

**Republic of the Philippines  
Energy Regulatory Commission  
Notice of Vacant Positions**

Agnes VST Devanadera  
Chairperson and CEO

Date: 19-Oct-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	Secretary I	ERCB-SEC1E-1-2002	6	17,967.00	Bachelor's degree preferably relevant to the job	8 hours of relevant training	2 years experience in Secretarial work	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	Office of the General Counsel and Secretariat
2	Attorney IV	ERCB-ATY4E-2-2002	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.)	Legal Service
3	Legal Assistant II	ERCB-LEA2E-1-2004	11	39,614.00	Bachelor's degree preferably relevant to the job; preferably Bachelor of Laws	10 hours of relevant training	2 years of relevant experience, preferably in Legal Research	Career Service (Professional) Second Level Eligibility	Familiarity with R.A. 9136; proficient oral and written communication skill; computer literate (Word, Excel, PowerPoint, etc.)	Legal Service
4	Data Controller II	ERCB-DCTL2E-1-2002	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	Planning and Public Information Service/ Management Information System Division
5	Clerk III	ERCB-CK3E-1-2002	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, PowerPoint, etc.)	Planning and Public Information Service/ Public Information Division

6	Administrative Officer IV	ERCB-ADO4E-4-2016	15	78,081.00	Bachelor's degree preferably in Engineering/Economics/Accountancy/Law/Psychology/Public Administration/Commerce/Mass Communication, with 15 units of any relevant masteral degree	24 hours of relevant training	4 years in a position involving management and supervision of activities related to the energy industry	Career Service (Professional) Second Level Eligibility No. 1080	Career Service (Professional) Second Level Eligibility No. 1080	Planning and Public Information Service/ Planning Division
7	Senior Energy Regulation Officer	ERCB-SREROE-2-2002	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 /RA No. 1080	Familiarity with RA No. 9136; sound analytical skills; proficiency in oral and written communication; computer literate (Word, Excel, PowerPoint, etc.)	Regulatory Operations Service/ Tariffs and Rates Division
8	Energy Regulation Officer I	ERCB-ERO1E-2-2002	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
9	Energy Regulation Officer I	ERCB-ERO1E-3-2002	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
10	Engineer II	ERCB-ENG2E-2-2002	12	45,952.00	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.)	Regulatory Operations Service/ Standards and Compliance Monitoring Division
11	Engineer II	ERCB-ENG2E-3-2002	12	45,952.00	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.)	Regulatory Operations Service/ Standards and Compliance Monitoring Division
12	Senior Energy Regulation Officer	ERCB-SREROE-13-2002	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 /RA No. 1080	Familiarity with RA No. 9136; sound analytical skills; proficiency in oral and written communication; computer literate (Word, Excel, PowerPoint, etc.)	Regulatory Operations Service/ Investigation and Enforcement Division for Distribution Utilities
13	Energy Regulation Officer II	ERCB-ERO2E-12-2002	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.)	Regulatory Operations Service/ Investigation and Enforcement Division for Distribution Utilities
14	Energy Regulation Officer II	ERCB-ERO2E-8-2002	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.)	Regulatory Operations Service/ Investigation and Enforcement Division for Distribution Utilities

15	Energy Regulation Officer I	ERCB-ERO1E-5-2002	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 skill, proficiency in oral and written communication; computer literate (Word, Excel, PowerPoint, etc.)	Regulatory Operations Service/ Investigation and Enforcement Division for Distribution Utilities
16	Energy Regulation Officer I	ERCB-ERO1E-12-2002	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 skill, proficiency in oral and written communication; computer literate (Word, Excel, PowerPoint, etc.)	Market Operations Service/ Licensing and Market Monitoring Division
17	Energy Regulation Officer I	ERCB-ERO1E-13-2002	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 skill, proficiency in oral and written communication; computer literate (Word, Excel, PowerPoint, etc.)	Market Operations Service/ Licensing and Market Monitoring Division
18	Energy Regulation Officer II	ERCB-ERO2E-15-2002	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
19	Supervising Energy Regulation Officer	ERCB-SVEROE-12-2002	15	78,081.00	Bachelor's degree preferably in Engineering/Economics/Accountancy/Law/Psychology/Public Administration/Commerce/Mass Communication with 15 units of any masteral degree	24 hours relevant training	4 years 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, power point, etc.)	Market Operations Service/ Contestable Market Division
20	Secretary I	ERCB-SEC1E-6-2002	6	18,566.00	Bachelor's degree preferably relevant to the job	8 hours of relevant training	2 years experience in Secretarial work	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	Consumer Affairs Service
21	Senior Energy Regulation Officer	ERCB-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 /RA 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
22	Senior Energy Regulation Officer	ERCB-SREROE-22-2002	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 /RA 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

23	Engineer III	ERCB-ENG3E-1-2003	14	65,068.00	Bachelor's degree preferably in Engineering relevant to the job, preferably with 12 units of any relevant Masteral degree	20 hours of relevant training	3 years in a position involving supervision of 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.)	Consumer Affairs Service/ Meter Division
24	Supervising Energy Regulation Officer	ERCB-SVEROE-14-2002	15	78,081.00	Bachelor's degree preferably in Engineering/Economics/Accountancy/Law/Psychology/Public Administration/Commerce/Mass Communication with 15 units of any masteral degree	24 hours relevant training	4 years 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, power point, etc.)	Consumer Affairs Service/ Visayas Area Operations Division
25	Supervising Energy Regulation Officer	ERCB-SVEROE-15-2002	15	78,081.00	Bachelor's degree preferably in Engineering/Economics/Accountancy/Law/Psychology/Public Administration/Commerce/Mass Communication with 15 units of any masteral degree	24 hours relevant training	4 years 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, power point, etc.)	Consumer Affairs Service/ Mindanao Area Operations Division
26	Accountant III	ERCB-A3E-1-2002	13	54,223.00	Bachelor's degree preferably in Commerce/Business Administration major in Accounting	18 hours of relevant training	2 years in position involving supervision of activities related to financial analysis	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.)	Financial and Administrative Service/ Accounting Division
27	Accounting Clerk II	ERCB-AC2E-1-2002	5	15,623.00	Bachelor's degree preferably in Commerce/Business Administration	12 hours of relevant training	1 year of relevant experience	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)	Financial and Administrative Service/ Accounting Division
28	Budget Officer III	ERCB-BUD03E-1-2002	13	54,223.00	Bachelor's degree preferably in Engineering/Economics/Accountancy/Law/Psychology/ Public Administration/ Commerce/Mass Communication, with 15 units of any relevant Masteral degree	24 hours of relevant training	4 years 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 or written communications; computer literate (Word, Excel, PowerPoint, etc.)	Financial and Administrative Service/ Budget Division
29	Cashier III	ERCB-CASH3E-1-2002	13	54,223.00	Bachelor's degree preferably in Commerce/Business Administration with 12 units of any relevant Masteral degree	20 hours of relevant training	3 years in a position involving supervision, preferably on cashiering activities	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.)	Financial and Administrative Service/ General Services Division
30	Engineer I	ERCB-ENG1E-3-2016	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.)	Market Operations Service/ Licensing and Market Monitoring Division
31	Energy Regulation Officer I	ERCB-ERO1E-7-2016	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.)	Market Operations Service/ Licensing and Market Monitoring Division

32	Energy Regulation Officer I	ERCB-ERO1E-15-2002	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.)	Market Operations Service/ Contestable Market Division
33	Energy Regulation Officer I	ERCB-ERO1E-10-2016	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.)	Market Operations Service/ Contestable Market Division
34	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.)	Financial and Administrative Service/ Central Records Division
35	Driver I	ERCB-DRV1E-1-2002	3	13,150.00	Completion of Secondary Education	4 hours of relevant training	2 years of driving experience	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	Financial and Administrative Service/ General Services 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 29 October 2018

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

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:

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

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**