

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 position, which is authorized to be filled, at the ENERGY REGULATORY COMMISSION in the CSC website:


Agnes YST Devanadera
Chairperson and CEO

Date: _____

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 III	ERCB-ATY3E-5-2016	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	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.)	Office of the General Counsel and Secretariat
2	Secretary I	ERCB-SEC1E-3-2002	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	Planning and Public Information Service/Office of the Director
3	Engineer II	ERCB-ENG2E-1-2016	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.)	Market Operations Service/Licensing and Market Monitoring Division
4	Clerk III	ERCB-CK3E-5-2002	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.)	Market Operations Service/Spot Market Division
5	Senior Energy Regulation Officer	ERCB-SREROE-4-2016	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.)	Market Operations Service/Contestable Market Division

6	Attorney III	ERCB-ATY3E-19-2016	14	65,068.00	Bachelor of Laws	re	3 years in the active practice of the profession or 3 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.)	Consumer Affairs Service/Consumer Service Division
7	Energy Regulation Officer II	ERCB-ERO2E-9-2016	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.)	Consumer Affairs Service/Consumer Service Division

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 _____.

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 two rating periods (Internal Applicants and External Government Employee Applicants);
6. Authenticated copy of Transcript of Records; and
7. Authenticated copy of certificate of eligibility/rating/license

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

Finance and Administrative Service
Human Resource Management Division
 14th flr., Pacific Center Bldg., San Miguel Ave.,
 Ortigas Center, Pasig City
hrmd.recruitment@erc.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

