

MARK ANTHONY M. SAGAOINIT  
Human Resource Specialist II

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

NANCY AURORA Q. FAJARDO  
Executive Director III

Date:

12.3 SEP 2024

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 V	ERCB-ATY5E-2-2002	16	121807	Bachelor of Laws	28 hours of relevant training	5 years in the active practice of the profession or 5 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 and written communication; preferably computer literate (Word, Excel, PowerPoint, etc.)	Central Office  Legal Service

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 **03 OCT 2024**.

- Cover Letter addressed to "Nancy Aurora Q. Fajardo, Executive Director III" citing the specific item number of the position;
- Fully accomplished **Notarized** Personal Data Sheet (PDS) with recent passport-sized picture with nametag and signature (CS Form No. 212, Revised 2017) which may be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
- Work Experience Sheet (WES) (attachment to CS Form No. 212) which may be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph). Please include the following:
  - Membership, contributions and accomplishment in Committees, Technical Working Group, and similar bodies;
  - Specific positions of the immediate supervisors identified in the WES;
  - Actual Duties and Responsibilities that are functionally related to the position applied for as certified by the Human Resource Management Officer (HRMO) or Authorized Officials of the previous employer.
- Special Order/ Office Order/ Certifications as proof of supervisory functions for applicants of supervisory positions;
- Duly signed Performance Rating for the last rating period certified by Human Resource Management Officer (HRMO) (for government employee applicants) or performance rating duly signed by the immediate supervisor/employer (for non-government employee applicants);
- Certified True Copy of Transcript of Records; and
- Certified True Copy of Certificate of Eligibility/Rating/License.

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

Financial and Administrative Service

Human Resource Management Division

11th Floor, Exquadra Tower, 1 Jade Drive, Ortigas  
Center, San Antonio, Pasig City  
Ortigas Center, Pasig City<https://forms.office.com/r/Y7P2PRCEaT> or  
[hrmd.psb@erc.ph](mailto:hrmd.psb@erc.ph)**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**