

Republic of the Philippines  
**ENERGY REGULATORY COMMISSION**  
Request for Publication of Vacant Positions



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

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 VST Devanadera*  
Chairperson and CEO

Date:

*SEP 23 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	Attorney III	ERCB-ATY3E-16-2016	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	Legal Service/Legal Division for Non-Rates Cases
2	Energy Regulation Officer II (Anticipated Vacancy)	ERCB-ERO2E-1-2002	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/Tariffs and Rates Division
3	Supervising Energy Regulation Officer (Anticipated Vacancy)	ERCB-SVEROE-8-2002	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.)	Regulatory Operations Service/ Investigation and Enforcement Division for Distribution Utilities

4	Bookkeeper	ERCB-BKPE-1-2016	7	20,662.00	Bachelor's degree preferably in Commerce/Business Administration	14 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; good oral and written communication; must be computer literate (Word, Excel, PowerPoint, etc.)	Financial and Administrative Service/ Accounting Division
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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 03 OCT 2024

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 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](mailto:hrmd.recruitment@erc.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.