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Electronic copy to be submitted to the CSC. FO must be in MS Excel format

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:

Date:
Agnes VST Devanadera
Chairperson and CEO
OCT 27 2021

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	Planning Officer II	ERCB-PLO2E-1-2002	11	39,614.00	Bachelor's degree preferably in Engineering/Economics/Accountancy/Public Administration/Law/Psychology/Commerce/Mass Communication	16 hours of relevant training	2 years of relevant experience	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 and Public Information Service/Planning Division
2	Energy Regulation Officer II	ERCB-ERO2E-5-2016	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.)	Regulatory Operations Service/Tariffs and Rates Division
3	Attorney III	ERCB-ATY3E-17-2016	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	RA No. 1080	Familiarity with RA No. 9136; computer literate (word, excel, power point, etc.)sound analytical skills; proficient in oral and written communications	Regulatory Operations Service/ Investigation and Enforcement Division for Adjudication
4	Attorney III	ERCB-ATY3E-18-2016	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	RA No. 1080	Familiarity with RA No. 9136; computer literate (word, excel, power point, etc.)sound analytical skills; proficient in oral and written communications	Regulatory Operations Service/ Investigation and Enforcement Division for Adjudication

5	Clerk III	ERCB-CK3E-5-2002	5	15,623.00	Bachelor's degree relevant to the job	8 hours of relevant training CSC Resolution No. 09-0080 dated 14 Jan. 2009	None required Resolution No. 09-0080 dated 14 Jan. 2009	Career Service (Professional) Second Level Eligibility	Must be computer literate (Word, Excel, PowerPoint, etc.)	Market Operations Service/Spot Market Division
6	Administrative Officer IV	ERCB-ADO4E-2-2016	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	Familiarity with RA No. 9136; sound analytical skills, proficient in oral and written communication, preferably computer literate (Word, Excel, PowerPoint, etc.)	Financial and Administrative Service/Human Resource Management 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 NOV 05 2021.

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.