

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 positions, which are authorized to be filled, at the ENERGY REGULATORY COMMISSION in the CSC website:


Agnes VST Devanadera
Chairperson and CEO

Date: 2/27/2016

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 IV	ERCB-ATY4E-4-2016	15	78,081.00	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.)	Office of the Executive Director
2	Clerk III	ERCB-CK3E-3-2016	5	15,623.00	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.)	Legal Service/Legal Division for Non-Rates Cases
3	Legal Assistant II	ERCB-LEA2E-1-2002	11	39,614.00	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 Service
4	Secretary I	ERCB-SEC1E-2-2002	6	17,967.00	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	Legal Service
5	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	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.)	Planning and Public Information Service/Planning Division
6	Artist Illustrator II	ERCB-AI2E-1-2002	7	20,662.00	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.)	Planning and Public Information Service/Public Information Division

7	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	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	Planning and Public Information Service/Management Information System Division
8	Information Officer III	ERCB-INFO3E-1-2016	13	54,223.00	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.)	Planning and Public Information Service/Public Information Division
9	Planning Officer III	ERCB-PL03E-1-2016	13	54,223.00	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 and Public Information Service/Planning Division
10	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	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 /R.A. 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
11	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	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.)	Regulatory Operations Service/Tariffs and Rates Division
12	Engineer II	ERCB-ENG2E-2-2002	12	45,952.00	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.)	Regulatory Operations Service/Standards Division
13	Engineer II	ERCB-ENG2E-3-2002	12	45,952.00	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.)	Regulatory Operations Service/Standards Division
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	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.)	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	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.)	Regulatory Operations Service/Investigation and Enforcement Division for Distribution Utilities

16	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	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.)	Regulatory Operations Service/Investigation and Enforcement Division for Distribution Utilities
17	Attorney IV (Anticipated Vacancy)	ERCB-ATY4E-6-2016	15	78,081.00	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	RA No. 1080	Familiarity with RA No. 9136; sound analytical skills; proficient in oral and written communication; preferably computer literate (Word, Excel, PowerPoint, etc.)	Regulatory Operations Service/Investigation and Enforcement Division for Adjudication
18	Senior Energy Regulation Officer	ERCB-SREROE-17-2002	13	54,223.00	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.)	Market Operations Service/Licensing and Market Monitoring Division
19	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	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.)	Market Operations Service/Spot Market Division
20	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	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.)	Market Operations Service/Licensing and Market Monitoring Division
21	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	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.)	Market Operations Service/Licensing and Market Monitoring Division
22	Senior Energy Regulation Officer	ERCB-SREROE-20-2002	13	54,223.00	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.)	Market Operations Service/Contestable Market Division

23	Supervising Energy Regulation Officer	ERCB-SVEROE-11-2002	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	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.)	Market Operations Service/Spot Market Division
24	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	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.)	Market Operations Service/Contestable Market Division
25	Clerk III	ERCB-CK3E-6-2002	5	15,623.00	Bachelor's degree relevant to the job	None required Resolution No. 09-0080 dated 14 Jan. 2009	8 hours of relevant training CSC 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/Contestable Market Division
26	Chief Energy Regulation Officer	ERCB-CEROE-4-2016	16	93,698.00	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	40 hours of supervisory/management training/learning and development intervention	Career Service (Professional) Second Level Eligibility /R.A. No. 1080	Familiarity with R.A. No. 9136; proficient in oral and written communication; preferably computer literate (Word, Excel, PowerPoint, etc.)	Market Operations Service/Renewable Energy Division
27	Senior Energy Regulation Officer	ERCB-SREROE-5-2016	13	54,223.00	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 /R.A. 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/Renewable Energy Division
28	Clerk III	ERCB-CK3E-4-2016	5	15,623.00	Bachelor's degree relevant to the job	None required Resolution No. 09-0080 dated 14 Jan. 2009	8 hours of relevant training CSC 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/Renewable Energy Division
29	Secretary I	ERCB-SEC1E-6-2002	6	17,967.00	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	Consumer Affairs Service

30	Chief Energy Regulation Officer	ERCB-CEROE-7-2002	16	93,698.00	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	40 hours of supervisory/management training/learning and development intervention	Career Service (Professional) Second Level Eligibility /RA No. 1080	Familiarity with R.A. No. 9136; proficient in oral and written communication; preferably computer literate (Word, Excel, PowerPoint, etc.)	Consumer Affairs Service/Consumer Service Division
31	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	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.)	Consumer Affairs Service/Consumer Service Division
32	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	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.)	Consumer Affairs Service/Consumer Service Division
33	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	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.)	Consumer Affairs Service/Meter Division
34	Attorney IV	ERCB-ATY4E-8-2016	15	78,081.00	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.)	Consumer Affairs Service/Visayas Area Operations Division
35	Attorney III	ERCB-ATY3E-20-2016	14	65,068.00	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	Consumer Affairs Service/Visayas Area Operations Division
36	Data Controller II	ERCB-DCTL2E-7-2016	7	20,662.00	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	Consumer Affairs Service/Visayas Area Operations Division

24

37	Stenographic Reporter III	ERCB-STENR3E-6-2016	10	32,739.00	Bachelor's degree preferably relevant to the job	2 years relevant experience CSC Resolution No. 09-0080 dated 14 Jan. 2009	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	Consumer Affairs Service/Visayas Area Operations Division
38	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	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.)	Consumer Affairs Service/Visayas Area Operations Division
39	Attorney IV	ERCB-ATY4E-9-2016	15	78,081.00	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.)	Consumer Affairs Service/Mindanao Area Operations Division
40	Attorney III	ERCB-ATY3E-11-2016	14	65,068.00	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	Consumer Affairs Service/Mindanao Area Operations Division
41	Attorney III	ERCB-ATY3E-21-2016	14	65,068.00	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	Consumer Affairs Service/Mindanao Area Operations Division
42	Data Controller II	ERCB-DCTL2E-8-2016	7	20,662.00	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	Consumer Affairs Service/Mindanao Area Operations Division
43	Engineer III	ERCB-ENG3E-3-2003	14	65,068.00	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.)	Consumer Affairs Service/Mindanao Area Operations Division

44	Legal Assistant II	ERCB-LEA2E-4-2016	11	39,614.00	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.)	Consumer Affairs Service/Mindanao Area Operations Division
45	Stenographic Reporter III	ERCB-STENR3E-7-2016	10	32,739.00	Bachelor's degree preferably relevant to the job	2 years relevant experience CSC Resolution No. 09-0080 dated 14 Jan. 2009	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	Consumer Affairs Service/Mindanao Area Operations Division
46	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	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.)	Consumer Affairs Service/Mindanao Area Operations Division
47	Financial and Management Officer II (Anticipated Vacancy)	ERCB-FINMO2E-1-2002	16	93,698.00	Masteral degree preferably in Law/Economics/Accountancy/Engineering/Public Administration/Psychology/Commerce/Mass Communication	5 years in a position involving management and supervision of activities preferably related to economics and financial analysis	40 hours of supervisory/management training/learning and development intervention	Career Service (Professional) Second Level Eligibility /RA No. 1080	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
48	Accountant III	ERCB-A3E-1-2002	13	54,223.00	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.)	Financial and Administrative Service/Accounting Division
49	Accountant II	ERCB-A2E-1-2002	11	39,614.00	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.)	Financial and Administrative Service/Accounting Division
50	Accounting Clerk II	ERCB-AC2E-1-2002	5	15,623.00	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.)	Financial and Administrative Service/Accounting Division
51	Administrative Officer V	ERCB-ADO5E-3-2016	16	93,698.00	Masteral degree preferably in Law/Economics/Accountancy/Engineering/Public Administration/Psychology/Commerce/Mass Communication	5 years in a position involving management and supervision of activities preferably related to economics and financial analysis	40 hours of supervisory/management training/learning and development intervention	Career Service (Professional) Second Level Eligibility /RA 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

24

52	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	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.)	Financial and Administrative Service/Human Resource Management Division
53	Human Resource Management Officer III	ERCB-HRMO3E-1-2002	13	54,223.00	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 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.)	Financial and Administrative Service/Human Resource Management Division
54	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	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.)	Financial and Administrative Service/Budget Division
55	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	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.)	Financial and Administrative Service/General Services 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

24

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

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.