	Familiarity with R.A. No. 9136; sound analytical skills; proficiency in oral and written communications, computer literate (word, excel, power point, etc.)
Utility Worker I	1	1	Elementary School Graduate	None Required	Training none required	None required	Must be able to manage his time effectively; must be tactful, polite, proactive