

FINAL REPORT

The Creation of the Energy Regulatory Commission



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The Creation of the Energy Regulatory Commission

(Final Report)

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EXECUTIVE SUMMARY

The Energy Regulatory Commission (ERC) was created by virtue of the enactment of Republic Act No. 9136, otherwise known as the Electric Power Industry Reform Act of 2001. The ERC is mandated to –

- ◆ promote competition in the power sector
- ◆ encourage market development
- ◆ ensure consumer protection
- ◆ penalize abuse of market power in the restructured electricity industry, and
- ◆ issue cease and desist order in appropriate cases, after due notice and hearing

The ERC is likewise vested with certain rate-setting functions.

It is in light of this mandate that the ERC has to establish an organizational structure that will enable it to respond to the country's need for a competent, strong and independent regulatory agency that has both technical depth and broad knowledge base. This is specifically provided in Sec. 38, par.3 of RA No. 9136, which states that *“xxx within three (3) months from the creation of the ERC, the Chairman shall submit for the approval of the President of the Philippines the new organizational structure and plantilla positions necessary to carry out the powers and functions of the ERC xxx”*.

For this purpose, the Development Academy of the Philippines (DAP) was commissioned by the PA Consulting Group to assist in the creation of the Energy Regulatory Commission, primarily to –

- ◆ design the proposed ERC Organizational Structure, and
- ◆ create the Commission's Plantilla Positions

DAP pursued two (2) major strategies towards the accomplishment of these requirements, namely: a) a review of relevant documents, studies, models and other related papers; and b) conduct of a series of consultation meetings with the ERC Chairman and the Commissioners. The latter was undertaken to ensure that the resulting outputs truly reflect their ideas and comments. Likewise, in consideration of their experience and exposure to the realities of the energy sector, technical inputs of consultants from the USAID, UP NEC, and DOE were taken into account.



The resulting outputs of the DAP intervention are:

1. **Organizational Structure.** The ERC Organizational Structure is basically a flat organization with limited hierarchical levels that provides for a lean but strong and manageable staff , i.e. the limited staffing can be expected to discharge their respective functions effectively and efficiently;
2. **Plantilla Positions.** Two hundred twenty (220) plantilla positions were created for the ERC, clustered into *executive/managerial*, *professional/technical*, and *rank and file* positions. Factors considered in establishing the plantilla positions were: a) coverage of functions (national or regional), b) accountability (to funds, supplies and materials, human resources), c) nature of decision making responsibility (authority to decide or purely recommendatory), d) external contacts required, and e) supervision (whether the position requires supervision over other positions)
3. **Salary Schedule.** The ERC Salary Schedule consists of 22 Salary Grades, based on the position clustering of the plantilla positions, i.e. rank and file, professional/technical, executive/managerial. Despite the ERC's exemption from the coverage of RA No. 6758 (Salary Standardization Act), the adjusted SSL rates provided in National Budget Circular No. 474 were used as take-off point in establishing the ERC Salary Schedule. It also ensured that the total annual compensation for executive and managerial positions are well within the provisions of Memorandum Order No. 20, s.2001.
4. **Personal Service Budget.** Based on the Compensation Plan drawn for the Commission, the Personal Services Budget was prepared amounting to a total of P107,092,000.
5. **Qualification Standards.** The ERC Qualification Standards strictly complies with the minimum requirements of the Civil Service Commission. However, reflective of the Chairman and the Commissioners' desire to fill up the positions with the best among the qualified applicants, the ERC Qualification Standards additionally requires specific *knowledge*, *skills* and *attitudes* for each position.
6. **Job Descriptions.** The ERC Job Descriptions ascertain that a) the classes of positions conform with the DBM Index of Occupational Services (IOS); b) the duties and responsibilities respond to the mandate of each ERC office; and c) this can serve as a good basis for effective personnel management and organizational analysis.

A set of next steps that the Commission can undertake towards developing an innovative, creative, and excellence-driven environment to sustain the superior performance and continuous development of its people is recommended. These are:

- ◆ Developing the ERC's strategic plan to set the nature and direction of its activities;
- ◆ Setting up the ERC Offices that would involve, among others, recruitment and staffing, formulating ERC policies, systems and procedures, and formulating rules and regulations;
- ◆ Building capacities through a purposive training and development program;
- ◆ Designing a teambuilding program to ensure the professional performance of ERC's work groups.

INTRODUCTION

I. Evolution of the Electric Power Industry Reform Act

The enactment of Republic Act No. 9136 (*Annex I*), otherwise known as the Electric Power Industry Reform Act of 2001 addressed the long-standing need for reforms in the electric power industry in the country. This is in light of current global trends in the energy sector and the present thrust of the government to "... ensure and accelerate the total electrification of the country . . ." (*Sec.2.a*). Chapter IV, Sec. 38 of the same Act creates the Energy Regulatory Commission (ERC) which is charged with the responsibility to "enforce the implementing rules and regulations of this Act" (*Sec.43.a*). At the same time, it provides for the abolition of the Energy Regulatory Board (ERB), which was created by Executive Order No. 172, as amended.

The ERC has evolved from energy regulatory bodies that were established since 1971. The first of these was the Oil Industry Commission (OIC), which was created under Republic Act No. 6173 and mandated to regulate the oil industry and ensure adequate supplies of petroleum at fair prices.

With the creation of the Department of Energy in 1977, the OIC was abolished and replaced by the Board of Energy (BOE), pursuant to Presidential Decree No. 1206, as amended. The BOE was vested with

- ◆ The power to fix the price of petroleum products (formerly the function of the OIC)
- ◆ The regulation of the utilization of electric power (formerly the function of the Board of Power and Waterworks – BOPW), and
- ◆ Responsibility to fix and regulate the rates of pipeline concessionaires (RA No. 387, otherwise known as the Petroleum Act of 1949)

Ten years later, the BOE was reconstituted into the Energy Regulatory Board (ERB) pursuant to Executive Order No. 172, s.1987 as part of the government's reorganization program. The rationale was to consolidate and entrust into a single body all the regulatory and adjudicatory powers and functions pertaining to the energy sector.

II. The Energy Regulatory Board

Pursuant to its mandate, the ERB was primarily responsible for determining the rates and other cost adjustments of the National Power Corporation (NPC), private and public electric utilities and rural electric cooperatives; prices of coal and other energy resources under the most economic and competitive terms as possible. It was also mandated to provide just and reasonable return on investments to persons or entities engaged in the energy industry, shipping and transportation of petroleum products and coal. The enactment of RA No. 7638 in 1992, which re-created the Department of Energy (DOE), fully mandated the ERB to regulate the electricity sector but transferred some of ERB's policy-making authorities to DOE. Subsequent acts of Congress vested the ERB with the additional responsibilities of 1) enforcing the Anti-Pilferage Act of 1994 (RA No. 7832), and 2) regulating the oil industry through the enactment of the Downstream Oil Deregulation Act of 1998 (*RA No. 8479*).

It is apparent that since its establishment, the ERB took on new responsibilities to adapt to significant changes in the energy sector while fulfilling its mandated functions. With the full deregulation of the oil industry, the ERB's focus of responsibility centered on the electric power industry.

However, the emergence of new concepts and practices in the power sector and the eventual passage of the Omnibus Bill on Electric Power Industry necessitated certain reforms. The major reforms in the power industry were embodied in the newly-enacted law, namely, a) the restructuring of the electricity supply industry that calls for the separation of the different components of the power sector (generation, transmission, distribution, and supply), and b) the privatization of the National Power Corporation (NPC), which involves the sale of the state-owned power firm's generation and transmission assets to private investors. These reforms were aimed at bringing down electricity rates and improving the delivery of power supply to end-users by encouraging greater competition and efficiency in the electricity industry. (*RA No. 9136: Electric Power Industry Reform Act of 2001Primer*)

The enactment of Republic Act No. 9136 introduced a new regulatory framework and provided for new government roles in the industry.

III. The Energy Regulatory Commission (ERC)

With the creation of the Energy Regulatory Commission (ERC) under Republic Act No. 9136, it is expected that the country's need for a competent, strong and purely independent regulatory agency that has both technical depth and broad knowledge base will be addressed. The ERC is tasked to promote competition in the power sector, encourage market development and ensure consumer protection. As a regulatory body, the ERC's broadened and strengthened powers authorize it not only to correct but to prevent and penalize anti-competitive practices. It is also vested with certain rate-setting functions. (*Annex II*)

Mandate of the ERC

Chapter 1, Sec. 2 (j) of RA No. 9136 expresses the policy of the State "to establish a strong and purely independent regulatory body and system to ensure consumer protection and enhance the competitive operation of the electricity market . . ." The ERC was therefore created under Chapter IV, Sec. 38 of the same Act. It shall be composed of a Chairman and four (4) members to be appointed by the President of the Philippines. The Commission shall have the broad functions of:

- ◆ Promoting competition;
- ◆ Encouraging market development;
- ◆ Ensuring customer choice;
- ◆ Penalizing abuse of market power in the restructured electricity industry; and
- ◆ Issuing cease and desist order in appropriate cases, after due notice and hearing

The key functions of the Commission are specifically stated in Chapter IV, Sec.43 of RA No. 9136 (*Annex I*).

DAP INTERVENTION

“. . . Within three (3) months from the creation of the ERC, the Chairman shall submit for the approval of the President of the Philippines the new organizational structure and plantilla positions necessary to carry out the powers and functions of the ERC.” (RA No. 9136, Sec. 38, par.3)

It is in light of this provision of RA No. 9136 that the Development Academy of the Philippines (DAP) was commissioned by PA Consulting to assist in the formation of the Energy Regulatory Commission. The DAP's technical assistance was defined to include the

- ◆ design of the Proposed ERC Organizational Structure, and
- ◆ creation of the Plantilla Positions

For the ERC to carry out its mandate in the restructured electric power industry, it primarily needs to establish its **organizational structure**. This is an indispensable record of any organization that consists of all the groups and sub-groups, their functions and the different positions and position levels. The organizational structure describes how the overall work of the organization is divided into sub-groups and how these sub-groups are coordinated for task completion. It defines the delineation of functions and pinpoints responsibility among the different groups and sub-groups in the organization.

Correspondingly, the Commission's **plantilla positions** have to be defined. This is a list of pertinent personnel-related data that is drawn from the organizational structure and designed for budgetary, audit and other personnel-related activities of the Commission. The plantilla positions serve as the basis for recruitment, selection, training and development, performance evaluation, promotion and other human resource interventions.

I. Objectives

Towards complying with Sec. 38, par. 3 of the Act, DAP is expected to be able to design and develop the following:

- ◆ the organizational structure of the ERC;
- ◆ definition of functions of the ERC offices, departments, divisions;
- ◆ plantilla positions;
- ◆ salary schedule, compensation and benefits;
- ◆ personal services budget;
- ◆ qualification standards;
- ◆ job descriptions

II. Implementation Strategy

Two major strategies were pursued towards the design of the proposed organizational structure and the plantilla positions of the ERC. A *review of relevant documents*, studies and models and other related papers was undertaken. Similarly, the review and interpretation of Republic Act No. 9136, particularly Chapter IV, Sec. 38 was most significant as its provisions were invoked in drawing up the proposed organizational structure, functional charts, plantilla positions, qualification standards and job descriptions.

A series of *consultation meetings with the ERC Chairman and Commissioners* was held to elicit their comments and enable them to critique on each draft output, for the purpose of reflecting their ideas and comments, to the final outputs. Likewise, technical inputs of consultants from the USAID, UP NEC, and DOE were taken into account, considering their experience and exposure to the realities of the energy sector situation.

Review/Analysis of documents

1. Republic Act No. 9136: An Act Ordaining Reforms in the Electric Power Industry, Amending for the Purpose Certain Laws and for Other Purposes

This Act provides the framework for the restructuring of the electric power industry, including the privatization of the assets of the National Power Corporation (NPC), the transition to the

desired competitive structure, and the definition of the responsibilities of the various government agencies and private entities. It organizes the electric power industry into four (4) main sectors (generation, transmission, distribution, and supply) and defines the various roles, responsibilities and authorities of the different public and private entities relative to their smooth and systematic operation.

Towards this end, the Act provides for the creation of the Energy Regulatory Commission (ERC), which is the government agency, charged with the implementation and enforcement of the provisions of the Act. Hence, in setting up the organizational structure of the Commission, RA No. 9136 was used as the primary reference document to ensure the suitability of the structure to the Commission's mandate. Specific provisions of the Act were cited as reference in defining the functions and functional relationships in the ERC organizational structure.

2. Comparable models (local/international)

Existing organizational structures of regulatory agencies, both local and international, were studied. The nature of these agencies' functions, roles and responsibilities were used as models in the development of the ERC's organizational structure and in coming up with the functional descriptions of the Commission's departments, divisions and offices. (*Annex III*)

These regulatory agencies whose functional structures were used as models provided some perspective to the final design of the ERC's organizational structure. These are the following:

a. Local

- ◆ Securities and Exchange Commission (SEC)
- ◆ Land Transportation and Franchising Regulatory Board (LTFRB)
- ◆ National Telecommunications Commission (NTC)
- ◆ Trade and Industry Development Corporation of the Philippines (TIDCORP)

b. **International**

- ◆ USA-Federal Energy Regulatory Commission (FERC)
- ◆ California Energy Commission (CEC)
- ◆ California Public Utility Commission (CPUC)
- ◆ Pennsylvania Public Utility Commission (PPUC)
- ◆ Malaysia-Ministry of Energy Communications and Multimedia (MECM)
- ◆ Singapore-Energy Market Authority (EMA)
- ◆ National Energy Policy Office of Thailand (NEPO)

3. Index of Occupational Services, Position Titles and Salary Grades (1997)

The Index of Occupational Services (IOS) is a document prepared by the Compensation and Position Classification Bureau of the Department of Budget and Management (DBM). It contains the different occupational services, occupational groups, series and classes of positions authorized under the existing Position Classification Plan (PCP). It also includes the Occupational Services Code, Occupational Group Code, Class or Position Identification and the Salary Grade assignment of each class of position.

The IOS served as a guide in identifying the classes of positions in the ERC's plantilla and staffing pattern for purposes of effective personnel management, organizational analysis, budgeting and fiscal control.

4. Civil Service Commission Qualification Standards (Revised 1997)

The CSC Qualification Standards prescribes the minimum basic requirements for specific positions in the civil service in terms of educational requirements and relevance of education, training and experience.

The ERC Qualification Standards (ERC QS) are so designed to include requirements in addition to the CSC-prescribed QS. In addition to the four (4) minimum requirements on education, experience, training and eligibility, applicants to ERC positions must possess other qualities in terms of *knowledge, skills and attitudes KSA*.

5. **Republic Act No. 6758: Salary Standardization Law (SSL); National Budget Circular No. 474, July 1, 2001**

This Act provides for the standardized salaries for national government employees. Sec. 39 of RA No. 9136 exempts the ERC from the coverage of the SSL. Nevertheless, this was used as the basic reference in drawing up the ERC Salary Schedule, but taking into consideration the adjusted SSL Salary Schedule for National Government as provided in National Budget Circular No. 474, dated July 1, 2001.

6. **Memorandum Order No. 20 s. 2001: Pay Rationalization Plan**

This document directs "Heads of Government-Owned- and Controlled Corporations (GOCCs), Government Financial Institutions (GFIs) and Subsidiaries exempted from or not following the Salary Standardization Law (SSL) to implement Pay Rationalization Plan in all senior officer positions." This Memorandum Order was issued because of the *need to harmonize the pay practices* in GOCCs and GFIs with comparable positions in the National Government Agencies (NGAs) "to preclude dichotomy in the bureaucracy brought about by the severe pay imbalance between personnel of these special entities and the rest of the bureaucracy following the SSL." (MO No. 20, s.2001)

Consultation Meetings with the ERC Chairman and Commissioners

The DAP Project Team worked in very close consultation with the Commissioners of the Energy Regulatory Commission throughout the duration of the Project.

For instance, the development of the organizational structure of the ERC was guided by design parameters that were specifically cited by the Commissioners, as follows:

- ◆ *intent of the law*
- ◆ *personal concerns of the ERC Chairman, particularly on*
 - ▶ delineation of authorities which should be clear and without any overlapping of functions
 - ▶ check and balance
 - ▶ a strong *Research and Development Group, Management Information System Group, and a Consumer Concerns Group*

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- ◆ *adoption of a one-level primary subdivision*, e.g. for purposes of achieving coherence, department heads report directly to the CEO while the division heads report directly to the department heads;
- ◆ *separation of top management, housekeeping, and result-producing functions of the Commission*, i.e. the prescribed parameter allows for focused role and functions, and clarifies responsibility and accountability for each primary subdivision of the ERC;
- ◆ *establishment of functionally-integrated departments/primary subdivisions*, i.e. each primary subdivision of the ERC should be functionally complete, meaning that a primary subdivision of the Commission should be infused with the whole range of functions that will enable it to fulfill its mission;
- ◆ *clear delineation of mission and functions between departments*. to the extent possible, a clear distinction should be established between the *mission* (the situation to be achieved) and the *functions* (the actions to be undertaken to realize the mission) of the departments.
- ◆ *accurate determination of the nature and points of inter-department linkages*. this involves situations where the output of one department is an input to the operations of another.

Likewise, in the series of meetings between the DAP Project Team and the ERC Commissioners that tackled the ERC plantilla/staffing pattern; salary structure, compensation and benefits; qualification standards; job descriptions and budget, specific concerns of the Chairman and the Commissioners were taken into consideration. It is worthy to note that each draft output was meticulously reviewed and deliberated upon by the Chairman and the Commissioners, always referring back to RA No. 9136 to ensure that outputs are reflective of the "intent of the law." The Chairman and the Commissioners collegially decided upon the final drafts of each output. Hence, all their concerns and decisions were incorporated and reflected in the final outputs.

OUTPUTS

I. Organizational Structure

The legal basis for drawing up the ERC Organizational Structure is Sec. 38, par. 3 of RA No. 9136. It has the following general features:

- ◆ It is a flat organization with limited hierarchical levels
- ◆ It has a lean but strong and manageable staff; limited staffing but expected to effectively discharge their respective functions
- ◆ It is flexible as it adopts a matrix system where expertise is pooled, but allows for job rotation and sharing of expertise
- ◆ The vertical, horizontal and functional relationships of positions are established
- ◆ The activities, responsibilities and authorities are clearly defined to achieve the purpose of the organization
- ◆ It is comparable with local and international organizations with similar functions

The ERC organizational structure, as shown in *Table 1* and *Annex IV*, is headed by the Chairman, who is also the Chief Executive Officer, and four (4) Commissioners with ten (10) departments/offices and sixteen (16) Divisions/Offices to discharge the functions mandated by RA No. 9136.

As shown, the Commission proper is directly assisted by three (3) Offices, namely: *Office of the General Counsel and Secretary to the Commission*, *Strategic Services Department*, and *Internal Audit Office*. It also has a pool of technical staff that provides the Commission with expert advice/inputs necessary for developing and adopting sound and fair policies, directives, rules and regulations.

There are five (5) operating departments that are directly managed by a Chief Executive Officer whose functions are coordinated by a Chief Coordinating Officer. Three of these (*Regulatory Operations Department*, *Market Operations Department* and *Consumer Services Department*) are focused on the inherent functions of the ERC as defined in the Act, while the other two (*Legal Department* and *Resource Management Department*) handle the internal management of the ERC.

The roles and responsibilities of these various departments and offices are defined in *Annex IV*.

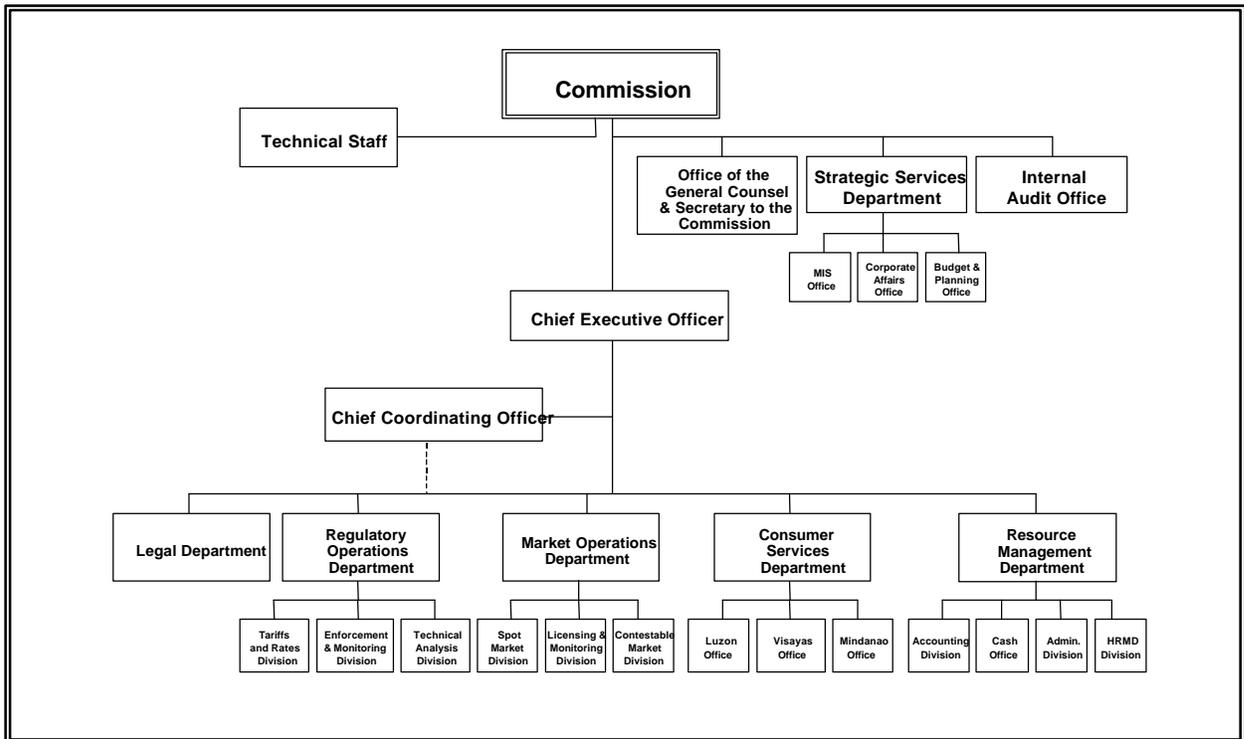


Table 1. ERC Organizational Structure

II. Plantilla Positions (*Annex V*)

There are 220 plantilla positions created for the ERC, distributed in 3 major clusters of position categories, namely: executive (5)/managerial (26); professional/technical (105); and rank and file (84). The primary basis for the number and distribution of the plantilla positions was the Organizational Structure. The rationale for the distribution of positions to the different position categories, as well as the detailed allocation of these positions to specific offices were extensively discussed and analyzed in consultation with the Chairman and the Commissioners taking into consideration the following factors:

1. Coverage of functions whether national or regional
2. Accountability - to funds, materials, supplies, human resources

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Office	No. of Positions
1. COMMISSION	22
2. CHIEF EXECUTIVE OFFICER	-
3. CHIEF COORDINATING OFFICER	2
4. GENERAL COUNSEL and SECRETARY to the COMMISSION	7
5. STRATEGIC SERVICES DEPARTMENT (Office of the Department Manager)	2
5.1 Management Information System Office	6
5.2 Corporate Affairs Office	5
5.3 Budget and Planning Office	4
6. INTERNAL AUDIT OFFICE	3
7. TECHNICAL STAFF	5
8. LEGAL DEPARTMENT	17
9. REGULATORY OPERATIONS DEPARTMENT (Office of the Department Manager)	2
9.1 Tariffs and Rates Division	29
9.2 Enforcement and Monitoring Division	24
9.3 Technical Analysis Division	10
10. MARKET OPERATIONS DEPARTMENT (Office of the Department Manager)	2
10.1 Spot Market Division	6
10.2 Licensing and Monitoring Division	11
10.3 Contestable Market Division	6
11. CONSUMER SERVICES DEPARTMENT	8
11.1 Luzon Office	1
11.2 Visayas Office	8
11.3 Mindanao Office	8
12. RESOURCE MANAGEMENT DEPARTMENT (Office of the Department Manager)	2
12.1 Accounting Division	6
12.2 Cash Office	3
12.3 Administrative Division	11
12.4 HRMD Division	10
TOTAL	220

Table 2. Summary: ERC Staffing Pattern/Plantilla Positions

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SG	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
RF1	6776	6945	7119	7297	7480	7667	7859	8055
RF2	7387	7571	7760	7955	8152	8356	8565	8780
RF3	8052	8252	8457	8671	8885	9109	9335	9569
RF4	8696	8912	9135	9363	9597	9835	10083	10335
RF5	9391	9625	9865	10112	10365	10624	10889	11167
RF6	10141	10395	10656	10921	11195	11475	11761	12056
RF7	10852	11121	11400	11685	11979	12276	12584	12900
RF8	11612	11901	12199	12504	12816	13136	13465	13801
RF9	12424	12735	13053	13380	13715	14056	14409	14767
RF10	13252	13584	13923	14272	14628	14995	15369	15753
RF11	14047	14397	14757	15125	15505	15893	16291	16696
RF12	14889	15261	15644	16035	16435	16847	17267	17699
PT1	21147	21675	22217	22775	23342	23927	24525	25137
PT2	23762	24356	24965	25589	26229	26883	27557	28245
PT3	26699	27366	28049	28752	29471	30207	30962	31737
PT4	28877	29598	30338	31097	31875	32672	33488	34325
PT5	31235	32015	32831	33635	34478	35339	36222	37128
M1	36380	37289	38221	39177	40156	41160	42189	43244
M2	41339	42372	43431	44517	45630	46771	47940	49138
M3	47810	49005	50230	51486	52773	54092	55444	56830
E1	72000							
E2	75000							

Table 3. ERC Salary Schedule

IV. Personal Services Budget

A Personal Services Budget in the amount of P107,092,000 was prepared for the ERC, based on the Compensation Plan. (*Table 4*)

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OFFICE	No. of Positions	Personal Services Budget
1 COMMISSION	22	15,283,885
2 CHIEF EXECUTIVE OFFICER		
3 CHIEF OPERATING OFFICER	2	1,341,360
4 Office of the GENERAL COUNSEL and SECRETARY to the COMMISSION	7	3,245,470
5 STRATEGIC SERVICES DEPARTMENT (Office of the Department Manager)	2	1,195,980
5.1 MIS Office	6	2,990,579
5.2 Corporate Affairs Office	5	2,349,184
5.3 Budget and Planning Office	4	2,141,829
6 INTERNAL AUDIT OFFICE	3	1,181,748
7 TECHNICAL STAFF	5	2,741,178
8 LEGAL DEPARTMENT	17	8,185,597
9 REGULATORY OPERATIONS DEPARTMENT	2	1,195,980
9.1 Tariffs and Rates Division	29	13,371,965
9.2 Enforcement and Monitoring Division	24	10,039,795
9.3 Technical Analysis Division	10	5,401,782
10 MARKET OPERATIONS DEPARTMENT (Office of the Department Manager)	2	1,195,980
10.1 Spot Market Division	6	3,106,670
10.2 Licensing and Monitoring Division	11	4,808,739
10.3 Contestable Market Division	6	3,106,670
11 CONSUMER SERVICES DEPARTMENT	25	11,419,317
11.1 Luzon Field Office		
11.2 Visayas Field Office		
11.3 Mindanao Field Office		
12 RESOURCE MANAGEMENT DEPARTMENT (Office of the Department Manager)	2	1,195,980
12.1 Accounting Office	6	2,621,865
12.2 Cash Office	3	1,096,186
12.3 Administrative Office	11	3,660,196
12.4 HRMD Office	10	4,214,067
TOTAL PERSONAL SERVICES BUDGET	220	107,092,000

Table 4. ERC Personal Services Budget

The above-cited outputs (*ERC Organizational Structure, Staffing Pattern/Plantilla Positions, Salary Structure, and Personal Services Budget*) were submitted to the Chairman of the Commission on September 21, 2001, with the following accompanying documents:

- ◆ Letter of Transmittal to Her Excellency, President Gloria Macapagal Arroyo (*Annex IX*)
- ◆ Memorandum Order (Proposed): Approving the Organizational Structure and Plantilla Positions and Authorizing the Grant of Compensation and Benefits to Officials and Employees of the Energy Regulatory Commission (*Annex X*)
- ◆ Memorandum Circular (Proposed): Guidelines on the Implementation of the Organizational Structure, Plantilla Positions and Compensation Plan for the Energy Regulatory Commission Officials and Employees Pursuant to Memorandum Order No. _____ (*Annex XI*)

V. ERC Qualification Standards

Qualification standards (QS) express the minimum requirements for a class of positions in terms of education, training and experience, civil service eligibility, physical fitness, and other qualities required for efficient and effective performance. The QS is also used as a guide in appointment and other personnel actions, in the adjudication of protested appointments and in determining training needs. (CSC Employee Handbook, 1992)

The ERC Qualification Standards (ERC QS) (*Annex VII*), while strictly complying with the minimum requirements of the CSC on education, experience, training and eligibility additionally requires specific *knowledge, skills and attitudes (KSA)* for each position. This is reflective of the Chairman and the Commissioners' desire to fill up ERC positions with not only qualified, but the best among the qualified applicants to the positions.

The basic reference document used in establishing the ERC QS was the Civil Service Commission's *Qualification Standards Manual (Revised 1997)*. While this document prescribes the qualification standards for all positions in the Philippine Civil Service, it nevertheless allows government agencies to establish higher standards for their positions without any approval from the CSC. This notwithstanding, the ERC Chairman will apprise the CSC Chairman accordingly about the ERC's additional qualification requirements. A letter was drafted for the Chairman of the ERC for this purpose (*Annex XII*).

VI. ERC Job Descriptions (*Annex VIII*)

Job description is the body of information presented in organized statements that identify and describe the contents of a specific position in comparison with other positions in the organization. It details the tasks involved for a proper contextualization and complete understanding of the job. It is often expanded to include job specifications, personal qualification (skills and responsibilities), and work performance standards or criteria by which the worker's performance will be evaluated.

The *DBM Index of Occupational Services, Position Titles and Salary Grades of July 1997 (IOS)* was referred to extensively in drawing up the job descriptions for each ERC position. It served as a guide in identifying the classes of positions in the ERC's plantilla and staffing pattern.

In drawing up the ERC Job Descriptions, it was made certain that –

- ◆ the classes of positions reflected in the ERC plantilla positions conform with the provisions of the DBM IOS
- ◆ each position description was carefully analyzed and deliberated upon so that the duties and responsibilities are reflective of the requirements of, and respond to the mandate of the ERC office where the specific position is allocated to
- ◆ this can serve as a good basis for effective personnel management and organizational analysis

RECOMMENDATIONS

With the Organizational Structure, Plantilla Positions/Staffing Pattern, Salary Schedule (Compensation Plan), and Budget already established, the ERC can now undertake the next steps that will set the direction and mobilize the human and material resources placed at the disposal of the Commission. The recommendations are next steps that are envisioned to enable the Commission to develop an innovative, creative, and excellence-driven environment to sustain superior performance and continuous development of its people.

1. The ERC should have a **strategic plan** that will shape the nature and direction of its activities within legal bounds.
2. Based on the approved organizational structure of the ERC, it should embark on **setting up the ERC Offices**, to include the necessary human, physical infrastructure, facilities, furniture and equipment. This would also involve the following:

Recruitment and staffing. This is the process of hiring and selecting people to fill the organization's staffing needs, ensuring that the quantitative and qualitative requirements of the organization are satisfied. For this, the Commission should make a decision on the priority hiring of HR practitioners who will recruit personnel for key positions;

Formulating ERC Policies, Systems and Procedures. This involves the formulation of policies and development of appropriate systems and procedures covering the vital aspects of ERC operations that are expected to guide the staff in accomplishing their tasks and responsibilities. For this purpose, the ERC can undertake the following:

- *formulate rules and regulations* in dealing with, among others, the media, suppliers of products and services, handling conflicts of interest, releasing information, etc.
- *craft methodologies*, e.g. price fixing, rate making, tariff setting
- *design modules*, e.g. info dissemination, consumer education, etc.

- *conceptualize office processes and procedures*, e.g. approving applications, processing claims, addressing petitions, queries, complaints, entertaining suggestions
 - *establish systems*, e.g. HR systems and processes that would provide for continuous professional development and improvement of the ERC's human resources, and ensure organizational effectiveness in light of current industry development and organizational needs. This would also include other support systems, such as Management Information System (MIS), Accounting System, Procurement System, etc.
3. It is also essential that ERC provide for staff capability building. This can be done through **a training and development program** to be set in place for the purpose of bringing the work force up to acceptable levels of technical and behavioral qualification and competence.
 4. Moreover, a **teambuilding program** should be designed to help work groups in the Commission accomplish their tasks more effectively and ensure their efficient and professional performance.

Glossary of Terms

Act. This refers to *Republic Act No. 9136: An Act Ordaining Reforms in the Electric Power Industry, Amending for the Purpose Certain Laws and For Other Purposes*. Otherwise known as the “Electric Power Industry Reform Act of 2001”, the Act was passed by the House of Representatives and the Senate on May 31, 2001 and June 4, 2001, respectively and was approved by President Gloria Macapagal-Arroyo on June 8, 2001.

CEC. California Energy Commission, California, U.S.A.

Commission. As used in the statement of functions, refers to the decision-making body of the ERC composed of a Chairman and four (4) members as provided under Section 38 of RA 9136. (Section 4, f)

CPUC. California Public Utility Commission, California, U.S.A.

CSC. Civil Service Commission, Philippines

DBM. Department of Budget and Management, Philippines

EMA. Energy Market Authority, Singapore

Energy Regulatory Commission (ERC). As used in the statement of functions, refers to the **regulatory agency** created under Section 38 of R.A. 9136. (Section 4, v)

FERC. Federal Energy Regulatory Commission, United States of America

IOS. The Index of Occupational Services is a document listing the different occupational services, occupational groups, series and classes of positions existing in the Position Classification Plan prepared by the Department of Budget and Management.

Job Descriptions. This is a body of information presented in organized statements that identify and describe the contents of a specific position in comparison with other positions in the organization. It details the tasks involved for a proper contextualization and complete understanding of the job.

LTFRB. Land Transportation Franchising and Regulatory Board, Philippines

MECM. Ministry of Energy, Communications and Multimedia, Malaysia

NEPO. National Energy Policy Office, Thailand

NTC. National Telecommunications Commission, Philippines

Plantilla Positions. It is a listing of pertinent personnel-related data designed for budgetary, audit and other reference purposes, containing the following: item number, name of incumbent, position title, salary grade, authorized annual salary, actual salary, and status of appointment.

PPUC. Pennsylvania Public Utility Commission, Pennsylvania, U.S.A.

Qualification Standards. The minimum requirements for a class of positions in terms of education, training and experience, civil service eligibility, physical fitness, and other qualities required for efficient and effective performance.

SEC. Securities and Exchange Commission, Philippines

SSL. Salary Standardization Law or Republic Act No. 6758, which prescribes the uniform salary schedule for the government offices. The adjusted rates provided under National Budget Circular No. 474 dated July 1, 2001 was used as the basic reference in establishing the ERC Salary Schedule.

Table of Organization. A table consisting of all the groups and sub-groups in an organization, the functions of each organizational unit, and the different positions/position levels – distinguished from each other according to the functions they are supposed to perform, the degree of difference of technical difficulty and/or administrative/financial responsibility.

TIDCORP. Trade and Investment Development Corporation of the Philippines

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II. Documents

History of the ERB in a Nutshell. Energy Regulatory Board, 1998

Index of Occupational Services, Position Titles and Salary Grades, Compensation and Position Classification Bureau, Department of Budget and Management, Philippines, July 1997

Memorandum Order No. 20: *Directing Heads of Government-Owned-and-Controlled Corporations (GOCCs), Government Financial Institutions (GFIs) and Subsidiaries Exempted From Or Not Following the Salary Standardization Law (SSL) To Implement Pay Rationalization In All Senior Officer Positions*, June 25, 2001

National Budget Circular No. 474: *Guidelines for the Grant of Five Percent (5%) Salary Adjustment to All Government Personnel*, July 1, 2001

Organizational Structures –

- California Energy Commission, USA (CEC)
- California Public Utility Commission, USA (CPUC)
- Energy Market Authority, Singapore (EMA)
- Federal Energy Regulatory Commission, USA (FERC)
- Land Transportation Franchising Regulatory Board (LTFRB)
- Ministry of Energy Commission of Malaysia (MECM)
- National Energy Police Office, Thailand (NEPO)
- National Telecommunications Commission (NTC)
- Pennsylvania Public Utility Commission, USA (PPUC)
- Securities and Exchange Commission (SEC)
- Trade & Investment Development Corporation of the Philippines (TIDCORP)

Philippine Civil Service Employee Handbook. Civil Service Commission, October 1992
Qualification Standards Manual, Revised 1997, Civil Service Commission

RA No. 9136: Electric Power Industry Reform Act of 2001 Primer

Republic Act No. 6758: *Salary Standardization Law*

Republic Act No. 9136: *An Act Ordaining Reforms in the Electric Power Industry, Amending for the Purpose Certain Laws and for Other Purposes*, otherwise known as the “Electric Power Industry Reform Act of 2001”

Annex I:

Republic Act No. 9136

Annex II:

Comparative Functions: ERB and ERC

ERB	ERC
Fixation and regulation of the rates and cost adjustments charged by the National Power Corporation (NPC), private electric utilities and electric cooperatives	The ERC shall promote competition, encourage market development, ensure customer choice, and penalize abuse of market power in the restructured electricity industry.
Test and calibrate electric watt-hour meters of private electric utilities	Promulgate and enforce, in accordance with law, a National Grid Code and a Distribution Code
Issues Certificates of Public Convenience (CPCN) for the operation of electric power utilities and services (except electric cooperatives and those owned and operated by the government) and establish areas of operation and other conditions, requirements, standards, specifications, rules and regulations concerning the operation of such power utilities and services	Enforce the rules and regulations governing the operations of the electricity spot market and the activities of the spot market operator and other participants in the spot market for the purpose of ensuring greater supply and rational pricing of electricity
Impose administrative penalties or sanctions for violation of price/rate orders, rules and regulations issued by the ERB; and thereafter require remittances and/or refunds or overpricing of power rates	Determine the level of cross-subsidies in the existing retail rate until the same is removed pursuant to Section 74
Enforce pertinent provisions of R.A. No. 7832, otherwise known as the Anti-Pilferage of Electricity Act of 1994	Amend or revoke, after due notice and hearing, the authority to operate of any person or entity which fails to comply with the provisions of RA 9136, the IRR or any order or resolution of the ERC.
Review power purchase contracts entered into by NPC and private electric utilities with independent power producers (IPPs)	In the public interest, establish and enforce a methodology for setting transmission and distribution wheeling rates and retail rates for the captive market of a distribution utility, taking into account all relevant considerations, including the efficiency or inefficiency of the regulated entities.
Fix and regulate the rate schedule or prices of piped gas to be charged by duly franchised gas companies that distribute gas by means of underground pipe systems and other energy resources	Three (3) years after the imposition of the universal charge, ensure that the charges of the TRANSCO or any distribution utility shall bear no cross subsidies between grids, within grids, or between classes of customers, except as provided herein

ERB	ERC
<i>Evaluate and approve demand-side management (DSM) plans and determine cost recovery mechanism for DSM programs</i>	<i>Act on applications for cost recovery and return on demand side management projects</i>
	Review and approve any changes on the terms and conditions of service of the TRANSCO or any distribution utility
When warranted and only when public necessity requires, the Board may regulate the business of importing, exporting, re-exporting, shipping, transporting, processing, refining, marketing and distributing energy resources.	Allow the TRANSCO to charge user fees for ancillary services to all electric power industry participants or self-generating entities connected to the grid. Such fees shall be fixed by the ERC after due notice and public hearing
Fix and regulate the prices of petroleum products	Set a lifeline rate for the marginalized end-users
Fix and regulate the rate schedule or prices of piped gas to be charged by duly franchised gas companies which distribute gas by means of underground pipe system	Monitor and take measures in accordance with this Act to penalize abuse of market power, cartelization, and anti-competitive or discriminatory behavior by any electric power industry participant
Fix and regulate the rates of pipeline concessionaires under the provisions of Republic Act No. 387, as amended, otherwise known as the "Petroleum Act of 1949," as amended by Presidential Decree No. 1700	Impose fines or penalties for any non-compliance with or breach of this Act, the IRR of this Act and the rules and regulations which it promulgates or administers
Regulate the capacities of new refineries or additional capacities of existing refineries that may be organized after the issuance of the Executive Order, under such terms and conditions as are consistent with the national interest	Monitor the activities in the generation and supply of electric power industry with the end in view of promoting free market competition and ensuring that the allocation or pass through of bulk purchase cost by distributors is transparent, non-discriminatory and that existing subsidies shall be divided pro-rata among all retail suppliers
Whenever the Board determines that there is a shortage of any petroleum product, or when public interest so requires, it may take such steps as it may consider necessary, including the temporary adjustment of the levels of prices of petroleum products and the payment to the Oil Price Stabilization Fund created under Presidential Decree No. 1956 by persons or entities engaged in the petroleum industry of such amounts as may be determined by the Board, which then enable the importer to recover cost of importation	Act on applications for or modifications of certificate of public convenience and/or necessity, licenses or permits of franchised electric utilities in accordance with law and revoke, review and modify such certificates, licenses or permits in appropriate cases, such as in cases of violations of the Grid Code, Distribution Code and other rules and regulations issued by the ERC in accordance with law

ERB	ERC
	In the exercise of its investigative and quasi-judicial powers, act against any participant or player in the energy sector for violations of any law, rule and regulation governing the same, including rules on cross-ownership, anti-competitive practices, abuse of market positions or similar or related acts by any participants in the energy sector or by any person
	Inspect on its own or through duly authorized representatives, the premises, books of accounts and records of any person or entity at any time, in the exercise of its quasi-judicial power for purposes of determining the existence of any anti-competitive behavior and/or market power abuse and any violation of rules and regulations issued by the ERC
	Perform such other regulatory functions as are appropriate and necessary in order to ensure the successful restructuring and modernization of the electric power industry, such as, but not limited to, the rules and guidelines under which generation companies, distribution utilities which are not publicly listed shall offer and sell to the public a portion of not less than fifteen percent (15%) of their common shares of stocks
	The ERC shall have the original and exclusive jurisdiction over all cases contesting rates, fees, fines and penalties imposed by the ERC in the exercise of the above-mentioned powers, functions and responsibilities and over all cases involving disputes between and among participants or players in the energy sector

- Source: ERB Company Profile
Executive Order No. 172

* Source: RA 9136

Annex III:

A Review of Local and International Organizational Structures

Organizational Structure: Models of Similar Local Agencies

Country/ Name of Office	Nature of Functions/ Roles and Responsibilities	Key Offices
<p>1. National</p> <p>Telecommunications Commission (NTC)</p>	<ul style="list-style-type: none"> ▪ Issues Certificate of Public Convenience for the operation of communications utilities and services. 	<p>Office of the Commissioner – responsible for the adoption and promulgation of guidelines, rules and regulations necessary to carry out the Commission’s regulatory and quasi-judicial functions, and for exercising supervision and control over its organizational units and regional offices. The Office houses the Commission Secretariat and International Affairs Coordinating Staff.</p> <p>Administration and Finance Department – responsible for undertaking activities relative to personnel, operational budgeting, accounting, management improvement, financial reporting, auditing, general services and other related supportive services, and exercise supervision over the Personnel Division, Financial and Management Division, and the General Services Division.</p> <p>Common Carriers Authorization Department – responsible for the development, formulation, and implementation of policies, programs, and operational standards relating to the regulations and authorization of domestic and international telecommunications, public utilities, including radio and tv broadcasting system and other similar public utilities and exercise supervision over the Domestic and International Services, Wire and Special Public Utility Services and Rates Regulation Divisions.</p> <p>Legal Department – responsible for the quasi-judicial functions of the Commission by providing legal advise or assistance to the Commission and the units and Regional Offices. It has 2 major divisions, the Adjudicative and Administrative Litigation Division.</p> <p>Radio Regulations and Licensing Department – undertake functions relative to the implementation of issued Certificates of Public Convenience and Necessity, registration of radio transmitter/transceiver equipment, licensing of all radio stations, issuance of safety Radiotelegraphy/Radiotelephony Certificates for ocean going vessels or ships, recognition of radio training schools and exercises supervision over the Fixed Land Mobile Services Division, Safety and Special Services Division, and Radio Operators and Training Schools Division.</p>

Country/ Name of Office	Nature of Functions/ Roles and Responsibilities	Key Offices*
		<p>Telecom Planning and Development Department – takes charge of planning, programming and project development as well as of the radio frequency spectrum management program and the standardization of telecommunications equipment and facilities. Its 3 major divisions include the Planning and Programming Division, Frequency Management Division and Equipment Standard Division.</p> <p>Broadcast Services Department – undertake functions related to the terms and conditions of the issued Certificate of Public Convenience and Licenses for Radio and Television Broadcasting Stations. It consists of the Program Division and Technical Division.</p> <p>Regional Offices – performs administrative, enforcement and operations functions in their respective regions.</p>
<p>2. Land Transportation Franchising and Regulatory Board (LTFRB)</p>	<ul style="list-style-type: none"> ▪ Promulgates/prescribes/implements rules and regulations regarding the issuance of franchise to allow operation of public utility vehicles in consonance with other existing rules and regulations. 	<p>Office of the Chairman and Board Members Office of the Executive Director Technical Evaluation Division Administrative Division Finance Division Legal Division Management Information Division Regional Offices</p>
<p>3. Securities and Exchange Commission (SEC)</p>	<ul style="list-style-type: none"> ▪ Formulates policies and recommendations on issues concerning the securities market, advise Congress and other government agencies on all aspects of the securities market and propose legislation and amendments thereto. 	<p>Office of the Chairman Office of the Commissioners Office of the General Counsel Office of the General Accountant Capital Markets</p> <ul style="list-style-type: none"> ▪ Market Regulations Department ▪ Corporation Finance Department ▪ Non-Traditional Securities and Instruments Department <p>Company Registration and Monitoring Department Compliance and Enforcement Department Support Services</p> <ul style="list-style-type: none"> ▪ Human Resources and Administrative Department ▪ Economic Research and Information Department ▪ Financial Management Department

Country/ Name of Office	Nature of Functions/ Roles and Responsibilities	Key Offices*
<p>4. Trade and Investment Development Corporation of the Philippines (TIDCORP)</p>	<ul style="list-style-type: none"> ▪ Guarantees, with the prior concurrence of the Monetary Board, subject to the rules and regulations that the Monetary Board may prescribe, approve foreign loans, in whole or in part, granted to any entity, enterprise or corporation organized or licensed to engage in business in the Philippines. 	<p>Office of the Board of Directors Corporate Board Secretary Office of the President Office of the Executive Vice President Operations Group</p> <ul style="list-style-type: none"> ▪ Guarantees and Loans Sector (Guarantees Department and Loans Department) ▪ Insurance Sector (Export Credit & Insurance Department and Investment Insurance Department) <p>Special Services Group</p> <ul style="list-style-type: none"> ▪ MIS and Planning Sector (MIS/Data Services Department and Planning/Business Development Department) ▪ Remedial Management and Regional Operations Sector (Remedial Management Department and Regional Operations Department) <p>Legal and Corporate Services Group</p> <ul style="list-style-type: none"> ▪ Legal Services Sector (Litigation and Collection Department and Documentation and Research Department)Corporate Services Sector (Administrative Department, Financial Management Department And Treasury Department)

Organizational Structure: Models from other Countries

Country/ Name of Office	Nature of Functions/ Roles and Responsibilities	Key Offices*
<p>1. United States of America – Federal Energy Regulatory Commission (FERC)</p>	<p>The Federal Regulatory Commission is an independent regulatory agency within the Department of Energy that:</p> <ul style="list-style-type: none"> ▪ Regulates the transmission and sale of natural gas for resale in interstate commerce; ▪ Regulates the transmission of oil by pipeline in interstate commerce; ▪ Regulates the transmission and wholesale sales of electricity in interstate commerce; ▪ Licenses and inspects private, municipal and state hydroelectric projects; ▪ Oversees environmental matters related to natural gas, oil, electricity and hydroelectric projects; ▪ Administers accounting and financial reporting regulations and conduct of jurisdictional companies, and; ▪ Approves site choices as well as abandonment of interstate pipeline facilities <p>The Commission recovers all of its costs from regulated industries through fees and annual charges.</p> <p>FERC was created through the Department of Energy Organization Act on October 1, 1977. At that time, the Commission’s predecessor, the Federal Power Commission (FPC), was abolished, and the new agency (FERC) inherited most of the FPC’s responsibilities.</p>	<p>Dispute Resolution Service – assists participants achieve resolution of disputes through consensual decision-making</p> <p>Office of Administrative Law Judges – resolves contested cases as directed by the Commission effectively, efficiently and expeditiously, either through impartial hearings and decision or through negotiated settlement, ensuring that the rights of all parties are preserved.</p> <p>Office of the Chief Information Officer – uses Information Technology as a resource multiplying strategy to provide better quality information and better service for their internal and external customers.</p> <p>Office of External Affairs – is the Commission’s primary contact point with the Congress, the general public, international, federal, state, and local government offices, interest groups, and the news media. It is responsible for developing public relations and other outreach strategies for the Commission.</p> <p>Office of Executive Director – supports the FERC in the accomplishment of its mission. They provide their customers efficient and effective equal employment opportunity, administrative support, human resources, organizational management, logistics, procurement, financial services, financial policy, budgets, internal control and evaluations, and management, administrative, and payroll system (MAPS) strategic plan. Advise the Chairman of potential issues and concerns in the areas of management studies and related financial reviews, productivity, and performance audits.</p> <p>Office of Energy Projects – fosters economic and environmental benefits for the nation through the approval and oversight of hydroelectric and natural gas pipeline energy projects that are in the public interest.</p> <p>Office of the General Counsel – provides legal services to the Commission. OGC represents the Commission before the courts</p>

	<p>The Commission's legal authority comes from the Federal Power Act of 1935, the Natural Gas Act (NGA) of 1938, the Natural Gas Policy Act (NGPA) of 1978, the Public Utility Regulatory Policies Act of 1978, and the Energy Policy Act of 1992.</p>	<p>and Congress and is responsible for the legal phases of the Commission's activities.</p> <p>Solicitor – defends the Commission's orders and other actions in the Federal courts, primarily the U.S. Courts of Appeals. Unlike most federal agencies and executive departments, the Commission has independent authority to defend its actions in court, unless the matter goes to the U.S. Supreme Court.</p> <p>Office of Markets, Tariffs and Rates – was created to integrate the Commission's economic regulation of the electric, natural gas, and oil industries. OMTR deals with matters involving markets, tariffs and rates relating to electric, natural gas, and oil pipeline facilities and services. They play the lead role in monitoring, promoting and maintaining competitive markets and refining compliance auditing.</p> <p>Office of the Secretary – established to serve as the official focal point through which all filings are made for proceedings before the Commission. In order to alert the public and invite public participation, the Secretary issues notices of these proceedings in accordance with the Commission's Rules and Regulations.</p> <p>FERC's Law and Legislative Library – houses the Commission's legal collection and provides extensive research information.</p>
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Country/ Name of Office	Nature of Functions/ Roles and Responsibilities	Key Offices*
<p>2. California, U.S.A - California Energy Commission (CEC)</p>	<p>The California Energy Commission is the state's primary energy policy and planning agency. Created by the Legislature in 1974 and located in Sacramento, the Commission has five major responsibilities:</p> <ul style="list-style-type: none"> ▪ Forecasting future energy needs and keeping historical energy data ▪ Licensing thermal power plants 50MW or larger ▪ Promoting energy efficiency through appliance and building standards ▪ Developing energy technologies and supporting renewable energy ▪ Planning for and directing response to energy emergencies <p>With the Electric Industry Deregulation Law (Assembly Bill 1890), the Commission's role includes overseeing funding programs that support public interest energy research; advance energy science and technology through research, development and demonstration; and provide market support to existing, new and emerging renewable technologies.</p>	<p>Energy Commission Administration – This area houses the Commission's accounting, personnel and employee relations, equal employment opportunity, budget, contracts, grants and loans, information technology, library, business services, and publication offices. This arm is responsible for audit and control functions that have been delegated by other state departments such as the Departments of Finance, Personnel Administration, State Controller, General Services, and the State Personnel Board. To accomplish its responsibilities, the division is organized into three branches – Financial Services Branch, Human Resources and Support Services Branch, Information Technology Services Branch. Also, the Equal Employment Opportunity Office is located in this division.</p> <p>Energy Efficiency Division – committed to making California's businesses, homes, and appliances more energy efficient by developing and implementing economic energy efficiency building standards that help ensure comfort and affordability, identifying and developing ways to streamline energy use in agriculture, manufacturing, water systems, and processing functions.</p> <p>Facilities Siting and Environmental Protection Division – to ensure that needed energy facilities are authorized according to this process in an expeditious, safe and environmentally acceptable manner. In addition, the division prepares all environmental documentation for the Commission as required by the California Environmental Quality Act (CEQA). The Division is organized into three offices – Facility Siting Office, Environmental Protection Office, and Engineering Office.</p> <p>Energy Information and Analysis Division – supports informed government and private market decisions by providing critical information and independent, objective analyses of energy demand, energy markets, energy system operations, and issues of concern to California. The Division examines electricity, natural gas, oil and gasoline market structures and forecasts energy demand,</p>

		<p>supply and price. It collects energy data, analyzes and reports on trends, and makes recommendations to improve the functioning of energy markets and to promote public policy. The division's objectives are carried out through three offices – Demand Analysis Office, Electricity Analysis Office, and the Fuel Resources Office.</p> <p>Technology Systems Division – supports the research, technology development, demonstration, and market development of new technologies for generation of electricity and electricity demand side management. These division activities include providing incentives to alternative and renewable energy producers and buyers and providing contracts and grants to institutions for research and development of energy technologies and related scientific activities. The Research and Development Office supports the activities of the Public Interest Energy Research Program. The Renewable Energy Office supports the activities of California's Renewable Energy Program. The Technology Market Development Office supports commission activities to help new technologies enter the marketplace.</p> <p>Public Adviser's Office – The public adviser is appointed by the Governor to assist the general public at Commission meetings and hearings.</p> <p>General Counsel's Office – houses the Commission's legal staff. Staff attorney represent the Commission in administrative hearings before the California Public Utilities Commission and Federal Energy Regulatory Commission, at state and federal court proceedings, and at internal proceedings such as power plant siting/licensing cases.</p> <p>Hearing Office – Hearing officers serve as administrative law judges before the Commission on power plant siting/licensing cases.</p>
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Country/ Name of Office	Nature of Functions/ Roles and Responsibilities	Key Offices*
<p>3. Singapore – Energy Market Authority (EMA)</p>	<p>The Government had in March 2000 decided to restructure the electricity and gas industries and to put in place a market structure and regulatory framework to enhance competition. In December 2000 the Government further decided to form a new statutory board, viz EMA under the Ministry of Trade and Industry to take over from the Public Utilities Board the function of Regulator of the electricity, piped gas and district cooling industries.</p> <p>The Energy Market Authority was set up on 1 April 2001 to drive the liberalized electricity and gas industries in Singapore and facilitate fair play in the industries. It will also regulate the district cooling monopolies. The powers of the EMA are provided under the Energy Market Authority Act 2001, Electricity Act 2001, Gas Act 2001 and District Cooling Act 2001.</p>	<p>Regulation Division – industry regulation; service and technical regulation; inspectorate and energy conservation; consumer affairs; ensures security and reliability of supply through setting and regulating performance standards; promote competition through market liberalization and economic regulation; ensure adequacy of supply and keeping abreast with industry developments; ensure consumer safety and compliance with prescribed codes and standards; license competent persons to carry out electrical and cable detection work, and gas service work</p> <p>Power Systems Operation Division – system control; system stability and planning; computer systems; is the system operator with the responsibility of operating electricity system and maintaining system security. Its key functions are: day to day, 24-hour monitoring and control of the transmission system and generation dispatch to maintain system security; and carrying out electricity system stability analysis and assessment to identify any need for transmission network expansion.</p> <p>Energy Market Company Pte. Ltd. – The Energy Market Company (EMC) Pte. Ltd. Was formed on 1 April 2001 as a subsidiary company of the Energy Market Authority. The EMC, as the electricity market operator, performs the following key functions: scheduling generating units based on the bids submitted by the wholesale market participants; setting transactions in the wholesale market; carrying out market surveillance to ensure market participants comply with market rules and codes; and conducting market studies and research to facilitate the making and changing of market rules by market participants.</p> <p>Energy Utilities Policy Division – focal points for energy matters; research and policy</p> <p>Corporate Services Division – secretariat, corporate communications, human resources, finance, information systems</p> <p>Legal Division</p>

Country/ Name of Office	Nature of Functions/ Roles and Responsibilities	Key Offices*
<p>4. Malaysia - Ministry of Energy, Communications & Multimedia (MECM)</p>	<p>The Ministry of Energy, Communications and Multimedia (MECM), was established on November 1, 1998 through a restructuring of the Ministry of Energy, Telecommunications and Posts. The role of the Ministry has shifted from being a service provider to a policy formulator and service regulator for the Energy, Communications and Multimedia sectors. The Ministry's main thrust is therefore to facilitate and regulate the growth of industries in these sectors to ensure the availability of high quality, efficient and safe services at a reasonable price to consumers throughout the country. The regulatory function of the Ministry is undertaken through its regulatory bodies; namely, the Department of Electricity Supply and the Communications and Multimedia Commission.</p> <p>Function of Energy Sector, MECM:</p> <ul style="list-style-type: none"> ▪ Formulate policies and strategies and undertake planning of the energy industry, particularly the electricity industry, renewable energy and energy efficiency; ▪ Review tariffs imposed by electricity utilities; ▪ Monitor standards of service of electricity utilities; ▪ Administer the Electricity Supply Industry Trust Account; and ▪ Monitor energy programs and project implementation. 	<p>Communication and Multimedia Division – formulation of multimedia policies which cover the aspects of: Cross Sector Activity Market Liberalization Consumer rights control Accessibility, universality and connectivity Licensing and Regulatory Security integrity, reliability and network and system assurance Competition and tariffs.</p> <p>Information Technology Division – conducts studies to determine computerization needs for the Ministry and Departments; to develop and maintain computer systems at all levels of the ministry to ensure currency and availability; manages systems and network services of the Ministry to allow for optimal use; plans, arranges and conducts training programs and offers consultation and support to the management and users in line with the latest developments in IT.</p> <p>Legal Division – gives written and verbal legal advice to the Ministry, its Departments or Agencies on the laws under the Ministry's jurisdiction; drafts, amends and approves proposed laws under the Ministry's jurisdiction including subsidiary legislation and its amendments and gazettes; drafts agreements, letter or memorandum of understanding and other legal documents; dives directives for the investigation of cases under the Ministry's jurisdiction; represents the government in civil cases; attends to parliament duties on the behalf of Attorney-General's Chambers.</p> <p>Internal Audit Division – focuses audit on matters related to organization, regulations and laws that have to be adhered and practiced n the management and administration, account and internal control. Among others are to ensure all procurement processes and payment are approved, public revenue are collected, recorded, accounted and kept safely. Financial auditing to ensure records are appropriate, precise and reliable; ensures the financial operations of the ministry, departments, and branches are managed efficiently in accordance with the policies and procedures given by the central agencies and financial authorities.</p>

		<p>Management and Corporate Communications Division – Corporate Communications (image building, parliament, coordination of visits, general administration, productivity and quality, management meeting secretariat); Management Finance (budgeting, budget monitoring, financial management, consultation, undertake and coordinate revenue collection); Human Resource (HR related management, e.g. confirmation, promotion, emplacement on pensionable scheme, management of establishment related activities, HR development).</p> <p>Energy Division – Formulate and evaluate National Electricity Supply including Independent Power Producers (IPP) and National Energy Policy; reevaluate Energy Mix Policy with the emphasis on the Four-Fuel Policy and its appropriateness to support the Nation's economic development into the 21st Century; establish Policy on Efficient Usage of Electricity in the Country; develop a Statutory Grid that will also cover the States of Sabah and Sarawak; implement privatization policies on Power-Plant Projects which utilize energy resources such as gas, oil, charcoal, hydro and others; formulate universal and equal Electric Tariff Policy taking into consideration an acceptable reserve margin; determine New Resources of Energy (NRSE) to be developed for the production of electricity; promote research industries in the country for the energy sector; establish Efficiency Energy Programs in the Industries, Hotels, Buildings and Factories.</p>
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Country/ Name of Office	Nature of Functions/ Roles and Responsibilities	Key Offices*
<p>5. Thailand - National Energy Policy Office (NEPO)</p>	<p>The main responsibilities of the National Energy Policy Office (NEPO) are stipulated under the following legislation: the National Energy Policy Council Act, B.E. 2535 (1992), the Royal Decree on the Solution and Prevention of Fuel Oil Shortage, B.E. 2516 (1973), and the Energy Conservation Promotion Act, B.E. 2535 (1992). Therefore, it is possible to summarize the scope of authority and responsibilities being assumed by NEPO as follows:</p> <ul style="list-style-type: none"> ▪ Study and analyze energy policies, management and development plans of the country to be presented to the National Energy Policy Council ▪ Monitor, evaluate, and act as the focal point for coordinating and supporting the implementation of energy policies, management and development plans of the country ▪ Compile information and keep abreast of changes in the energy situation ▪ Analyze trends and evaluate possible effect in order to make recommendations on energy policies, management and development plans, as well as disseminate energy statistics ▪ Manage the oil fund and formulate policies and measures related to oil prices and the oil fund. ▪ Recommend policies, projects and measures on energy conservation as well as the management of the Energy Conservation Promotion Fund. 	<p>Office of the Secretary – Personnel Section; Administration Coordination and Public Relations Section; Finance Section; General Administrative Sub-section</p> <p>Petroleum Division – Petroleum Exploration and Development Coordination Section; Petroleum Business Section; Petroleum Pricing Section; Administrative Sub-section</p> <p>Power Division – Load Forecast Section; Power System Development Section; Power Economics Section; Administrative Sub-section</p> <p>Energy Policy and Planning Division – Energy Policy and Planning Section; Energy Information Section; Overall Analysis and Projection Section; Administrative Sub-section</p> <p>Energy Conservation and Renewable Energy Division - Energy Conservation Section; New and Renewable Energy Section, Energy Conservation Promotion Fund Section; Administrative Sub-section</p>

Country/ Name of Office	Nature of Functions/ Roles and Responsibilities	Key Offices*
<p>6. California, U.S.A. - California Public Utility Commission (CPUC)</p>	<p>The Commission is primarily responsible for the regulation of four types of Investor-Owned Utilities (IOUs): Electric, Gas, Steam and Petroleum Pipeline Companies.</p> <p>The Consumer Services Division protects the interests of individual consumers by ensuring that providers of utility services operate legally and in the public interest.</p>	<p>Executive Division – consists of the offices of the five Commissioners and the Executive Director.</p> <p>Administrative Law Judges Division – supports the Commission’s decision-making process. To that end, it has a multifaceted professional and support staff who assist the Commission in processing formal filings, facilitating alternative dispute resolution, conducting hearings, developing an adequate administrative record, preparing and coordinating the agendas for the Commission’s biweekly business meetings.</p> <p>Consumer Services Division – protects the interests of individual consumers by ensuring that providers of utility services operate legally and in the public interest. This Division will respond promptly to consumer concerns and anticipate problems in order to prevent them, and will provide consumers with information, analysis, conflict resolution, and advocacy services to help them make intelligent decisions about utility purchases.</p> <p>Energy Division – has advisory & compliance responsibilities which include technical and research support for the five Commissioners and their offices in the Executive Division and the Administrative Law Judges in the ALJ Division. As primarily an advisory entity, the Energy Division is not a formal party to Commission proceedings. The Energy Division assists the Commission in its regulation of four types of Investor-Owned Utilities (IOUs): Electric, Gas, Steam and Petroleum Pipeline Companies. Commission-approved tariffs (official rates and terms of service) for these four types of IOUs are maintained by the Energy Division. The Division has 3 major branches: Investigations, Monitoring and Compliance Branch which includes System Maintenance and Reliability Section, Accounting, Auditing and Finance Section, and Federal Policy and Rate-making Section, Analysis Branch which includes Environmental and Public Purpose Program Section, Consumer Education and Protection Section and Market Rules Section, and the Decision Making Support Branch which includes PBR and Rate-making Section and Document Processing and Control Section.</p>

		<p>Legal Division – is directed to represent and appear for the people of the State of California, the Commission, and the Commission staff in all actions and proceedings involving any question under the Public Utilities Code or under any order or act of the Commission.</p> <p>Public Advisor’s Office and Outreach Offices – provides procedural information and advice to individuals and groups who want to participate in formal CPUC proceedings. The office also includes the Commission’s Outreach Program. Outreach Officers inform customers about how to resolve complaints with utilities, answer questions from the media and public about the CPUC, and work with local government officials to answer constituent inquiries on CPUC-related matters.</p> <p>Office of Ratepayer Advocates – includes Utility Performance and Analysis Branch, Market Development (Pricing and Protocols, Infrastructure Development, Monopoly Regulation, and Transition and Public Purpose Issues.</p> <p>Strategic Planning Division – consists of small group of policy analysts charged with identifying and analyzing utility industry issues, internal and external procedures, and interagency relationships that would not ordinarily be addressed by the industry divisions in their course of operations. DSP provides the Commissioners, the Executive Director and the Management Team with independent analysis and advice focusing on Commission practices, procedures, issues and policies.</p>
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Country/ Name of Office	Nature of Functions/ Roles and Responsibilities	Key Offices*
<p>7. Pennsylvania U.S.A - Pennsylvania Public Utility Commission (PPUC)</p>	<p>In maintaining close scrutiny over utility service and facilities, the PUC is particularly concerned with safety and reliability of natural gas, water and telephone lines, and railroad grade crossings. Utilities must report accidents to the Commission, which regularly inspects facilities to determine whether they are safe and adequate. Gas explosions and railroad grade crossing accidents are promptly investigated in an effort to prevent recurrences.</p> <p>The Commission annually processes thousands of applications and other documents, including numerous consumer complaints and questions about size of bills, fuel surcharges, billing procedures, late payment penalties, meter readings and general service problems.</p> <p>The Consumer Services Bureau was established to make consumer aware of their rights and responsibilities, provide timely procedural information, and speed efforts to settle customer-utility controversies informally to avoid the cost and delay of formal litigation.</p> <p>Because the supply of energy is expected to be a major concern well into the future, the Legislature vested the Bureau of Conservation, Economics and Energy Planning with the responsibility to research and study utility matters within PUC jurisdiction.</p> <p>With enactment of Act No. 33 (House Bill No.</p>	<p>Office of the Executive Director – coordinates activities of the bureaus & is the management link between the Commissioners & all bureau & office directors; has administrative control & supervision over all Commission offices & bu-reaus; responsible for the development & preparation of the budget, for fiscal controls, for the assessments process, org. dev't. & planning activities.</p> <p>Secretary's Bureau – coordinates the development of the Commission's Public Meeting Agenda, and the Secretary sits at all formal Public Meetings of the Commission; coordinates & conducts emergency operations; the Office of Prothonotary is organized within the Secretary's Bureau & in that capacity has responsibility to centralize and professionally maintain the Commission's files, dockets, and records.</p> <p>Office of Special Assistants – is the Commission's advisory support bureau and is the focal point and coordinator of the preparation of final Commission Orders; acts in both a technical and legal advisory capacity to the Commissioners in all aspects of public utility regulation, and enforcement proceedings.</p> <p>Bureau of Public Liaisons – is the Commission's link with the General Assembly, Congress, the Administration and the National Association of Regulatory Utility Commissioners (NARUC); houses a Press Office and a Community Relations Division.</p> <p>Law Bureau – responsible for legal advisory, prosecutory, enforcement & representational functions in support of Commission objectives; provides legal representation for the Commission in numerous ap-peals of agency decisions and rulemaking proceedings that relate to all areas of Commission jurisdiction; Legal counsel is provided to the Commission on a variety of issues associated with utility regulation under the Public Utility Code including constitutional law, ratemaking, energy law, communications law.</p> <p>Office of Trial Staff – is responsible for and assists in the development, challenge, and representation on the record of all matters in the public interest in all Commission proceedings except</p>

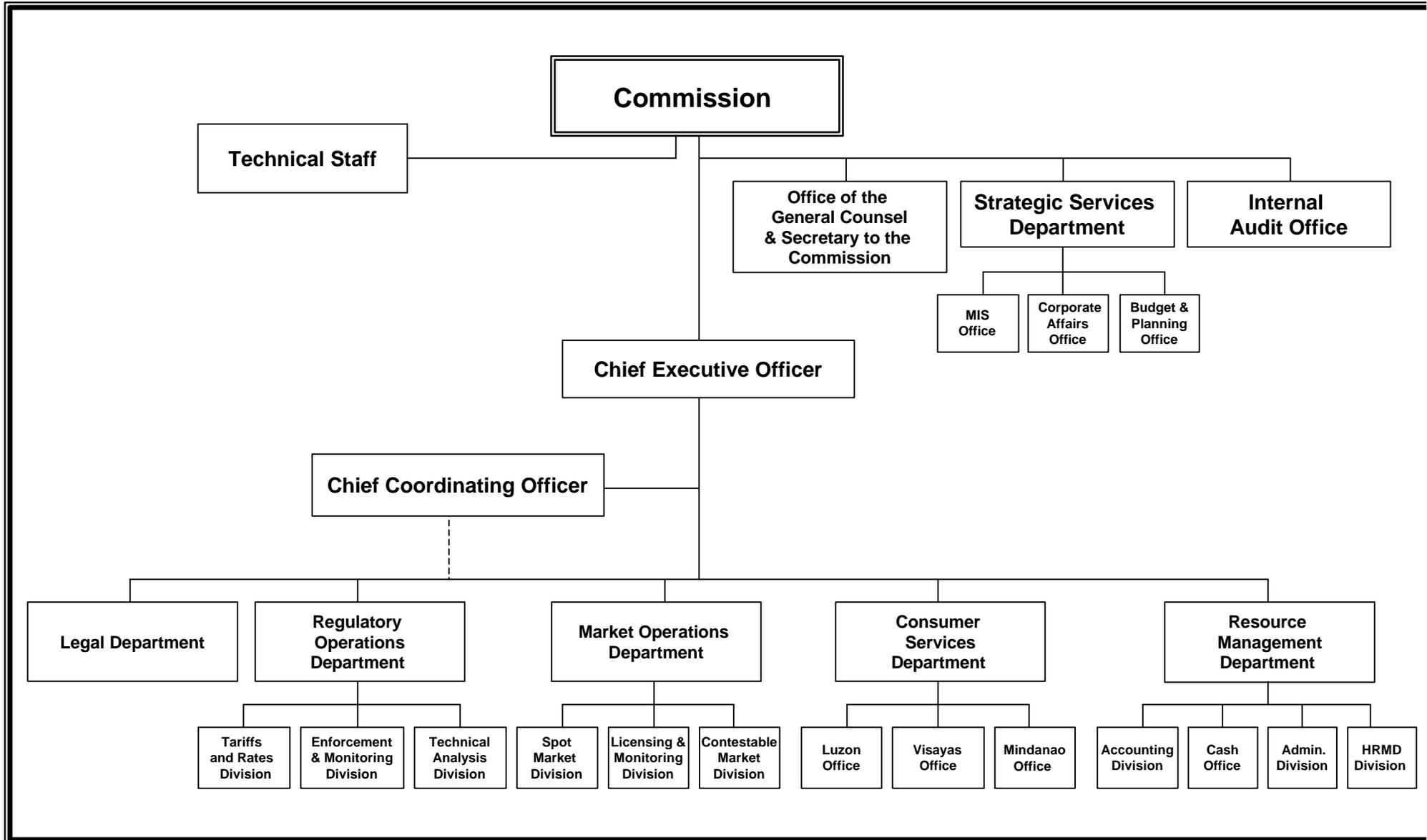
	<p>1180 on March 3, 1972, the Commission became fully funded by assessment of the regulated public utilities. Subject to budget approval, the PUC may assess utilities up to three-tenths of one percent of gross intrastate revenue to cover the cost of regulation recoverable through rates.</p>	<p>those involving transportation, safety, eminent domain, siting, service issues having no impact on rates, & ability to pay; the Director of the Office is also the Chief Prosecutor of the Commission.</p> <p>Office of the Administrative Law Judge – provides fair, prompt conflict resolution by independent administrative judges; presides at formal hearings in contested matters before the PUC, gather all the facts relating to individual cases and prepare written decisions outlining the issues in the case and recommending a resolution to the dispute.</p> <p>Bureau of Conservation, Economics and Energy Planning – conducts studies and research in a variety of matters within the Commission’s jurisdiction and advises the Commission in order to facilitate the provision of prospective regulation in the best interest of all parties concerned; CEEP also performs policy and planning functions.</p> <p>Bureau of Fixed Utility Services – provides technical support to the Commissioners and Commission offices and Bureau on rate and tariff matters filed by utilities; serves as a principal advisor to the Commission on technical issues & advocates policy recommendation on a variety of rates, tariffs & regulatory matters pertaining to fixed utilities.</p> <p>Bureau of Audits – responsible for the conduct of audit activity of Pennsylvania fixed utilities, including Energy/Fuel Audits, Original Cost Audits, Continuing Property Records Audits & Compliance Audits, Management Audits & Mgt. Efficiency Investigations.</p> <p>Bureau of Consumer Services – responds to consumer complaints, provides utility and related information to consumers, monitors utility compliance with PUC regulations, and evaluations utility performance.</p> <p>Bureau of Transportation and Safety – is responsible for regulation of various aspects of railroad safety, gas safety, and motor carrier safety and services in the Commonwealth of Pennsylvania.</p>
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Annex IV:

ERC Organizational Structure

ERC Functional Descriptions

ERC Organizational Structure



The Energy Regulatory Commission

Section 38 of Republic Act No. 9136 also known as the “Electric Power Industry Reform Act of 2001 (EIRA) and referred to as the Act, ordaining reforms in the electric power industry, mandated the creation of the Energy Regulatory Commission. The ERC is an independent, quasi-judicial regulatory body. As such, its powers and functions are clearly spelled out/provided for in RA No. 9136, more particularly in Section 43 thereof.

The “**Energy Regulatory Commission**” or “**ERC**” as used in the statement of functions refers to the **regulatory agency** created under Section 38 of RA 9136. (Section 4, v)

The “**Commission**” as mentioned in the same statement of functions refers to the decision-making body of the ERC composed of a Chairman and four (4) members as provided under Section 38 of RA 9136. (Section 4, f)

The Commission

The Commission (composed of the Chairman and four Commissioners) shall exercise the powers and undertake the functions mandated by RA 9136 for the Energy Regulatory Commission (Section 38).

Chief Executive Officer

Responsible for the execution and implementation of policies, decisions, orders and resolutions approved by the Commission. Responsible for providing the general direction of the work of the agency (Section 38, ¶ 4).

Chief Coordinating Officer

Responsible for assisting the CEO in overseeing the day to day activities of the agency. Directly responsible and accountable to the CEO for the effective functioning of the agency's line departments and operating units.

- ◆ Coordinates, consolidates, facilitates and fast tracks/expedites the work of the different operating units;
- ◆ Facilitates the implementation through the different operating units of the policies, rules, standards and directions adopted and promulgated by the Commission;
- ◆ Advises the CEO and/or Commissioners, when requested on issues and concerns related to the operation of the agency including but not limited to management, budgeting, productivity, and performance.

General Counsel and Secretary to the Commission

Responsible for providing legal advice or assistance to the Commission.

- ◆ Provides legal representation in cases involving or affecting the Commission;
- ◆ Provides legal analysis and opinions in matters related to the decision-making activities of the Commission;
- ◆ Assists or represents the Commission in dealing with other government offices/agencies and/or the public on matters involving legal issues/questions.

Acts as secretary to the Commission.

- ◆ Takes and keeps minutes of Commission meetings;
- ◆ Upon the direction of the Chairman, prepares and releases the agenda for Commission meetings, together with the papers covering matters on the agenda, and issues notices of such meetings;
- ◆ Maintains library of legal documents, acts as custodian of the official seal and all official records, and ensures safety/confidentiality of legal documents;
- ◆ Determines appropriateness and timeliness of information and approves the release of same for publication at the website, after he has reviewed and cleared the same for release, in his capacity as General Counsel.

Strategic Services Department

Responsible for providing the Commission with relevant, timely and accurate reports, data/information, and for taking the lead role in information dissemination to the general public (Section 62, ¶ 3).

- ◆ Conducts technical and policy research and development to address the needs and demands of a dynamic electricity industry;
- ◆ Develops and implements ERC's management information systems by using the appropriate and responsive information and communications technology/systems.
- ◆ In coordination with the CEO, prepares corporate short, medium and long term plans for Commission's approval;
- ◆ In coordination with the CEO, prepares a proposed annual budget and annual performance/accomplishment report for Commission's approval.

Management Information System Office

Responsible for providing complete, timely and accurate information which will enable the Commission to make quick, knowledge-based decisions/actions;

- ◆ Designs, installs, maintains and updates information and communication (which includes financial analyses, internal accounting, management, operations, and Human Resources Information) systems which can effectively respond to the unique needs and demands of the agency;
- ◆ Installs, maintains, and updates a website for the use of the Commission, the ERC's various operating units and the general public.

Corporate Affairs Office

- ◆ Develops innovative approaches for image/perception building to heighten public awareness of the ERC;
- ◆ Recommends policies for the use of multimedia for consideration by the Commission;
- ◆ Acts as a spokesperson of the Commission; addresses queries from the press and public;
- ◆ Provides the consumers with timely, relevant and complete information on electricity matters that affect their interests;
- ◆ Plans and organizes agency events;
- ◆ Designs and packages annual reports, brochures, flyers or any other related material.

(Section 37, e, iv; Section 43, n; Section 76)

Budget and Planning Office

- ◆ Prepares short, medium and long term plans for the Commission;
- ◆ Prepares the annual budget for the Commission and extends assistance in making presentation/representation with DBM;
- ◆ Recommends procedures for the effective management of the agency's resources;
- ◆ Prepares the ERC Annual Report in coordination with other operating units;

(Section 62, ¶ 3)

Internal Audit Office

The Internal Audit Office* shall assist the Commission in the effective discharge of its responsibilities insofar as the same would not encroach on or be adversarial with those of the auditors of the Commission on Audit. It shall perform staff functions with primary responsibilities encompassing the examination and evaluation of the adequacy and effectiveness of internal control and the quality of performance. The scope of internal auditing services covers financial audit, compliance audit, and operational audit.

The internal audit activities shall include the following:

- ◆ Ascertains the reliability and integrity of financial and operational information and the means used to identify, measure, classify and report such information;
- ◆ Ascertains the extent of compliance and reviews the systems established to ensure compliance with government policies, plans and procedures, laws and regulations which have impact on operations;
- ◆ Ascertains the extent to which the assets and other resources of the institutions are accounted for and safeguarded from losses of all kinds;
- ◆ Reviews and evaluates the soundness, adequacy and application of accounting, financial and other operating controls and promotes the most effective control at reasonable cost;
- ◆ Reviews operations or programs to ascertain whether or not results are consistent with established objectives and goals and whether or not such programs are being carried out as planned;
- ◆ Evaluates the quality of performance of groups, individuals in carrying out their assigned responsibilities; and
- ◆ Recommends corrective actions on operational deficiencies observed.

*** The creation of the Internal Audit Office is mandated by RA #308.**

Technical Staff

Responsible for providing the Commission with expert advice/inputs necessary for developing/adopting sound and fair policies, directives, rules and regulations.

- ◆ Conducts studies/analyses of cases brought before the Commission;
- ◆ Verifies and validates data and assumptions and ascertains accuracy of conclusions of studies and analyses presented to the ERC;
- ◆ Reviews reports as may be directed by the Commission;
- ◆ Recommends appropriate action(s) for cases, reports, and queries brought before the Commission;
- ◆ Provides research and develops alternative recommendations on subjects related to the energy industry but not necessarily pending before the ERC.

Legal Department

Responsible for providing legal assistance and representation to all line departments in proceedings before the Commission and assistance in external legal matters as requested by the General Counsel. Responsible for safekeeping of legal documents (Section 28; Section 43 e,l,m,r,s,u; Section 45, ¶ 4, a,b, 8,9; Section 46; Section 67, ¶ 1,2,3,4; Section 69).

- ◆ Acts as the custodian of legal records, maps, profiles, tariffs, reports and other documents/papers filed in connection with any case or proceedings before the Commission.

Regulatory Operations Department

Responsible for enforcing the rules, regulations, standards and methodologies adopted by the Commission (Section 43 t; Section 22).

- ◆ Develops recommendations with supporting studies and documentation in all pending matters before the Commission including rates, tariffs, performance standards, universal service charge, stranded costs, system losses, cross-subsidies and other matters as may be directed by the COO.
- ◆ Performs other functions as delegated by the COO.

Tariffs and Rates Division

Responsible for preparing financial and economic studies regarding electric rates and tariffs. Such studies pertain to developing the Department's recommendations including but not limited to transmission wheeling charges, calculations of cross subsidies, calculation and design of universal service charge components, lifeline rates, unbundled rates for captive customers, cross-subsidy removal scheme, distribution wheeling charges and incentive schemes pertaining to systems losses (Section 2 c,f; Section 7; Section 20; Section 23, ¶ 2,3; Section 24; Section 25; Section 26; Section 32, ¶ 4; Section 33; Section 34; Section 35, ¶ 2, Section 36, ¶ 1,2,3,4; Section 43 d,f,g,i,j,q; Section 51, d; Section 60; Section 67; Section 69, Section 70; Section 73; Section 74).

Enforcement and Monitoring Division

Responsible for conducting investigations and making recommendations pertaining to violations of standards, rules and regulations, and monitoring the compliance of the participants in the electricity industry, including but not limited to the unbundling of business activities and rates, rules pertaining to TRANSCO and Distribution Utilities, the Philippine Grid Code and Distribution Code, and events and incidents in the Grid and Distribution Systems (Section 8, ¶ 5,6,10; Section 9, ¶ 2; Section 21, ¶ 2; Section 23, ¶ 5; Section 44).

Technical Analysis Division

Responsible for recommending the various standards to be promulgated and enforced by the Commission and to be followed and observed by participants in the electricity industry (Section 7, ¶ 2; Section 23, ¶ 4,7; Section 29, ¶ 2; Section 37, c; Section 43, b,h,p; Section 45, ¶ 5,7).

- ◆ Formulates and recommends for approval by the Commission, the Performance Standards for TRANSCO and O & M Concessionaire, Distribution Utilities and Suppliers, and the Financial Capability Standards for GENCOS, TRANSCO, Distribution Utilities and Suppliers;
- ◆ Evaluates Compliance Plans to the Philippine Grid Code and Philippine Distribution Code submitted by TRANSCO and Distribution Utilities;
- ◆ Recommends adoption and promulgation of other standards which may be found to be necessary in the future;
- ◆ Evaluates expansion, reinforcement, rehabilitation and development projects of the TRANSCO and Distribution Utilities;
- ◆ Conducts reliability studies and other technical/analytical studies for the Grid and the Distribution Systems;
- ◆ Develops/revises technical performance standards for the Grid and Distribution Codes.
- ◆ Conducts studies pertaining to individual distribution utility system losses.

Market Operations Department

- ◆ Develops recommendations with supporting studies and documentation in all pending matters before the Commission including issuances of certificates of compliance, licenses for suppliers of electricity, contestable markets, wholesale spot market, anti-competitive behavior and other matters as directed by the CEO.
- ◆ Establishes dispute resolution procedures.

Spot Market Division

Responsible for formulating recommendations with respect to the following:

- ◆ mechanisms for determining the price of electricity not covered by bilateral contracts between sellers and purchases of electricity users;
- ◆ membership criteria for generating companies, distribution utilities, suppliers, bulk consumer/end-users to become members of the wholesale electricity spot market;
- ◆ market charges to be assessed to market members;
- ◆ the possible suspension of the wholesale electricity spot market or the declaration of a temporary wholesale electricity spot market-failure.

(Section 30; Section 43 c)

Licensing and Monitoring Division

Responsible for making recommendations for issuance of licenses to participants in the electricity industry, and for monitoring of their performance (Section 6, ¶ 2,6; Section 29, ¶ 1,5; Section 43, k,o,p,s).

- ◆ Reviews and supervises the issuance of licenses for generation and supply companies including: compliance, financial evaluation, technical evaluation, legal and corporate qualification, conflict of interest determination, compliance with the Grid/Distribution Code provisions and other laws and IRR;
- ◆ Conducts periodic reviews of the guidelines/requirements for the issuance of licenses/franchises for possible improvement in the process/system;
- ◆ Monitors activities in the generation and supply of electric power to promote free market competition and secure transparency in the allocation or pass through bulk purchase costs for distribution;
- ◆ Formulates recommendations concerning abuse of market power, cartelization, and other anti-competitive or discriminatory behavior;

- ◆ Monitors the electricity market for abuse of market power, cartelization and other anti-competitive or discriminatory behavior as defined by its rules and regulations;
- ◆ Investigates violations in the market rules;
- ◆ Recommends settlements of disagreements in valuation, procedures, ownership participation and other issues between TRANSCO and distribution utilities;
- ◆ Inspects premises, banks of accounts/records of any person/entity at any time to determine existence of any anti-competitive behavior and/or market power abuse;
- ◆ Recommends for approval, criteria/standards for determining qualifications of applicants for licenses to operate.

Contestable Market Division

- ◆ Formulates recommendations concerning measures to develop and enlarge contestable markets where end-users are afforded the choice of their electricity suppliers/providers;
- ◆ Formulates recommendations regarding mechanics, guidelines and procedures by which captive markets can be converted to contestable markets;
- ◆ Formulates recommendations regarding gradual expansion of the contestable market or retail competition to all consumers.

(Section 31; Section 45, ¶ 1).

Consumer Services Department

Responsible for handling consumer complaints and ensures the adequate promotion of concerns/interests (Section 41).

- ◆ Provides the consumers with timely, relevant, and complete information on electricity matters that affect their interests;
- ◆ Encourages electricity consumers to air their complaints or grievances against any participant/player in the electricity industry, or even the ERC or any of its operating units or personnel, who may be perceived or actually known as working against the interests of the consumers/end-users;
- ◆ Acts on complaints/grievances by referring it to the office/operating unit concerned for immediate action/resolution;
- ◆ Sets up mechanisms/procedures for responsive, fair and acceptable actions on complaints/grievances;
- ◆ Designs programs/systems to prevent, eliminate or eradicate potential sources of consumer complaints/grievances, in coordination with participants/players of the electricity industry;
- ◆ Recommends sanctions against any participant/player/ERC personnel who have been proven as working against the interests of consumer/end-users, and/or rewards/incentives for participants/players with no record of complaints from consumer/end-users;
- ◆ Exercises functional and administrative supervision over the Luzon/Visayas/Mindanao Offices.

Luzon, Visayas & Mindanao Offices

- ◆ Acts on consumer complaints/grievances within their area of responsibility;
- ◆ Recommends sanctions against any participant/player/ERC personnel in his area of coverage, who have been proven as working against the interests of consumers/end-users, and/or rewards/incentives for participants/players with no record of complaints from consumers/end users.
- ◆ Implements policies on consumer protection and promotion adopted and promulgated by the Commission in their respective area of jurisdiction.

Resource Management Department

Responsible for providing financial, administrative, and human resources services to the Commission and its various operating units including, but not limited to the following areas of concerns:

- ◆ Internal financial audit
- ◆ Basic and subsidiary accounting/bookkeeping
- ◆ Collection/disbursement of funds
- ◆ Records management/custodianships
- ◆ Supply, procurement and property utilization
- ◆ Transportation and communication
- ◆ General housekeeping
- ◆ Human Resource Management and Development Policies

Accounting Division

- ◆ Maintains books of accounts for all transactions of the agency;
- ◆ Issues certification of availability of funds;
- ◆ Processes claims of suppliers, contractors and employees.

Cash Office

- ◆ Collects/disburses funds;
- ◆ Remits payments to GSIS, Pag-Ibig and Philhealth;
- ◆ Ensures timely payment of obligations to suppliers, contractors, employees' salaries, wages and allowances.

Administrative Division

- ◆ Develops/formulates operating administrative procedures in accordance with existing government policies for adoption by the Commission, particularly on the following areas:
 1. Procurement/materials management
 2. Transport requirements
 3. Records management
 4. Building maintenance (janitorial, electrical and mechanical equipment service)
 5. Security service
 6. Communication requirements

Human Resource Management and Development Division

- ◆ Formulates/recommends and implements HR policies and programs, adopted by the Commission, in accordance with applicable CSC, DBM, and GSIS policies, rules and regulations on the following areas:
 - Recruitment, Selection, and Placement
 - Compensation and Benefits
 - Medical and Dental/Physical Fitness Program
 - Incentives/Awards/Rewards Program
 - Employee Relations/Grievance Machinery
 - Maintenance of 201 Files
 - Career Management
 - Organizational Development
 - Management/Maintenance of Learning Resource Center
 - Retirement
- ◆ Processes and maintains the payroll, processes claims for compensation and benefits, e.g. allowances, leaves, insurance, and salary adjustments and retirement in accordance with CSC, GSIS and DBM policies;
- ◆ Develops training policies and guidelines for approval by the Commission;
- ◆ Implements training programs approved by the Commission for the development of ERC officials and employees.

(Section 39; Section 40, Section 63)

Functions of the Energy Regulatory Commission Based on RA No. 9136

Section	Department/Division
Section 2 c,f	Tariffs and Rates Division
Section 6 ¶ 2,6	Licensing and Monitoring Division
Section 7	Tariffs and Rates Division
Section 7 ¶ 2	Technical Analysis Division
Section 8 ¶ 5,6,10	Enforcement and Monitoring Division
Section 9 ¶ 2	Enforcement and Monitoring Division
Section 20	Tariffs and Rates Division
Section 21 ¶ 2	Enforcement and Monitoring Division
Section 22	Regulatory Operations Department
Section 23 ¶ 2,3	Tariffs and Rates Division
Section 23 ¶ 4,7	Technical Analysis Division
Section 23 ¶ 5	Enforcement and Monitoring Division
Section 24	Tariffs and Rates Division
Section 25	Tariffs and Rates Division
Section 26	Tariffs and Rates Division
Section 28	Legal Department
Section 29 ¶ 1, 5	Licensing and Monitoring Division
Section 29 ¶ 2	Technical Analysis Division
Section 30	Spot Market Division
Section 31	Contestable Market Division
Section 32 ¶ 4	Tariffs and Rates Division
Section 33	Tariffs and Rates Division
Section 34	Tariffs and Rates Division
Section 35 ¶ 2	Tariffs and Rates Division
Section 36 ¶ 1,2,3,4	Tariffs and Rates Division
Section 37 c	Technical Analysis Division
Section 37 e, iv	Corporate Affairs Office
Section 38	The Commission
Section 38 ¶ 4	Chief Executive Officer
Section 39	Human Resource Management and Development Division
Section 40	Human Resource Management and Development Division
Section 41	Consumer Services Department
Section 43 b,h,p	Technical Analysis Division
Section 43 c	Spot Market Division
Section 43 d,f,g,i,j,q	Tariffs and Rates Division
Section 43 e,l,m,r,s,u	Legal Department
Section 43 k,o,p,s	Licensing and Monitoring Division
Section 43 n	Corporate Affairs Office
Section 43 t	Regulatory Operations Department

Section 44	Enforcement and Monitoring Division
Section 45 ¶ 1	Contestable Market Division
Section 45 ¶ 4, a,b, 8, 9	Legal Department
Section 45 ¶ 5, 7	Technical Analysis Division
Section 46	Legal Department
Section 51 d	Tariffs and Rates Division
Section 60	Tariffs and Rates Division
Section 62 ¶ 3	Strategic Services Department
Section 62 ¶ 3	Budget and Planning Office
Section 63	Human Resource Management and Development Division
Section 67	Tariffs and Rates Division
Section 67 ¶ 1,2,3,4	Legal Department
Section 69	Legal Department; Tariffs and Rates Division
Section 70	Tariffs and Rates Division
Section 73	Tariffs and Rates Division
Section 74	Tariffs and Rates Division
Section 76	Corporate Affairs Office

Annex V:

ERC Staffing Pattern/ Plantilla Positions

ENERGY REGULATORY COMMISSION

Staffing Pattern/ Plantilla Positions

SUMMARY OF POSITION CATEGORY

Position Category	Number of Positions Per Category
Executive/Managerial	31
Professional/Technical	105
Rank and File	84
Total	220

Source:

1. Qualification Standards Manual, Revised 1997, Civil Service Commission
2. Index of Occupational Services, Position Titles and Salary Grades, Compensation and Position Classification Bureau, Department of Budget and Management, Monts, Philippines, July 1997

SUMMARY

Staffing Pattern/Plantilla Positions

Office	No. of Positions
1. Commission	22
2. Chief Executive Officer	-
3. Chief Coordinating Officer	2
4. GENERAL COUNSEL and SECRETARY to the COMMISSION	7
5. STRATEGIC SERVICES DEPARTMENT (Office of the Department Manager)	2
5.1 Management Information System Office	6
5.2 Corporate Affairs Office	5
5.3 Budget and Planning Office	4
6. INTERNAL AUDIT OFFICE	3
7. TECHNICAL STAFF	5
8. LEGAL DEPARTMENT	17
9. REGULATORY OPERATIONS DEPARTMENT (Office of the Department Manager)	2
9.1 Tariffs and Rates Division	29
9.2 Enforcement and Monitoring Division	24
9.3 Technical Analysis Division	10
10. MARKET OPERATIONS DEPARTMENT (Office of the Department Manager)	2
10.1 Spot Market Division	6
10.2 Licensing and Monitoring Division	11
10.3 Contestable Market Division	6
11. CONSUMER SERVICES DEPARTMENT	8
11.1 Luzon Office	1
11.2 Visayas Office	8
11.3 Mindanao Office	8
12. RESOURCE MANAGEMENT DEPARTMENT (Office of the Department Manager)	2
12.1 Accounting Division	6
12.2 Cash Office	3
12.3 Administrative Division	11
12.4 HRMD Division	10
TOTAL	220

DETAILED STAFFING LEVELS PER OFFICE

OFFICE	Executive/ Managerial	Professional/ Technical	Rank & File	Total
1. Commission	10	--	12	22
2. Chief Executive Officer	--	--	--	--
3. Chief Coordinating Officer	1	--	1	2
4. GENERAL COUNSEL and SECRETARY to the COMMISSION	1	2	4	7
5. STRATEGIC SERVICES DEPARTMENT (Office of the Department Manager)	1	--	1	2
5.1 Management Information System Office	1	4	1	6
5.2 Corporate Affairs Office	1	2	2	5
5.3 Budget and Planning Office	1	2	1	4
6. INTERNAL AUDIT OFFICE	--	1	2	3
7. TECHNICAL STAFF	--	4	1	5
8. LEGAL DEPARTMENT	1	10	6	17
9. REGULATORY OPERATIONS DEPARTMENT (Office of the Department Manager)	1	--	1	2
9.1 Tariffs and Rates Division	1	22	6	29
9.2 Enforcement and Monitoring Division	1	14	9	24
9.3 Technical Analysis Division	1	9	--	10
10. MARKET OPERATIONS DEPARTMENT (Office of the Department Manager)	1	--	1	2
10.1 Spot Market Division	1	4	1	6
10.2 Licensing and Monitoring Division	1	6	4	11
10.3 Contestable Market Division	1	4	1	6
11. CONSUMER SERVICES DEPARTMENT (Office of the Department Manager)	2	2	4	8
11.1 Luzon Office	--	1	--	1
11.2 Visayas Office	--	5	3	8
11.3 Mindanao Office	--	5	3	8
12. RESOURCE MANAGEMENT DEPARTMENT (Office of the Department Manager)	1	--	1	2
12.1 Accounting Division	1	2	3	6
12.2 Cash Office	--	1	2	3
12.3 Administrative Division	1	2	8	11
12.4 HRMD Division	1	3	6	10
TOTAL	31	105	84	220

STAFFING PATTERN/ PLANTILLA POSITIONS

COMMISSION

Generic Title	Agency Title	Staffing Level	Salary Grade
Chairman	Chairman	1	E2
Commissioner	Commissioner	4	E1
Executive Assistant V	Executive Assistant V	5	M1
Private Secretary III	Private Secretary III	5	RF11
Confidential Assistant	Confidential Assistant	6	RF4
Utility Worker I	Utility Worker I	1	RF1
		----- 22	

OFFICE OF THE CHIEF EXECUTIVE OFFICER

(The Chairman of the Commission is also the Chief Executive Officer of the ERC, hence will utilize the same staff assigned to the Office of the Chairman)

Generic Title	Agency Title	Staffing Level	Salary Grade
--	--	--	--

OFFICE OF THE CHIEF COORDINATING OFFICER

Generic Title	Agency Title	Staffing Level	Salary Grade
Executive Director V	Chief Coordinating Officer	1	M3
Secretary II	Secretary II	1	RF9
		----- 2	

OFFICE OF THE GENERAL COUNSEL & SECRETARY TO THE COMMISSION

Generic Title	Agency Title	Staffing Level	Salary Grade
General Counsel	General Counsel	1	M2
Attorney V	Attorney V	2	PT5
Stenographic Reporter III	Stenographic Reporter III	2	RF11
Secretary II	Secretary II	1	RF9
Clerk II	Clerk II	1	RF4
		----- 7	

STRATEGIC SERVICES DEPARTMENT
(Office of the Department Manager)

Generic Title	Agency Title	Staffing Level	Salary Grade
Director III	Director III	1	M2
Secretary II	Secretary II	1	RF9
		----- 2	

Strategic Services Department
MANAGEMENT INFORMATION SYSTEM OFFICE

Generic Title	Agency Title	Staffing Level	Salary Grade
Chief Energy Regulation Officer	Division Chief IV	1	M1
Information Technology Officer II	Information Technology Officer II	1	PT4
Information Systems Analyst III	Information Systems Analyst III	1	PT2
Computer Programmer III	Computer Programmer III	1	PT2
Computer Maintenance Technologist III	Computer Maintenance Technologist III	1	PT1
Data Controller II	Data Controller II	1	RF8
		----- 6	

Strategic Services Department
CORPORATE AFFAIRS OFFICE

Generic Title	Agency Title	Staffing Level	Salary Grade
Chief Energy Regulation Officer	Division Chief IV	1	M1
Supervising Energy Regulation Officer	Information Officer IV	1	PT4
Senior Energy Regulation Officer	Information Officer II	1	PT2
Artist-Illustrator III	Artist-Illustrator III	1	RF11
Clerk III	Clerk III	1	RF6
		----- 5	

Strategic Services Department
BUDGET & PLANNING OFFICE

Generic Title	Agency Title	Staffing Level	Salary Grade
Chief Energy Regulation Officer	Division Chief IV	1	M1
Supervising Energy Regulation Officer	Budget Officer IV	1	PT4
Supervising Energy Regulation Officer	Planning Officer IV	1	PT4
Clerk III	Clerk III	1	RF6
		----- 4	

INTERNAL AUDIT OFFICE

Generic Title	Agency Title	Staffing Level	Salary Grade
Supervising Energy Regulation Officer	Management and Audit Analyst V	1	PT4
Energy Regulation Officer I	Management and Audit Analyst I	2	RF11
		----- 3	

TECHNICAL STAFF

Generic Title	Agency Title	Staffing Level	Salary Grade
Development Management Officer V	Development Management Officer V	4	PT 5
Data Controller II	Data Controller II	1	RF8
		----- 5	

LEGAL DEPARTMENT

Generic Title	Agency Title	Staffing Level	Salary Grade
Director III	Director III	1	M2
Attorney IV	Attorney IV	5	PT4
Attorney III	Attorney III	3	PT3
Attorney II	Attorney II	2	PT2
Legal Researcher	Legal Researcher	2	RF12
Stenographic Reporter III	Stenographic Reporter III	2	RF11
Legal Assistant	Legal Assistant	1	RF10
Secretary II	Secretary II	1	RF9
		----- 17	

REGULATORY OPERATIONS DEPARTMENT (Office of the Department Manager)

Generic Title	Agency Title	Staffing Level	Salary Grade
Director III	Director III	1	M2
Secretary II	Secretary II	1	RF9
		----- 2	

Regulatory Operations Department
TARIFFS & RATES DIVISION

Generic Title	Agency Title	Staffing Level	Salary Grade (ERC)
Chief Energy Regulation Officer	Division Chief IV	1	M1
Supervising Energy Regulation Officer	Supervising Energy Regulation Officer	6	PT4
Senior Energy Regulation Officer	Senior Energy Regulation Officer	10	PT2
Energy Regulation Officer II	Energy Regulation Officer II	6	PT1
Energy Regulation Officer I	Energy Regulation Officer I	4	RF11
Data Controller II	Data Controller II	1	RF8
Energy Regulation Assistant	Energy Regulation Assistant	1	RF8
		----- 29	

Regulatory Operations Department
ENFORCEMENT & MONITORING DIVISION

Generic Title	Agency Title	Staffing Level	Salary Grade
Chief Energy Regulation Officer	Division Chief IV	1	M1
Supervising Energy Regulation Officer	Supervising Energy Regulation Officer	2	PT4
Senior Energy Regulation Officer	Senior Energy Regulation Officer	6	PT2
Energy Regulation Officer II	Energy Regulation Officer II	6	PT1
Energy Regulation Officer I	Energy Regulation Officer I	7	RF11
Data Controller II	Data Controller II	2	RF8
		----- 24	

Regulatory Operations Department
TECHNICAL ANALYSIS DIVISION

Generic Title	Agency Title	Staffing Level	Salary Grade
Chief Energy Regulation Officer	Division Chief IV	1	M1
Engineer IV	Engineer IV	3	PT4
Engineer III	Engineer III	3	PT3
Engineer II	Engineer II	3	PT1
		----- 10	

MARKET OPERATIONS DEPARTMENT
(Office of the Department Manager)

Generic Title	Agency Title	Staffing Level	Salary Grade
Director III	Director III	1	M2
Secretary II	Secretary II	1	RF9
		----- 2	

Market Operations Department
SPOT MARKET DIVISION

Generic Title	Agency Title	Staffing Level	Salary Grade
Chief Energy Regulation Officer	Division Chief IV	1	M1
Supervising Energy Regulation Officer	Supervising Energy Regulation Officer	2	PT4
Senior Energy Regulation Officer	Senior Energy Regulation Officer	2	PT2
Clerk III	Clerk III	1	RF6
		----- 6	

**Market Operations Department
LICENSING & MONITORING DIVISION**

Generic Title	Agency Title	Staffing Level	Salary Grade
Chief Energy Regulation Officer	Division Chief IV	1	M1
Supervising Energy Regulation Officer	Supervising Energy Regulation Officer	2	PT4
Senior Energy Regulation Officer	Senior Energy Regulation Officer	2	PT2
Energy Regulation Officer II	Energy Regulation Officer II	2	PT1
Energy Regulation Officer I	Energy Regulation Officer I	2	RF11
Clerk III	Clerk III	2	RF6
		----- 11	

**Market Operations Department
CONTESTABLE MARKET DIVISION**

Generic Title	Agency Title	Staffing Level	Salary Grade
Chief Energy Regulation Officer	Division Chief IV	1	M1
Supervising Energy Regulation Officer	Supervising Energy Regulation Officer	2	PT4
Senior Energy Regulation Officer	Senior Energy Regulation Officer	2	PT2
Clerk III	Clerk III	1	RF6
		----- 6	

CONSUMER SERVICES DEPARTMENT

Generic Title	Agency Title	Staffing Level	Salary Grade
Director III	Director III	1	M2
Chief Energy Regulation Officer	Division Chief IV	1	M1
Supervising Energy Regulation Officer (1 for Luzon Office, 2 for Visayas Office & 2 for Mindanao Office)	Supervising Energy Regulation Officer	5	PT4
Senior Energy Regulation Officer (2 for Head Office, 3 for Visayas Office & 3 for Mindanao Office)	Senior Energy Regulation Officer	8	PT2
Energy Regulation Officer I (3 for Head Office, 3 for Visayas Office & 3 for Mindanao Office)	Energy Regulation Officer I	9	RF11
Secretary II	Secretary II	1	RF9
		----- 25	

RESOURCE MANAGEMENT DEPARTMENT
(Office of the Department Manager)

Generic Title	Agency Title	Staffing Level	Salary Grade
Director III	Director III	1	M2
Secretary II	Secretary II	1	RF9
		----- 2	

Resource Management Department
ACCOUNTING DIVISION

Generic Title	Agency Title	Staffing Level	Salary Grade
Chief Energy Regulation Officer	Division Chief IV	1	M1
Accountant IV	Accountant IV	1	PT4
Accountant III	Accountant III	1	PT2
Financial Analyst II	Financial Analyst II	1	RF12
Bookkeeper I	Bookkeeper I	1	RF8
Accounting Clerk II	Accounting Clerk II	1	RF6
		----- 6	

Resource Management Department
CASH OFFICE

Generic Title	Agency Title	Staffing Level	Salary Grade
Cashier III	Cashier III	1	PT3
Cashier II	Cashier II	1	RF11
Disbursing Officer II	Disbursing Officer II	1 ----- 3	RF8

Resource Management Department
ADMINISTRATIVE DIVISION

Generic Title	Agency Title	Staffing Level	Salary Grade
Chief Energy Regulation Officer	Division Chief IV	1	M1
Supervising Energy Regulation Officer	Administrative Officer IV	1	PT4
Senior Energy Regulation Officer	Administrative Officer III	1	PT2
Energy Regulation Officer I	Records Officer II	1	RF11
Energy Regulation Officer I	Administrative Officer II	1	RF11
Energy Regulation Assistant	Librarian	1	RF8
Clerk III	Clerk III	1	RF6
Driver I	Driver I	3	RF3
Messenger	Messenger	1	RF2
		----- 11	

Resource Management Department
HRMD DIVISION

Generic Title	Agency Title	Staffing Level	Salary Grade
Chief Energy Regulation Officer	Division Chief IV	1	M1
Supervising Energy Regulation Officer	HRMO IV	3	PT4
Energy Regulation Officer II	HRMO II	3	PT1
Energy Regulation Assistant	HRM Assistant	3	RF8
		----- 10	

Annex VI:

ERC Salary Structure and Compensation Package

Energy Regulatory Commission Salary Schedule

SG	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
RF1	6776	6945	7119	7297	7480	7667	7859	8055
RF2	7387	7571	7760	7955	8152	8356	8565	8780
RF3	8052	8252	8457	8671	8885	9109	9335	9569
RF4	8696	8912	9135	9363	9597	9835	10083	10335
RF5	9391	9625	9865	10112	10365	10624	10889	11167
RF6	10141	10395	10656	10921	11195	11475	11761	12056
RF7	10852	11121	11400	11685	11979	12276	12584	12900
RF8	11612	11901	12199	12504	12816	13136	13465	13801
RF9	12424	12735	13053	13380	13715	14056	14409	14767
RF10	13252	13584	13923	14272	14628	14995	15369	15753
RF11	14047	14397	14757	15125	15505	15893	16291	16696
RF12	14889	15261	15644	16035	16435	16847	17267	17699
PT1	21147	21675	22217	22775	23342	23927	24525	25137
PT2	23762	24356	24965	25589	26229	26883	27557	28245
PT3	26699	27366	28049	28752	29471	30207	30962	31737
PT4	28877	29598	30338	31097	31875	32672	33488	34325
PT5	31235	32015	32831	33635	34478	35339	36222	37128
M1	36380	37289	38221	39177	40156	41160	42189	43244
M2	41339	42372	43431	44517	45630	46771	47940	49138
M3	47810	49005	50230	51486	52773	54092	55444	56830
E1	72000							
E2	75000							

**Energy Regulatory Commission
Total Monthly/Annual Compensation**

ERC SG	Basic		Rice		Transportation		RATA		PERA		ADCOM		A n n u a l			TOTAL	
	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Clothing	Year-End Benefits	Extraordinary & Misc. Expense	Monthly	Annual
RF1	6,776	81,312	1,000	12,000	500	6,000			500	6,000	500	6,000	4,000	11,776		9,276	127,088
RF2	7,387	88,644	1,000	12,000	500	6,000			500	6,000	500	6,000	4,000	12,387		9,887	135,031
RF3	8,052	96,624	1,000	12,000	500	6,000			500	6,000	500	6,000	4,000	13,052		10,552	143,676
RF4	8,696	104,352	1,000	12,000	500	6,000			500	6,000	500	6,000	4,000	13,696		11,196	152,048
RF5	9,391	112,692	1,000	12,000	500	6,000			500	6,000	500	6,000	4,000	14,391		11,891	161,083
RF6	10,141	121,692	1,000	12,000	500	6,000			500	6,000	500	6,000	4,000	15,141		12,641	170,833
RF7	10,852	130,224	1,000	12,000	500	6,000			500	6,000	500	6,000	4,000	15,852		13,352	180,076
RF8	11,612	139,344	1,000	12,000	500	6,000			500	6,000	500	6,000	4,000	16,612		14,112	189,956
RF9	12,424	149,088	1,000	12,000	500	6,000			500	6,000	500	6,000	4,000	17,424		14,924	200,512
RF10	13,252	159,024	1,000	12,000	500	6,000			500	6,000	500	6,000	4,000	18,252		15,752	211,276
RF11	14,047	168,564	1,000	12,000	500	6,000			500	6,000	500	6,000	4,000	19,047		16,547	221,611
RF12	14,889	178,668	1,000	12,000	500	6,000			500	6,000	500	6,000	4,000	19,889		17,389	232,557
PT1	21,147	253,764	1,000	12,000	500	6,000			500	6,000	500	6,000	4,000	26,147		23,647	313,911
PT2	23,762	285,144	1,000	12,000	500	6,000			500	6,000	500	6,000	4,000	28,762		26,262	347,906
PT3	26,699	320,388	1,000	12,000	500	6,000			500	6,000	500	6,000	4,000	31,699		29,199	386,087
PT4	28,877	346,524	1,000	12,000	500	6,000			500	6,000	500	6,000	4,000	33,877		31,377	414,401
PT5	31,235	374,820	1,000	12,000	500	6,000			500	6,000	500	6,000	4,000	36,235		33,735	445,055
M1	36,380	436,560	1,000	12,000			14,552	174,624	500	6,000	500	6,000	4,000	41,380		52,932	680,564
M2	41,339	496,068	1,000	12,000			16,536	198,427	500	6,000	500	6,000	4,000	46,339	68,000	59,875	768,834
M3	47,810	573,720	1,000	12,000			19,124	229,488	500	6,000	500	6,000	4,000	52,810	85,000	68,934	884,018
E1	72,000	864,000	1,000	12,000			28,800	345,600	500	6,000	500	6,000	4,000	77,000	230,000	102,800	1,314,600
E2	75,000	900,000	1,000	12,000			30,000	360,000	500	6,000	500	6,000	4,000	80,000	300,000	107,000	1,368,000

Annex VII:

ERC Qualification Standards

Energy Regulatory Commission

QUALIFICATION STANDARDS

MANAGERIAL

Education	:	Bachelor of Laws or Masteral degree in Engineering/ Economics/Accountancy/Business Administration/Public Administration or any relevant masteral degree
Experience	:	5 - 10 years of experience in a managerial/equivalent position
Training	:	Preferably with 24 hours relevant managerial training
Eligibility	:	RA No.1080 or Career Service Executive Eligibility (CSEE)/ Career Executive Service (CES)
Knowledge/Skills/Aptitude	:	Familiarity with RA No. 9136; proficiency in oral and written communication; preferably computer literate (word, excel, powerpoint, etc.)

PROFESSIONAL/TECHNICAL

PT 5

Education	:	Bachelor's degree in Engineering/ Economics/ Accountancy/Law, with 15 units of any relevant masteral degree
Experience	:	5 years in a position involving management and supervision of activities related to the energy industry
Training	:	28 hours of relevant training
Eligibility	:	Career Service (Professional)/Second Level Eligibility/RA No.1080
Knowledge/Skills/Aptitude	:	Familiarity with RA No. 9136; sound analytical skills; proficiency in oral and written communication; computer literate (word, excel, powerpoint, etc.)

PT 4

Education	:	Bachelor's degree in Engineering/ Economics/ Accountancy/Law/Psychology/Public Administration/ Commerce/Mass Communication, with 15 units of any relevant masteral degree
Experience	:	4 years in a position involving management and supervision of activities related to the energy industry
Training	:	24 hours of relevant training
Eligibility	:	Career Service (Professional)/Second Level Eligibility/RA No.1080
Knowledge/Skills/Aptitude	:	Familiarity with RA No. 9136; sound analytical skills; proficiency in oral and written communication; computer literate (word, excel, powerpoint, etc.)

PROFESSIONAL/TECHNICAL

PT 3

- Education : Bachelor's degree in Engineering/ Economics/ Accountancy/Law/Psychology/Public Administration/ Commerce/Mass Communication, with 12 units of any relevant masteral degree
- Experience : 3 years in a position involving supervision of activities related to the energy industry
- Training : 20 hours of relevant training
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No.1080
- Knowledge/Skills/Aptitude : Familiarity with RA No. 9136; sound analytical skills; proficiency in oral and written communication; computer literate (word, excel, powerpoint, etc.)

PT 2

- Education : Bachelor's degree in Engineering/ Economics/ Accountancy/Law/Psychology/Public Administration/ Commerce/Mass Communication
- Experience : 2 years in a position involving supervision of activities related to the energy industry
- Training : 18 hours of relevant training
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No.1080
- Knowledge/Skills/Aptitude : Familiarity with RA No. 9136; sound analytical skills; proficiency in oral and written communication; computer literate (word, excel, powerpoint, etc.)

PT 1

- Education : Bachelor's degree in Engineering/ Economics/ Accountancy/Law/Psychology/Public Administration/ Commerce/Mass Communication
- Experience : 1 year in a position involving supervision of activities related to the energy industry
- Training : 12 hours of relevant training
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No.1080
- Knowledge/Skills/Aptitude : Familiarity with RA No. 9136; sound analytical skills; proficiency in oral and written communication; computer literate (word, excel, powerpoint, etc.)

RANK AND FILE

RF 4 – 12

- Education : Bachelor's degree in Engineering/ Economics/
Accountancy/Law/Psychology/Commerce/Public
Administration/Mass Communication
- Experience : 1 – 4 years of relevant experience
- Training : 4 – 18 hours of relevant training
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA
No. 1080
- Knowledge/Skills/Aptitude : Familiarity with RA No. 9136; good oral and written
communication skills; computer literate (word, excel,
powerpoint, etc.)

RF 1 – 4 *

- Education : Completion of Secondary Education
- Experience : 1 – 2 years of relevant experience
- Training : 4 hours of relevant training
- Eligibility : None required
- Knowledge/Skills/Aptitude : Must be able to manage his time effectively; must be
tactful, polite and proactive

* RF 4 – Co-terminous

The following are **ELIGIBILITY REQUIREMENTS** for appointment to a position in the Civil Service:

Republic Act No. 1080

This applies to specific positions that require A CANDIDATE TO PASS A BOARD EXAMINATION. This is the eligibility required by the Civil Service Commission which requires the passing of the Bar or the appropriate Board Examination before being appointed to certain positions in the Civil Service. This law grants the license/authority to graduates of certain courses, e.g. Lawyers, Doctors, Nurses, Accountants, Engineers, etc. to practice their professions.

A holder of RA No.1080 license can be appointed to a position which requires a Second Level or Career Service (Professional) Eligibility, but a holder of a Second Level or Career Service (Professional) Eligibility cannot be appointed to a position which requires an RA # 1080 license.

This applies to the following positions in the ERC: A Lawyer can be appointed as Legal Researcher, but an Under Bar cannot be appointed to an Attorney position. An Engineer can be appointed to any position which requires the completion of a bachelor's degree with Second Level or Career Service (Professional) Eligibility but a graduate of a Non-Engineering Course with Career Service (Professional) Eligibility cannot be appointed to any Engineering position.

The Second Level Eligibility

This is an eligibility requirement for a position which requires the completion of a bachelor's degree before a CSC appointment can be issued. This includes other eligibilities required by special laws, e.g. RA No.1080, PD 907.

The Career Service Eligibility is an eligibility acquired through a general examination given by the CSC for positions not covered by special laws, e.g. RA 1080, PD 907, PD 993, etc.

PD # 907 is a Presidential Proclamation which grants Civil Service Eligibility to "College Honor Graduates" (effective 1973 to present). Honor graduates refer to students who finish their courses of four-year or longer from schools, colleges and universities of good standing as determined by the CHED with at least CUM LAUDE honors. However, said honor graduates should register with the CSC in order to obtain conferment of said eligibility.

The Third Level Eligibility

The CSC grants the Career Service Executive Eligibility (CSEE) while the Career Executive Service (CES) Eligibility granted by the Career Executive Service Board (CESB) are third level eligibility requirements for Department Managers and above.

ENERGY REGULATORY COMMISSION
QUALIFICATION STANDARDS (QS)

MANAGERIAL GROUP

EXECUTIVE DIRECTOR V (M 3)
(Chief Coordinating Officer)

Education	:	Bachelor of Laws or any relevant masteral degree
Experience	:	10 years relevant experience in a managerial/equivalent position
Training	:	Preferably with 40 hours of relevant managerial training
Eligibility	:	RA No. 1080 or Career Service Executive Eligibility (CSEE)/Career Executive Service (CES)
Knowledge/Skills/Aptitude	:	Familiarity with RA No. 9136; proficiency in oral and written communication; preferably computer literate (word, excel, powerpoint, etc.)

GENERAL COUNSEL (M 2)
(General Counsel)

Education	:	Bachelor of Laws
Experience	:	10 years of experience in the active practice of the profession, particularly on adjudication/litigation of cases
Training	:	None required
Eligibility	:	RA No.1080
Knowledge/Skills/Aptitude	:	Familiarity with RA No. 9136; proficiency in oral and written communication; preferably computer literate (word, excel, powerpoint, etc.)

DIRECTOR III (M 2)
(Director III)

Education	:	Bachelor of Laws or Masteral degree in Engineering/Economics/ Accountancy/Business Administration/Public Administration/Laws
Experience	:	5 years of experience in a managerial/equivalent position
Training	:	Preferably with 24 hours relevant managerial training
Eligibility	:	Career Service Executive Eligibility (CSEE)/Career Executive Service (CES)
Knowledge/Skills/Aptitude	:	Familiarity with RA No. 9136; proficiency in oral and written communication; preferably computer literate (word, excel, powerpoint, etc.)

MANAGERIAL GROUP

CHIEF ENERGY REGULATION OFFICER (M 1)

(Division Chief IV)

Education	:	Masteral degree, preferably Law/Economics/Accountancy/Engineering/Public Administration/ Psychology/Commerce/Mass Communication
Experience	:	5 years in a position involving management and supervision of activities preferably related to economic and financial analysis
Training	:	28 hours of training in management and supervision, economic and financial analysis
Eligibility	:	Career Service (Professional)/Second Level Eligibility/RA No. 1080
Knowledge/Skills/Aptitude	:	Familiarity with RA No. 9136; proficiency in oral and written communication; preferably computer literate (word, excel, powerpoint, etc.)

EXECUTIVE ASSISTANT V (M 1) (Co-terminus)

(Executive Assistant V)

Education	:	Bachelor's degree
Experience	:	None Required
Training	:	None Required
Eligibility	:	None Required
Knowledge/Skills/Aptitude	:	Proficiency in oral and written communication; preferably computer literate (word, excel, powerpoint, etc.)

ACCOUNTING GROUP

ACCOUNTANT IV (PT 4)

(Accountant IV)

Education	:	Bachelor's degree in Commerce/Business Administration major in Accounting, preferably with 15 units of any relevant masteral degree
Experience	:	4 years in a position involving supervision of activities related to financial analysis
Training	:	24 hours of relevant training
Eligibility	:	RA No.1080 (CPA)
Knowledge/Skills/Aptitude	:	Familiarity with RA No. 9136; full working knowledge of government accounting; proficiency in oral and written communication; preferably computer literate (word, excel, powerpoint, etc.)

ACCOUNTANT III (PT 2)

(Accountant III)

Education	:	Bachelor's degree in Commerce/Business Administration major in Accounting
Experience	:	2 years in a position involving supervision of activities related to financial analysis
Training	:	18 hours of relevant training
Eligibility	:	RA No. 1080 (CPA)
Knowledge/Skills/Aptitude	:	Familiarity with RA No. 9136; full working knowledge of government accounting; proficiency in oral and written communication; preferably computer literate (word, excel, powerpoint, etc.)

FINANCIAL ANALYST II (RF12)

(Financial Analyst II)

Education	:	Bachelor's degree in Commerce/Business Administration
Experience	:	2 years of relevant experience
Training	:	16 hours of relevant training
Eligibility	:	Career Service (Professional)/Second Level Eligibility
Knowledge/Skills/Aptitude	:	Familiarity with RA No. 9136; knowledge of government accounting; proficiency in oral and written communication; preferably computer literate (word, excel, powerpoint, etc.)

ACCOUNTING GROUP

BOOKEEPER I (RF 8)

(Bookkeeper I)

Education	:	Bachelor's degree in Commerce/Business Administration
Experience	:	1 year of relevant experience
Training	:	14 hours of relevant training
Eligibility	:	Career Service (Professional)/Second Level Eligibility
Knowledge/Skills/Aptitude	:	Familiarity with RA No. 9136; preferably has knowledge of government accounting; good oral and written communication; must be computer literate (word, excel, powerpoint, etc.)

ACCOUNTING CLERK II (RF 6)

(Accounting Clerk II)

Education	:	Bachelor's degree in Commerce/Business Administration
Experience	:	1 year of relevant experience
Training	:	12 hours of relevant training
Eligibility	:	Career Service (Professional)/Second Level Eligibility
Knowledge/Skills/Aptitude	:	Preferably has knowledge of government accounting; must be computer literate (word, excel, powerpoint, etc.)

ADMINISTRATION GROUP

CONFIDENTIAL ASSISTANT (RF 4) (Co-terminus) **(Confidential Assistant)**

Education : Preferably completion of Secondary Education
Experience : None Required
Training : None Required
Eligibility : None Required

DRIVER I (RF 3) **(Driver I)**

Education : Completion of Secondary Education
Experience : 2 years of driving experience
Training : 4 hours of relevant training
Eligibility : Professional Driver's License
Knowledge/Skills/Aptitude : Skill in driving and troubleshooting of light vehicles; familiarity with points of destination; must be able to manage his time effectively

MESSENGER (RF 2) **(Messenger)**

Education : Completion of Secondary Education
Experience : 1 year of messengerial work
Training : None required
Eligibility : None required
Knowledge/Skills/Aptitude : Familiarity with points of destination; must be able to manage his time effectively; skill in driving and troubleshooting of motorcycle or light vehicles

UTILITY WORKER I (RF 1) **(Utility Worker I)**

Education : Elementary School Graduate
Experience : None required
Training : None required
Eligibility : None required
Knowledge/Skills/Aptitude : Must be able to manage his time effectively; must be tactful, polite, proactive

CASHIERING GROUP

CASHIER III (PT 3) **(Cashier III)**

Education	:	Bachelor's degree in Commerce/Business Administration with 12 units of any relevant masteral degree
Experience	:	3 years in a position involving supervision, preferably on cashiering activities
Training	:	20 hours of relevant training
Eligibility	:	Career Service (Professional)/Second Level Eligibility
Knowledge/Skills/Aptitude	:	Familiarity with RA No. 9136; knowledge on Banking Practices; ability to determine validity of claims; must be computer literate (word, excel, powerpoint, etc.)

CASHIER II (RF 11) **(Cashier II)**

Education	:	Bachelor's degree in Commerce/Business Administration
Experience	:	2 years of relevant experience, preferably on cashiering activities
Training	:	18 hours of relevant training
Eligibility	:	Career Service (Professional)/Second Level Eligibility
Knowledge/Skills/Aptitude	:	Familiarity with RA No. 9136; knowledge on Banking Practices; ability to determine validity of claims; must be computer literate (word, excel, powerpoint, etc.)

DISBURSING OFFICER II (RF 8) **(Disbursing Officer II)**

Education	:	Bachelor's degree in Commerce/Business Administration
Experience	:	1 year of relevant experience, preferably on disbursing activities
Training	:	16 hours of relevant training
Eligibility	:	Career Service (Professional)/Second Level Eligibility
Knowledge/Skills/Aptitude	:	Familiarity with RA No. 9136; knowledge on Banking Practices; ability to determine validity of claims; must be computer literate (word, excel, powerpoint, etc.)

CLERICAL/SECRETARIAL/STENOGRAPHY GROUP

PRIVATE SECRETARY III (RF 11) (Co-terminus)

(Private Secretary III)

Education : Preferably bachelor's degree relevant to the job
Experience : None Required
Training : None Required
Eligibility : None Required

STENOGRAPHIC REPORTER III (RF 11)

(Stenographic Reporter III)

Education : Bachelor's degree relevant to the job
Experience : 4 years of experience in stenographic work
Training : 16 hours of relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility
Knowledge/Skills/Aptitude : Familiarity with RA No. 9136; must be discrete in the release of information

SECRETARY II (RF 9)

(Secretary II)

Education : Bachelor's degree relevant to the job
Experience : 4 years of experience in secretarial work
Training : 16 hours of relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility
Knowledge/Skills/Aptitude : Must be discrete in the release of information; must be able to keep confidential information; preferably computer literate (word, excel, powerpoint, etc); good oral and written communication; can take simple dictation

CLERK III (RF 6)

(Clerk III)

Education : Bachelor's degree relevant to the job
Experience : Preferably with 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility
Knowledge/Skills/Aptitude : Must be computer literate (word, excel, powerpoint, etc.)

CLERICAL/SECRETARIAL/STENOGRAPHY GROUP

CLERK II (RF 4)

(Clerk II)

- Education : Bachelor's degree relevant to the job
- Experience : None Required
- Training : 4 hours of relevant training
- Eligibility : Career Service (Professional)/Second Level Eligibility
- Knowledge/Skills/Aptitude : Must be computer literate (word, excel, powerpoint, etc.)

COMPUTER OPERATIONS AND INFORMATION TECHNOLOGY GROUP

INFORMATION TECHNOLOGY OFFICER II (PT 4)

(Information Technology Officer II)

- Education : Bachelor's degree in Computer Engineering, Electronics and Communications Engineering, Computer Science or any related course with 15 units of any relevant masteral degree
- Experience : 4 years of experience in a position involving management and supervision of activities related to Information Technology
- Training : 24 hours of relevant training
- Eligibility : Career Service (Professional)/Second Level Eligibility
- Knowledge/Skills/Aptitude : Familiarity with RA No. 9136; excellent skills in systems analysis and design, programming, and computer applications/software packages
-

INFORMATION SYSTEMS ANALYST III (PT 2)

(Information Systems Analyst III)

- Education : Bachelor's degree in Computer Engineering, Electronics and Communications Engineering, Computer Science or any related course
- Experience : 2 years of experience in programming and in a position involving supervision of activities related to Information Technology
- Training : 18 hours of relevant training
- Eligibility : Career Service (Professional)/Second Level Eligibility
- Knowledge/Skills/Aptitude : Familiarity with RA No. 9136; proficient in information systems analysis and design, programming, and computer applications/software packages
-

COMPUTER PROGRAMMER III (PT 2)

(Computer Programmer III)

- Education : Bachelor's degree in Computer Engineering, Electronics and Communications Engineering, Computer Science or any related course
- Experience : 2 years of experience in a position involving supervision of activities related to Information Technology
- Training : 18 hours of relevant training
- Eligibility : Career Service (Professional)/Second Level Eligibility
- Knowledge/Skills/Aptitude : Familiarity with RA No. 9136; proficient in computer programming and computer applications/software packages

COMPUTER OPERATIONS AND INFORMATION TECHNOLOGY GROUP

COMPUTER MAINTENANCE TECHNOLOGIST III (PT 1) **(Computer Maintenance Technologist III)**

Education	:	Bachelor's degree in Computer Engineering, Electronics and Communications Engineering, Computer Science or any related course
Experience	:	1 year of experience in a position involving activities related to Information Technology
Training	:	12 hours of relevant training
Eligibility	:	Career Service (Professional)/Second Level Eligibility
Knowledge/Skills/Aptitude	:	Familiarity with RA No. 9136; proficient in troubleshooting of computer hardware and peripherals

DATA CONTROLLER II (RF 8) **(Data Controller II)**

Education	:	Bachelor's degree relevant to the job, preferably Computer Science, Information Technology or any related course
Experience	:	1 year experience in a position involving activities related to Information Technology
Training	:	8 hours of relevant training
Eligibility	:	Career Service (Professional)/Second Level Eligibility
Knowledge/Skills/Aptitude	:	Familiarity with RA No. 9136; proficient in computer applications/software packages

ENERGY REGULATION GROUP

DEVELOPMENT MANAGEMENT OFFICER V (PT 5)

(Development Management Officer V)

- Education : Bachelor's degree in Engineering/Economics/Accountancy/
Law, with 15 units of any relevant masteral degree
- Experience : 5 years in a position involving management and supervision of
activities related to the energy industry
- Training : 28 hours of relevant training
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No.
1080
- Knowledge/Skills/Aptitude : Familiarity with RA No. 9136; sound analytical skills; proficiency
in oral and written communication; computer literate (word,
excel, powerpoint, etc.)
-

SUPERVISING ENERGY REGULATION OFFICER (PT 4)

(Information Officer IV/Supervising Energy Regulation Officer/ Budget Officer IV/Planning Officer IV/Management & Audit Analyst V/Admin Officer IV/HRMO IV)

- Education : Bachelor's degree in Engineering/Economics/Accountancy/
Law/Psychology/Public Administration/Commerce/Mass
Communication, with 15 units of any relevant masteral degree
- Experience : 4 years in a position involving management and supervision of
activities related to the energy industry
- Training : 24 hours of relevant training
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No.
1080
- Knowledge/Skills/Aptitude : Familiarity with RA No. 9136; sound analytical skills; proficiency
in oral and written communication; computer literate (word,
excel, powerpoint, etc.)

ENERGY REGULATION GROUP

SENIOR ENERGY REGULATION OFFICER (PT 2)

(Senior Energy Regulation Officer/Information Officer II/ Administrative Officer III)

- Education : Bachelor's degree in Engineering/Economics/Accountancy/
Law/Psychology/ Commerce/Public Administration/Mass
Communications
- Experience : 2 years in a position involving supervision of activities related
to the energy industry
- Training : 18 hours of relevant training
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No.
1080
- Knowledge/Skills/Aptitude : Familiarity with RA No. 9136; sound analytical skills; proficiency
in oral and written communication; computer literate (word,
excel, powerpoint, etc.)
-

ENERGY REGULATION OFFICER II (PT 1)

(Energy Regulation Officer II/HRMO II)

- Education : Bachelor's degree in Engineering/Economics/Accountancy/
Law/Psychology/ Commerce/Mass Communication
- Experience : 1 year in a position involving supervision of activities related to
the energy industry
- Training : 12 hours of relevant training
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No.
1080
- Knowledge/Skills/Aptitude : Familiarity with RA No. 9136; sound analytical skills; proficiency
in oral and written communication; computer literate (word,
excel. powerpoint. etc.)

ENERGY REGULATION GROUP

ENERGY REGULATION OFFICER I (RF 11) (Management and Audit Analyst I/Admin Officer II/ Records Officer II)

- Education : Bachelor's degree in Engineering/Economics/Accountancy/
Law/Psychology/ Commerce/Mass Communication/Public
Administration
- Experience : 2 years of relevant experience, preferably in the energy
industry
- Training : 10 hours of relevant training
- Eligibility : Career Service (Professional)/Second Level Eligibility/
RA No. 1080
- Knowledge/Skills/Aptitude : Familiarity with RA No. 9136; sound analytical skills; proficiency
in oral and written communication; computer literate (word,
excel, powerpoint, etc.)
-

ENERGY REGULATION ASSISTANT (RF 8) (Energy Regulation Assistant/Librarian/HRM Assistant)

- Education : Bachelor's degree in Engineering/Economics/
Accountancy/Law
- Experience : 1 year of relevant experience, preferably in the energy industry
- Training : 8 hours of relevant training
- Eligibility : Career Service (Professional)/Second Level Eligibility/
RA No. 1080
- Knowledge/Skills/Aptitude : Familiarity with RA No. 9136; good oral and written
communication skills; computer literate (word, excel,
powerpoint, etc.)

ENGINEERING GROUP

ENGINEER IV (PT 4)

(Engineer IV)

- Education : Bachelor's degree in Engineering relevant to the job, preferably with 15 units of any relevant masteral degree
- Experience : 4 years in a position involving management and supervision of activities related to the energy industry
- Training : 24 hours of relevant training
- Eligibility : RA No.1080
- Knowledge/Skills/Aptitude : Familiarity with RA No. 9136; sound analytical skills; proficiency in oral and written communication; computer literate (word, excel, powerpoint, etc.)
-

ENGINEER III (PT 3)

(Engineer III)

- Education : Bachelor's degree in Engineering relevant to the job, preferably with 12 units of any relevant masteral degree
- Experience : 3 years in a position involving supervision of activities related to the energy industry
- Training : 20 hours of relevant training
- Eligibility : RA No.1080
- Knowledge/Skills/Aptitude : Familiarity with RA No. 9136; sound analytical skills; proficiency in oral and written communication; computer literate (word, excel, powerpoint, etc.)
-

ENGINEER II (PT 1)

(Engineer II)

- Education : Bachelor's degree in Engineering relevant to the job
- Experience : 1 year in a position involving activities related to the energy industry
- Training : 12 hours of relevant training
- Eligibility : RA No. 1080
- Knowledge/Skills/Aptitude : Familiarity with RA No. 9136; sound analytical skills; proficiency in oral and written communication; computer literate (word, excel, powerpoint, etc.)

ILLUSTRATION GROUP

ARTIST-ILLUSTRATOR III (RF 11)

(Artist-Illustrator III)

- Education : Bachelor's degree relevant to the job
- Experience : 4 years of experience in Art/Illustration work, preferably using
Computer Aided Design
- Training : 10 hours of relevant training
- Eligibility : Career Service (Professional)/Second Level Eligibility
- Knowledge/Skills/Aptitude : Familiarity with RA No. 9136; computer literate (word, excel,
powerpoint, etc.)

LEGAL GROUP

DIRECTOR III (M 2)

(Director III)

Education	:	Bachelor of Laws
Experience	:	5 years of experience in a managerial/equivalent position
Training	:	Preferably with 24 hours relevant managerial training
Eligibility	:	RA No. 1080 with Career Service Executive Eligibility (CSEE)/ Career Executive Service (CES)
Knowledge/Skills/Aptitude	:	Familiarity with RA No. 9136; sound analytical skills; proficiency in oral and written communication; preferably computer literate (word, excel, powerpoint, etc.)

ATTORNEY IV (PT 4)

(Attorney IV)

Education	:	Bachelor of Laws
Experience	:	4 years in the active practice of the profession or 4 years in a position involving supervision of the adjudication/litigation of cases
Training	:	24 hours of relevant training
Eligibility	:	RA No. 1080
Knowledge/Skills/Aptitude	:	Familiarity with RA No. 9136; sound analytical skills; proficiency in oral and written communication; preferably computer literate (word, excel, powerpoint, etc.)

ATTORNEY III (PT 3)

(Attorney III)

Education	:	Bachelor of Laws
Experience	:	3 years in the active practice of the profession or 3 years in a position involving supervision of the adjudication/litigation of cases
Training	:	20 hours of relevant training
Eligibility	:	RA No. 1080
Knowledge/Skills/Aptitude	:	Familiarity with RA No. 9136; sound analytical skills; proficiency in oral and written communication; preferably computer literate (word, excel, powerpoint, etc.)

Annex VIII:

ERC Job Descriptions

LEGAL GROUP

ATTORNEY II (PT 2) **(Attorney II)**

Education	:	Bachelor of Laws
Experience	:	2 years in the active practice of the profession or 2 years in a position involving supervision of the adjudication/litigation of cases
Training	:	18 hours of relevant training
Eligibility	:	RA No. 1080
Knowledge/Skills/Aptitude	:	Familiarity with RA No. 9136; sound analytical skills; proficiency in oral and written communication; preferably computer literate (word, excel, powerpoint, etc.)

LEGAL RESEARCHER (RF 12) **(Legal Researcher)**

Education	:	Bachelor's degree relevant to the job, preferably Bachelor of Laws
Experience	:	2 years relevant experience, preferably in Legal Research
Training	:	10 hours of relevant training
Eligibility	:	Career Service (Professional)/Second Level Eligibility
Knowledge/Skills/Aptitude	:	Familiarity with RA No. 9136; proficient in oral and written communication skills; must be computer literate (word, excel, powerpoint, etc.)

LEGAL ASSISTANT (RF 10) **(Legal Assistant)**

Education	:	Bachelor of Laws
Experience	:	1 year of relevant experience
Training	:	4 hours of relevant training
Eligibility	:	Career Service (Professional)/Second Level Eligibility
Knowledge/Skills/Aptitude	:	Familiarity with RA No. 9136; proficient in oral and written communication skills; must be computer literate (word, excel, powerpoint, etc.)

Annex VIII:

ERC Job Descriptions

POSITION TITLE : CHIEF ENERGY REGULATION OFFICER (M 1)
(Division Chief IV, Accounting Division)

QUALIFICATION STANDARDS :

- Education : Masteral degree, preferably Law/Economics/Accountancy/
Engineering/Public Administration/ Psychology/ Commerce/Mass
Communication
- Experience : 5 years in a position involving management and supervision of activities
preferably related to economic and financial analysis
- Training : 28 hours of training in management and supervision, economic and financial
analysis
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No.1080

DUTIES AND RESPONSIBILITIES :

1. Leads, directs and manages the Division in the performance of the following:
 - 1.1. maintaining books of accounts for all transactions of the ERC;
 - 1.2. issuing certifications of availability of funds;
 - 1.3. processing claims of suppliers, contractors and employees.
2. Provides technical advice, assistance and expertise to the Commission in the formulation of appropriate Accounting policies and on other matters falling within the responsibility of the Division.
3. Coordinates with others in the Department in developing recommendations in all matters falling within the jurisdiction of the Department.
4. Plans, organizes, controls and maintains the activities of the Division and ensures that targets/deadlines are met.
5. Exercises general direction and supervision over the staff; maximizes available materials and human resources allocated for the Division; ensures the latter's well being.
6. Performs other functions that may be assigned from time to time.

POSITION TITLE : ACCOUNTANT IV (PT 4)
(Accountant IV, Accounting Division)

QUALIFICATION STANDARDS :

Education : Bachelor's degree in Commerce/Business Administration major in Accounting, preferably with 15 units of any relevant masteral degree
Experience : 4 years in a position involving supervision of activities related to financial analysis
Training : 24 hours of relevant training
Eligibility : RA No.1080 (CPA)

DUTIES AND RESPONSIBILITIES :

1. Leads and supervises a group/section in the performance of the following:
 - 1.1. maintaining books of accounts for all transactions of the ERC;
 - 1.2. issuing certifications of availability of funds;
 - 1.3. processing claims of suppliers, contractors and employees.
2. Interfaces/meets with representatives of other operating units regarding their suggestions/recommendations to improve the performance of the Division.
3. Reviews/conducts special studies pertaining to new developments in the accounting system and reports/makes recommendations thereon.
4. Assigns/distributes workload, reviews the work output of the staff before transmitting same to the Division Chief/higher authorities.
5. Coaches/mentors the staff; evaluates their performance.
6. Performs other functions that may be assigned from time to time.

POSITION TITLE : ACCOUNTANT III (PT 2)
(Accountant III, Accounting Division)

QUALIFICATION STANDARDS :

Education : Bachelor's degree in Commerce/Business Administration major in Accounting
Experience : 2 years in a position involving supervision of activities related to financial analysis
Training : 18 hours of relevant training
Eligibility : RA No.1080 (CPA)

DUTIES AND RESPONSIBILITIES :

1. Performs and/or assists the Accountant IV in the performance of the following:
 - 1.1. maintaining books of accounts for all transactions of the ERC;
 - 1.2. issuing certifications of availability of funds;
 - 1.3. processing claims of suppliers, contractors and employees.
2. Reviews/conducts special studies pertaining to new developments in the accounting system and reports/makes recommendation thereon.
3. Reviews work outputs/reports/recommendations of the staff and makes improvements thereon before transmitting the same to the Accountant IV/higher authorities.
4. Performs other functions that may be assigned from time to time.

POSITION TITLE : FINANCIAL ANALYST II (RF 12)
(Financial Analyst II, Accounting Division)

QUALIFICATION STANDARDS :

Education : Bachelor's degree in Commerce/Business Administration
Experience : 2 years of relevant experience
Training : 16 hours of relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility

DUTIES AND RESPONSIBILITIES

1. Processes all kinds of vouchers and reviews completeness and correctness of the same.
2. Prepares various reports such as loan payment schedules, bills issued, V.A.T. certificates, bank reconciliation statements, etc.
3. Oversees the analysis and review of transactions in terms of correctness, legality and propriety.
4. Checks the regularity of payments, bills or amortization prior to release from the department.
5. Recommends for approval, certifications for correctness and completeness of transactions and reports.
6. Performs other functions that may be assigned from time to time.

POSITION TITLE : BOOKKEEPER I (RF 8)
(Bookkeeper I, Accounting Division)

QUALIFICATION STANDARDS :

Education : Bachelor's degree in Commerce/Business Administration
Experience : 1 year of relevant experience
Training : 14 hours of relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility

DUTIES AND RESPONSIBILITIES :

1. Posts to individual Index of Payments employee's earnings and deductions.
2. Reconciles Individual Index of Payments with the books and remittance listings.
3. Prepares monthly and quarterly reports of remittances to government agencies.
4. Prepares the necessary journal entries to record appropriate accounts.
5. Prepares schedules/summary of transactions for consolidation with other reports.
6. Performs other functions that may be assigned from time to time.

POSITION TITLE : ACCOUNTING CLERK II (RF 6)
(Accounting Clerk II, Accounting Division)

QUALIFICATION STANDARDS :

Education : Bachelor's degree in Commerce/Business Administration
Experience : 1 year of relevant experience
Training : 12 hours of relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility

DUTIES AND RESPONSIBILITIES :

1. Assists in the analysis of the different ledger accounts on a continuing basis with the end in view of presenting accurate reports/statements to management and other government agencies.
2. Assists in analyzing and ascertaining the reliability of accounts.
3. Prepares schedules of payments/remittances necessary to support report of analysis being conducted.
4. Collates all data necessary in the interpretation of accounts and records.
5. Performs various computations in relation to the analysis functions.
6. Assists in the tracing of transactions and accounts to determine correct balances.
7. Maintains official records of analyzed accounts and ensures confidentiality of the same.
8. Performs typing jobs assigned and proofreads typewritten work.
9. Performs other functions that may be assigned from time to time.

POSITION TITLE : DIRECTOR III (M 2)
(Director III, Resource Management Department)

QUALIFICATION STANDARDS :

- Education : Bachelor of Laws or Masteral degree in Engineering/Economics/
Accountancy/Business Administration/Public Administration/Law
- Experience : 5 years of experience in a managerial/equivalent position
- Training : Preferably with 24 hours relevant managerial training
- Eligibility : Career Service Executive Eligibility (CSEE)/Career Executive Service (CES)

DUTIES AND RESPONSIBILITIES :

1. Plans, organizes, directs and controls the operations of the Department tasked with the following:
 - 1.1. Providing the financial, administrative and Human Resources services to the Commission and its various operating units, but not limited to the following areas of concerns:
 - 1.1.1. internal financial audit
 - 1.1.2. basic and subsidiary accounting/bookkeeping
 - 1.1.3. collection/disbursement of funds
 - 1.1.4. records management/custodianship
 - 1.1.5. supply procurement and property utilization
 - 1.1.6. transportation and communication
 - 1.1.7. general housekeeping
 - 1.1.8. human resource management and development policies
2. Conducts regular dialogues/staff meetings/feedback sessions to provide staff with the latest development in the ERC, the latest technology in the industry or any other matter that may improve/enhance the staff's well-being and loyalty to ERC.
3. Provides consistent and effective leadership, motivation, guidance and encouragement to the staff.
4. Provides the Commission with expert technical advice in his/her area of responsibility.
5. Performs other functions that may be assigned from time to time.

POSITION TITLE : CHIEF ENERGY REGULATION OFFICER (M 1)
(Division Chief IV, Administrative Division)

QUALIFICATION STANDARDS :

- Education : Masteral degree, preferably Law/Economics/Accountancy/
Engineering/Public Administration/ Psychology/ Commerce/Mass
Communication
- Experience : 5 years in a position involving management and supervision of activities
preferably related to economic and financial analysis
- Training : 28 hours of training in management and supervision, economic and financial
analysis
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No.1080

DUTIES AND RESPONSIBILITIES :

1. Leads, directs and manages the Division in the performance of the following:
 - 1.1. Developing/formulating operating administrative procedures in accordance with existing government policies for adoption by the Commission, particularly on the following areas:
 - 1.1.1. procurement/materials management
 - 1.1.2. transportation requirements
 - 1.1.3. records management
 - 1.1.4. building maintenance (janitorial, electrical and mechanical equipment services)
 - 1.1.5. security service
 - 1.1.6. communication requirements
2. Provides technical advice, assistance and expertise to the Commission on the formulation of appropriate administrative policies and other matters falling within the responsibility of the Division.
3. Coordinates with other Departments in developing recommendations in all matters falling within the jurisdiction of the Division.

4. Plans, organizes, controls and monitors the activities of the Division and ensures that targets/deadlines are met.
5. Exercises general direction and supervision over the staff; maximizes available materials and human resources allocated for the Division; ensures the latter's well-being.
6. Performs other functions that may be assigned from time to time.

**POSITION TITLE : SUPERVISING ENERGY REGULATION
OFFICER (PT 4)
(Administrative Officer IV, Administrative Division)**

QUALIFICATION STANDARDS :

- Education : Bachelor's degree in Engineering/Economics/Accountancy/
Law/Psychology/Public Administration/Commerce/Mass Communication,
with 15 units of any relevant masteral degree
- Experience : 4 years in a position involving management and supervision of activities
related to the energy industry
- Training : 24 hours of relevant training
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No.1080

DUTIES AND RESPONSIBILITIES :

1. Leads and supervises the activities of a group/section in the performance of the following:
 - 1.1. developing/formulating operating administrative procedures in accordance with existing government policies for adoption by the ERC, particularly on the following areas:
 - 1.1.1. procurement/materials management
 - 1.1.2. transportation requirements
 - 1.1.3. records management
 - 1.1.4. building maintenance (janitorial, electrical and mechanical equipment service)
 - 1.1.5. security service
 - 1.1.6. communication requirements
2. Monitors the installation/implementation of administrative procedures and ensures that same are in accordance with existing government policies.
3. Interfaces with others for the formulation/implementation of new systems, project plans/program strategies.
4. Reviews the work outputs of the staff before submitting/transmitting the same to the Division Chief/higher authorities.
5. Coaches/mentors the staff; evaluates their performance.
6. Performs other functions that may be assigned from time to time.

POSITION TITLE : SENIOR ENERGY REGULATION OFFICER (PT 2)

QUALIFICATION STANDARDS :

Education Bachelor's degree
Psychology/ Commerce/Mass Communication/Public Administration
Experience 2 years in a position involving supervision of activities related to the energy
Training :
: Career Service (Professional)/Second Level Eligibility/RA No.1080

DUTIES AND RESPONSIBILITIES

1. Plans, organizes and coordinates all activities relating to procurement of supplies, materials and equipment of ERC.
2. Issues orders, reports and other correspondence relating to procurement.
Checks and reviews office purchases to ensure conformity with specifications in the rulings as may be stated in the Purchase Order/Contract for cases such as delays in
4. Recommends corrective measures on procedures found inconsistent with government rules and regulations as well as ERC policies.
- 5.
6. Administers bidding activities and ensures that government rules and regulations are
7. Compares estimate price with contract price.
Recommends kind of quality of supplies, equipment and materials needed.
9. Issues purchase orders.
Prepares semestral or annual reports of purchases.
- 11.

POSITION TITLE : ENERGY REGULATION OFFICER I (RF 11)
(Records Officer II, Administrative Division)

QUALIFICATION STANDARDS :

Education : Bachelor's degree in Engineering/Economics/Accountancy/Law/Psychology/
Commerce/Mass Communication/Public Administration
Experience : 2 years of relevant experience, preferably in the energy industry
Training : 10 hours of relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility/RA No.1080

DUTIES AND RESPONSIBILITIES :

1. Conducts researches/studies on the improvement of the existing records system and recommends to management, various techniques and operating practices particularly on the centralized records management.
2. Assists in the preparation of the records system.
3. Supervises the control and numbering of all Office Orders, Memoranda, Circulars and all other pertinent documents.
4. Leads the control of regulatory inventory of all records.
5. Leads the systematic classification, coding, sorting and indexing of all agency records.
6. Studies and analyzes on a continuing basis the rate of reference to records and recommends its retention schedule.
7. Prepares memoranda and other communications as may be required.
8. Performs the proper disposition, custody and maintenance of records and correspondences.
9. Leads the receiving, recording and dispatching of all incoming and outgoing communications and reports.
10. Executes the regular inventory of all records as may be required.
11. Performs other functions that may be assigned from time to time.

POSITION TITLE : ENERGY REGULATION OFFICER I (RF 11)
(Administrative Officer II, Administrative Division)

QUALIFICATION STANDARDS :

Education : Bachelor's degree in Engineering/Economics/Accountancy/Law/
Psychology/Commerce/Mass Communication/Public Administration
Experience : 2 years of relevant experience, preferably in the energy industry
Training : 10 hours of relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility/RA No.1080

DUTIES AND RESPONSIBILITIES :

1. Designs and implements a systematic procedure for receiving, storing, inventory and issuing of supplies and properties.
2. Ensures that procured goods are properly recorded, stored and secured.
3. Studies records and recommends remedial actions for reported non-usable, slow-moving and excess stock.
4. Makes periodic inventories of materials and equipment.
5. Maintains a record of all accountable properties.
6. Monitors stocks of supplies and materials.
7. Acts as vehicle dispatcher/motorpool supervisor.
8. Performs other functions that may be assigned from time to time.

POSITION TITLE : ENERGY REGULATION ASSISTANT (RF 8)
(Librarian, Administrative Division)

QUALIFICATION STANDARDS :

Education : Bachelor's degree in Engineering/Economics/Accountancy/Law
Experience : 1 year of relevant experience, preferably in the energy industry
Training : 8 hours of relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility/RA No.1080

DUTIES AND RESPONSIBILITIES :

1. Prepares draft recommendations for policies/guidelines on the use of the library.
2. Implements policies on the borrowing/retrieval of library assets.
3. Initiates measures to ensure safety/protection of library assets.
4. Conducts researches/studies on the usability of the library for both internal and external clients.
5. Prepares recommendation for the purchase of books, magazines and periodicals.
6. Performs other functions that may be assigned from time to time.

POSITION TITLE : DRIVER I (RF 3)
(Driver I, Administrative Division)

QUALIFICATION STANDARDS :

Education : Completion of Secondary Education
Experience : 2 years of driving experience
Training : 4 hours of relevant training
Eligibility : Professional Driver's License

DUTIES AND RESPONSIBILITIES :

1. Drives officers/employees of ERC to their prescribed routes.
2. Prepares, updates and maintains records pertaining to consumption on mileage, oil and gasoline.
3. Maintains the cleanliness and ensures the good operating condition of the vehicle.
4. Performs minor mechanical repairs on assigned vehicles.
5. Attends to the personal belongings of the officers/employees contained in the vehicle.
6. Coordinates with the Dispatching Officer about the schedule of assigned vehicle and trips.
7. Performs other functions that may be assigned from time to time.

POSITION TITLE : MESSENGER (RF 2)
(Messenger, Administrative Division)

QUALIFICATION STANDARDS :

Education : Completion of Secondary Education
Experience : 1 year of messengerial work
Training : None required
Eligibility : None required

DUTIES AND RESPONSIBILITIES :

1. Delivers and/or collects documents, office correspondence, packages, materials and the like as required/directed and ensures the security of said materials, packages, documents, and correspondences before destination is reached.
2. Receives and records all outgoing documents.
3. Performs other functions that may be assigned from time to time.

POSITION TITLE : CHIEF ENERGY REGULATION OFFICER (M 1)
(Division Chief IV, Budget and Planning Office)

QUALIFICATION STANDARDS :

- Education : Masteral degree, preferably Law/Economics/Accountancy/
Engineering/Public Administration/ Psychology/ Commerce/Mass
Communication
- Experience : 5 years in a position involving management and supervision of activities
preferably related to economic and financial analysis
- Training : 28 hours of training in management and supervision, economic and financial
analysis
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No.1080

DUTIES AND RESPONSIBILITIES :

1. Leads, directs and manages Division staff in the performance of the following:
 - 1.1. preparing short, medium and long term plans for the Commission;
 - 1.2. preparing the annual budget for the Commission and extending assistance in making presentation to representation with DBM;
 - 1.3. recommending procedures for the effective management of the agency's resources;
 - 1.4. preparing the ERC Annual Report in coordination with other operating units.
2. Extends technical advice/assistance/expertise to the Commission on the formulation of appropriate policies and on all matters falling within the responsibility of the Division.
3. Coordinates with other Division Chiefs/Heads in the Department in developing recommendations in all matters falling within the jurisdiction of the Department.
4. Plans, organizes, controls and maintains the activities of the Division and ensures that targets/deadlines are met.
5. Exercises general direction and supervision over the staff; maximizes available materials and human resources allocated for the Division; ensures the latter's well-being.
6. Performs other functions that may be assigned from time to time.

**POSITION TITLE : SUPERVISING ENERGY REGULATION
OFFICER (PT 4)
(Planning Officer IV, Budget and Planning Office)**

QUALIFICATION STANDARDS :

- Education : Bachelor's degree in Engineering/Economics/Accountancy/
Law/Psychology/Public Administration/Commerce/Mass Communication,
with 15 units of any relevant masteral degree
- Experience : 4 years in a position involving management and supervision of activities
related to the energy industry
- Training : 24 hours of relevant training
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No.1080

DUTIES AND RESPONSIBILITIES :

1. Conducts and implements research in strengthening and regulating business development policies; and in innovations to the corporate planning and research development systems and directions.
2. Conducts study and analysis of work/activity flow forms design/improvement/control, resource utilization and mobilization and organizational structural control.
3. Provides technical support for the annual strategy review and semestral work plan formulation and evaluation.
4. Monitors the implementation of work programs and devises systems/mechanisms to determine the performance of each department/office.
5. Evaluates the performance of the ERC vis-à-vis the ERC Plan and prepares recommendations based on the results of evaluation.
6. Assists in the review/evaluation of existing operating systems and procedures to identify problems/priorities/critical areas that need improvement.
7. Assists in the generation/preparation of periodic management reports regarding the status of program and projects of ERC to be used as basis for planning, decision-making and control.
8. Coordinates the preparation and update of the ERC Plan and the submission of the annual work programs of each department/unit.
9. Assists in the design and execution of programs and implementation of evaluation studies.
10. Performs other functions that may be assigned from time to time.

**POSITION TITLE : SUPERVISING ENERGY REGULATION
OFFICER (PT 4)
(Budget Officer IV, Budget and Planning Office)**

QUALIFICATION STANDARDS :

- Education : Bachelor's degree in Engineering/Economics/Accountancy/
Law/Psychology/Public Administration/Commerce/Mass Communication,
with 15 units of any relevant masteral degree
- Experience : 4 years in a position involving management and supervision of activities
related to the energy industry
- Training : 24 hours of relevant training
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No.1080

DUTIES AND RESPONSIBILITIES :

1. Reviews and consolidates budget proposals of the various operating units, the preparation of financial plan and evaluation of past and current year spending for budget preparation and justification on the basis of guidelines and priorities set.
2. Executes the preparation of financial work plan designed to implement program objectives of the Commission.
3. Prepares the narrative budget justification for the annual budget estimates.
4. Prepares external reports as may be required by the Department of Budget and Management and other government agencies.
5. Executes the review of operating budgets and studies trends affecting budget needs and makes comparative analysis between costs involved and services rendered.
6. Provides technical assistance to the other groups/departments on the preparation of their respective budget.
7. Monitors the implementation of the Commission's budget and ensures that funds are available and used appropriately.
8. Recommends corrective measures on problems regarding budget spending.
9. Conducts continuing research on trends and techniques in planning, programming and budgeting in order to ensure dynamism of the system.

10. Prepares the following:
 - 10.1. Request for allocation of funds/special budget;
 - 10.2. Budget reports for submission to DBM;
 - 10.3. Monthly budget variance report.
11. Processes and funds vouchers, purchase orders and contracts.
12. Regularly updates balances of subsidiary ledgers.
13. Performs other functions that may be assigned from time to time.

POSITION TITLE : ENERGY REGULATION OFFICER I (RF11)
(Energy Regulation Officer I, Enforcement and Monitoring Division)

QUALIFICATION STANDARDS :

Education : Bachelor's degree in Engineering/Economics/Accountancy/Law/Psychology/
Commerce/Mass Communication/Public Administration
Experience : 2 years of relevant experience, preferably in the energy industry
Training : 10 hours of relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility/RA #1080

DUTIES AND RESPONSIBILITIES :

1. Performs, assists or participates in the performance of the following:
 - 1.1. conducting investigations and making recommendations pertaining to violation of standards, rules and regulations;
 - 1.2. monitoring of compliance by the participants/players in the electricity industry to the unbundling of business activities and rates, to the rules pertaining to TRANSCO and Distribution Utilities, the Philippine Grid Code and Distribution Code.
 - 1.3. monitoring of events and incidents in the Grid and Distribution Systems;
 - 1.4. preparing and packaging of various technical reports, proposals and presentation materials;
 - 1.5. collecting and analyzing relevant data/statistics/information to be used as basis of conclusions, recommendations and decisions;
 - 1.6. answering queries from electricity consumers and participants/players in the electricity industry/other interested parties regarding standards, rules and regulations/other related matters being enforced/implemented by ERC.
 - 1.7. conducting of public information/awareness and other information dissemination campaign;
2. Encodes or leads/instructs the Data Controller in processing or producing the data/output requirements of the Division;
3. Takes charge of logistical requirements of the Division.
4. Coordinates with the staff of other Divisions/operating units of the ERC to facilitate action and/or outputs of the Division.
5. Performs other functions that may be assigned from time to time.

POSITION TITLE : ENERGY REGULATION OFFICER II (PT1)
(Energy Regulation Officer II, Enforcement and Monitoring Division)

QUALIFICATION STANDARDS :

Education : Bachelor's degree in Engineering/Economics/Accountancy/Law/Psychology/
Commerce/Mass Communications
Experience : 1 year in a position involving supervision of activities related to the energy
industry
Training : 12 hours of relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility/RA #1080

DUTIES AND RESPONSIBILITIES :

1. Performs or participates in the performance of the following:
 - 1.1. conducting of investigations and making recommendations pertaining to violation of standards, rules and regulations;
 - 1.2. monitoring of compliance by the participants/players in the electricity industry to the unbundling of business activities and rates, to the rules pertaining to TRANSCO and Distribution Utilities, the Philippine Grid Code and Distribution Code.
 - 1.3. monitoring of events and incidents in the Grid and Distribution Systems;
 - 1.4. preparing and packaging of various technical reports, proposals and presentation materials;
 - 1.5. collecting and analyzing relevant data/statistics/information to be used as basis of conclusions, recommendations and decisions;
 - 1.6. answering queries from electricity consumers and participants/players in the electricity industry/other interested parties regarding standards, rules and regulations/other related matters;
 - 1.7. making technical presentations, or providing necessary information to the Commission, electricity consumers, participants/players in the electricity industry/other interested parties;

- 1.8. recommending new, improved or revised analytical procedures, processes, methods and techniques in response to new or changed situations in the electricity industry;
- 1.9. conducting of regular instructional training/technology transfer sessions to the staff/other interested parties, public information/awareness and other information dissemination campaign;
2. Participates in interfacing with participants/players in the electricity industry, electricity consumers, media and other parties concerned regarding standards, rules and regulations being enforced and implemented by the ERC.
3. Conducts special studies pertaining to new developments in the industry and reports/makes recommendations thereon;
4. Performs other functions that may be assigned from time to time.

POSITION TITLE : SECRETARY II (RF 9)
(Secretary II, Office of the Chief Coordinating Officer/Office of the General Counsel & Secretary to the Commission/Strategic Services Department/Legal Department/Regulatory Operations Department/Consumer Services Department/Resource Management Department)

QUALIFICATION STANDARDS :

Education : Bachelor's degree relevant to the job
Experience : 4 years of experience in secretarial work
Training : 16 hours of relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility

DUTIES AND RESPONSIBILITIES :

1. Coordinates and schedules the appointments and schedule of activities of immediate superior.
2. Attends to the visitors and callers of immediate superior and in his/her absence, provides assistance on their respective requirements or directs them to the proper officials/personnel of ERC regarding their purposes.
3. Receives, sorts and records all incoming communications for the immediate superior.
4. Records and routes to the proper personnel all outgoing communication.
5. Takes dictation, types communications, prepares minutes of meetings and other routine correspondence that may be assigned by the immediate superior.
6. Updates and maintains records of confidential papers, official orders, reports and other documents and assumes responsibility for them.
7. Assists in the collation and preparation of standard office forms and other documents.
8. Takes charge of the requisition, procurement and stocking of office supplies, materials and equipment needed by the office and controls/regulates the issuance, safekeeping, use and maintenance thereof.
9. Performs other functions that may be assigned from time to time.

POSITION TITLE : CLERK III (RF 6)
**(Clerk III, Corporate Affairs Office/Budget and Planning
Office/Spot Market Division/Licensing and Monitoring
Division/Contestable Market Division/Administrative Division)**

QUALIFICATION STANDARDS :

Education : Bachelor's degree relevant to the job
Experience : Preferably with 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility

DUTIES AND RESPONSIBILITIES :

1. Types, drafts and finalizes memoranda, office correspondence and other documents needed by the Division/Department.
2. Attends to and maintains records of incoming and outgoing communications and other matters and assists in the distribution/routing thereof to concerned staff and offices.
3. Maintains the filing of requisition/procurement documents, stock filing and distribution of office supplies, materials and equipment; controls and regulates the issuance, safekeeping, use and maintenance thereof.
4. Assists in indexing and recording of all documents, office orders, resolutions, memoranda and in maintaining complete and orderly files thereof.
5. Takes charge of the release and return of records on file.
6. Assists in simple liaison/follow up work for the staff.
7. Receives and entertains visitors/phone calls for official matters.
8. Performs other functions that may be assigned from time to time.

POSITION TITLE : CLERK II (RF 4)
(Clerk II, Office of the General Counsel and Secretary to the Commission)

QUALIFICATION STANDARDS :

Education : Bachelor's degree relevant to the job
Experience : None Required
Training : 4 hours of relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility

DUTIES AND RESPONSIBILITIES :

1. Assists in indexing and recording of all documents, office orders, resolutions, memoranda and in maintaining complete and orderly files thereof.
2. Takes charge of the release and return of records on file.
3. Routes documents/communications to concerned officials/employees.
4. Types correspondence and other documents.
5. Performs other functions that may be assigned from time to time.

POSITION TITLE : PRIVATE SECRETARY III (RF 11)
(Private Secretary III, Commission)

QUALIFICATION STANDARDS :

Education : Preferably bachelor's degree relevant to the job
Experience : None Required
Training : None Required
Eligibility : None Required

DUTIES AND RESPONSIBILITIES :

1. Coordinates and schedules the daily activities and appointments of the Chairman/Commission/CEO.
2. Attends to the visitors and callers of the Chairman/CEO/Commissioners and assists in their respective requirements or directs them to the proper officials/personnel of ERC regarding their purposes.
3. Undertakes preliminary screening of all incoming and outgoing communications addressed to the Chairman/CEO/Commissioners.
4. Sorts, records and routes to proper personnel all outgoing communication.
5. Takes dictation, types communications, prepares minutes of meetings and other routine correspondences that may be assigned by the Chairman/CEO/Commissioners.
6. Assists in the collation and preparation of standard office forms and other documents.
7. Takes charge of the requisition, procurement and stocking of office supplies, materials and equipment needed by the office and controls/regulates the issuance, safekeeping, use and maintenance thereof.
8. Performs other functions that may be assigned from time to time.

POSITION TITLE : EXECUTIVE ASSISTANT V (M 1)
(Executive Assistant V, Commission)

QUALIFICATION STANDARDS :

Education : Bachelor's degree
Experience : None Required
Training : None Required
Eligibility : None Required

DUTIES AND RESPONSIBILITIES :

1. Provides overall coordination and assistance in the day to day operations and management of the Office of the Chairman/Commission/CEO.
2. Acts as Chief of Staff of the Chairman/Commission/CEO; provides complete staff work and technical assistance to the same.
3. Reviews/prioritizes incoming communication/documents requiring action and attention by the Chairman/Commission/CEO.
4. Refers communication/documents and assignments to the appropriate office as directed by the Chairman/Commission/CEO.
5. Monitors completion and implementation of instructions/assignments of Chairman/Commission/CEO to departments, divisions and offices.
6. Coordinates with the line managers regarding the requirements/instructions of the Chairman/Commission/CEO.
7. Coordinates preparation of special accomplishment reports to the Chairman/Commission/CEO.
8. Supervises the work assignments of the immediate staff and provides all the administrative needs of the Chairman/Commission/CEO.
9. Performs other functions that may be assigned/directed by the Chairman/Commission/CEO.

POSITION TITLE : UTILITY WORKER I (RF 1)
(Utility Worker I, Commission)

QUALIFICATION STANDARDS :

Education : Elementary School Graduate
Experience : None required
Training : None required
Eligibility : None required

DUTIES AND RESPONSIBILITIES :

1. Maintains cleanliness of assigned areas, including all office furniture and equipment.
2. Performs other functions that may be assigned from time to time.

POSITION TITLE : CONFIDENTIAL ASSISTANT (RF 4)
(Confidential Assistant, Commission)

QUALIFICATION STANDARDS :

Education : Preferably completion of Secondary Education
Experience : None Required
Training : None Required
Eligibility : None Required

DUTIES AND RESPONSIBILITIES :

1. Receives direct instructions from the members of the Commission on the following functions/activities;
 - 1.1. Delivery of confidential correspondence to other government/private offices and ensures strict confidentiality of same;
 - 1.2. Routing of outgoing correspondence before forwarding to the respective secretaries;
 - 1.3. Sorting and routing of incoming correspondence to the concerned officers.
2. Performs other functions that may be assigned from time to time.

POSITION TITLE : ENERGY REGULATION OFFICER I (RF 11)
(Energy Regulation Officer I, Consumer Services Department)

QUALIFICATION STANDARDS :

Education : Bachelor's degree in Engineering/Economics/Accountancy/Law/Psychology/
Commerce/Mass Communication/Public Administration
Experience : 2 years of relevant experience, preferably in the energy industry
Training : 10 hours of relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility/RA #1080

DUTIES AND RESPONSIBILITIES :

1. Performs, assists or participates in the performance of the following:
 - 1.1. providing the electricity consumer with timely, relevant and complete information on electricity matters that affect their interests;
 - 1.2. encouraging electricity consumers to air their complaints or grievances against any participant/player in the electricity industry, or even the ERC or any of its operating units or personnel, who may be perceived or are actually known to work against the interest of electricity consumers/end-users;
 - 1.3. acting on complaints/grievances; refers them to the office/operating unit concerned for immediate action/resolution;
 - 1.4. setting up mechanisms/procedures for responsive, fair and acceptable actions on complaints/grievances;
 - 1.5. designing programs/systems to prevent, eliminate or eradicate potential sources of consumer complaints/grievances in coordination with participants/players in the electricity industry;
 - 1.6. recommending sanctions against any participants/players or ERC personnel who have been proven to work against the interests of electricity consumers/end-users, and/or rewards/incentives for participants/players with no record of complaints from consumers/end-users.
 - 1.7. Implementing policies on consumer protection and promotion adopted and promulgated by the Commission in their respective area of jurisdiction;
 - 1.8. preparing and packaging of various technical reports, proposals and presentation materials;

- 1.9. collecting and analyzing of relevant data/statistics/information to be used or basis of conclusions, recommendations and decisions;
 - 1.10. answering queries from electricity consumers and participants/players in the electricity industry/other interested parties regarding the electricity industry;
 - 1.11. making technical presentations or providing information to the Commission, electricity consumers, participants/players in the electricity industry/other interested parties;
 - 1.12. conduct of regular public information/awareness and other massive information dissemination campaign.
2. Interfaces with participants/players in the electricity industry regarding their problems/concerns/complaints against the policies, rules and regulations being implemented by ERC, and/or their suggestions/recommendations to improve the operations of the electricity industry.
 3. Reviews/conducts special studies pertaining to new developments in the industry and reports/makes recommendations thereon.
 4. Assists in reviewing the work output of the staff before transmitting the same to higher authorities.
 5. Performs other related functions that may be assigned from time to time.

POSITION TITLE : DIRECTOR III (M 2)
(Director III, Consumer Services Department)

QUALIFICATION STANDARDS :

Education : Bachelor of Laws or Masteral degree in Engineering/Economics/
Accountancy/Business Administration/Public Administration/Laws
Experience : 5 years of experience in a managerial/equivalent position
Training : Preferably with 24 hours relevant managerial training
Eligibility : Career Service Executive Eligibility (CSEE)/Career Executive Service (CES)

DUTIES AND RESPONSIBILITIES :

1. Plans, organizes, directs and controls the operations of the Department tasked with the following:
 - 1.1. providing the consumer with timely, relevant and complete information on electricity matters that affect their interests;
 - 1.2. encouraging electricity consumers to air their complaints or grievances against any participant/player in the electricity industry, or even the ERC or any of its operating units or personnel, who may be perceived or are actually known to work against the interest of electricity consumers/end-users;
 - 1.3. acting on complaints/grievances; refers them to the office/operating unit concerned for immediate action/resolution;
 - 1.4. setting up mechanisms/procedures for responsive, fair and acceptable actions on complaints/grievances;
 - 1.5. designing programs/systems to prevent, eliminate or eradicate potential sources of consumer complaints/grievances in coordination with participants/players in the electricity industry;
 - 1.6. recommending sanctions against any participants/players or ERC personnel who have been proven to work against the interests of electricity consumers/end-users, and/or rewards/incentives for participants/players with no record of complaints from consumers/end-users.
 - 1.7. implementing policies on consumer protection and promotion adopted and promulgated by the Commission in their respective area of jurisdiction;
 - 1.8. preparing and packaging of various technical reports, proposals and presentation materials;

- 1.9. collecting and analyzing of relevant data/statistics/information to be used or basis of conclusions, recommendations and decisions;
 - 1.10. answering queries from electricity consumers and participants/players in the electricity industry/other interested parties regarding the electricity industry;
 - 1.11. making technical presentations or providing information to the Commission, electricity consumers, participants/players in the electricity industry/other interested parties;
 - 1.12. conducting regular public information/awareness and other massive information dissemination campaign.
2. Conducts regular dialogues with participants/players and electricity consumers/end-users regarding electricity matter affecting their interests that need to be addressed.
 3. Provides the Commission with expert technical advice in his area of responsibility.
 4. Provides consistent and effective leadership, motivation, guidance and encouragement to the staff.
 5. Conducts regular staff meetings/feedback sessions to provide them with the latest development in the ERC, the latest technology in the industry, or any other matter that may improve/enhance the staff's well-being and loyalty to ERC.
 6. Performs other related functions that may be assigned from time to time.

POSITION TITLE : CHIEF ENERGY REGULATION OFFICER (M 1)
(Division Chief IV, Corporate Affairs Office)

QUALIFICATION STANDARDS :

- Education : Masteral degree, preferably Law/Economics/Accountancy/ Engineering/
Public Administration/ Psychology/ Commerce/Mass Communication
- Experience : 5 years in a position involving management and supervision of activities
preferably related to economic and financial analysis
- Training : 28 hours of training in management and supervision, economic and financial
analysis
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No.1080

DUTIES AND RESPONSIBILITIES :

1. Leads, directs and manages the Division in the performance of the following:
 - 1.1. developing innovative approaches to image/perception building to heighten public awareness of the ERC;
 - 1.2. recommending policies for the use of multimedia for consideration/approval by the Commission;
 - 1.3. providing the consumers with timely, relevant and complete information on electricity matters that affect their interests;
 - 1.4. planning and organizing agency events;
 - 1.5. designing and packaging annual reports, brochures, flyers and/or other related materials.
2. Acts as spokesperson for the Commission, addresses queries from the media and the public with approval and clearance from the Chairman; coordinates with other Departments and Divisions in developing recommendations in all matters falling within the jurisdiction of the Department.
3. Plans, organizes, controls and monitors the activities of the Division and ensures that targets/deadlines are met.
4. Exercises general direction and supervision over the staff; maximizes available material and human resources allocated for the Division; ensures the latter's well being.
5. Performs other functions that may be assigned from time to time.

**POSITION TITLE : SUPERVISING ENERGY REGULATION
OFFICER (PT 4)**
(Information Officer IV, Corporate Affairs Office)

QUALIFICATION STANDARDS :

- Education : Bachelor's degree in Engineering/Economics/Accountancy/ Law/
Psychology/Public Administration/Commerce/Mass Communication, with 15
units of any relevant masteral degree
- Experience : 4 years in a position involving management and supervision of activities
related to the energy industry
- Training : 24 hours of relevant training
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No.1080

DUTIES AND RESPONSIBILITIES :

1. Leads and supervises a group/section engaged in the performance of the following:
 - 1.1. developing innovative approaches for image/perception building to heighten public awareness of the ERC;
 - 1.2. recommending policies for the use of multimedia for consideration/approval by the Commission;
 - 1.3. providing the consumer with timely, relevant and complete information on electricity matters that affect their interests;
 - 1.4. planning and organizing agency events;
 - 1.5. designing and packaging annual reports, brochures, flyers and/or other related materials.
2. Assigns/distributes workload, reviews the work outputs of the staff before transmitting the same to the Chief Energy Regulation Officer/higher authorities.
3. Coaches/mentors the staff; evaluates their performance.
4. Performs other functions that may be assigned from time to time.

POSITION TITLE : SENIOR ENERGY REGULATION OFFICER (PT 2)
(Information Officer II, Corporate Affairs Office)

QUALIFICATION STANDARDS :

- Education : Bachelor's degree in Engineering/Economics/Accountancy/
Law/Psychology/ Commerce/Public Administration/Mass Communication
- Experience : 2 years in a position involving supervision of activities related to the energy industry
- Training : 18 hours of relevant training
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No.1080

DUTIES AND RESPONSIBILITIES :

1. Performs and/or assists the Supervising Energy Regulation Officer in leading/supervising the group/section in the performance of the following:
 - 1.1. developing innovative approaches to image/perception building to heighten public awareness of the ERC;
 - 1.2. recommending policies for the use of multimedia for consideration/approval by the Commission;
 - 1.3. providing the consumers with timely, relevant and complete information on electricity matters that affect their interests;
 - 1.4. planning and organizing agency events;
 - 1.5. designing and packaging annual reports, brochures, flyers, and/or other related activities.
2. Undertakes special studies pertaining to new developments in the industry and reports/makes recommendations thereon.
3. Performs other functions that may be assigned from time to time.

POSITION TITLE : ARTIST-ILLUSTRATOR III (RF 11)
(Artist-Illustrator III, Corporate Affairs Office)

QUALIFICATION STANDARDS :

Education : Bachelor's degree relevant to the job
Experience : 4 years of experience in Art/Illustration work, preferably using Computer Aided Design
Training : 10 hours of relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility

DUTIES AND RESPONSIBILITIES :

1. Prepares illustrations to depict ideas or information on relevant subjects preferably using Computer Aided Design.
2. Prepares a variety of graphic illustrations such as graphs, charts, diagrams or maps from statistical and/or factual data; coordinates and confers with the Information Officers on the preparation of perspective drawings required for graphical technical presentation.
3. Translates features of written subject matter into graphic forms of drawings.
4. Drafts, designs and prepares visual aids and devices, e.g. charts, pamphlets and brochures, posters and other related materials.
5. Prepares silkscreen posters.
6. Performs photography jobs, specifically during agency events.
7. Performs other functions that may be assigned from time to time.

POSITION TITLE : CASHIER III (PT 3)
(Cashier III, Cash Office)

QUALIFICATION STANDARDS :

Education : Bachelor's degree in Commerce/Business Administration
Experience : 3 years in a position involving supervision, preferably on cashiering activities
Training : 20 hours of relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility

DUTIES AND RESPONSIBILITIES :

1. Leads and supervises a group in the performance of the following:
 - 1.1. collecting/disbursing funds;
 - 1.2. remitting payments to GSIS, Pag-ibig and PhilHealth;
 - 1.3. ensuring timely payment of obligations to suppliers, contractors, employees' salaries, wages and allowances;
 - 1.4. managing the custody and safety of all undeposited funds, certificates of deposit and securities of the Commission;
 - 1.5. opening of savings and current accounts with authorized banks;
 - 1.6. monitoring the cash position of the Commission; directs preparation of and reviews the Daily Cash Position report;
 - 1.7. preparing the financial report.
2. Interfaces with other operating units in the Department, particularly on financial management.
3. Reviews the work outputs of the staff before transmitting to higher authorities.
4. Coaches/mentors the staff; evaluates their performance.
5. Performs other functions that may be assigned from time to time.

POSITION TITLE : CASHIER II (RF 11)
(Cashier II, Cash Office)

QUALIFICATION STANDARDS :

Education : Bachelor's degree in Commerce/Business Administration
Experience : 2 years of relevant experience, preferably on cashiering activities
Training : 18 hours of relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility

DUTIES AND RESPONSIBILITIES :

1. Assists in the development of policies, systems and procedures on areas covering treasury and investment operations of ERC.
2. Assists in the custody and safety of undeposited funds.
3. Assists in monitoring the cash position of the Commission.
4. Prepares Daily Cash Position Report.
5. Prepares the periodic Financial Report.
6. Prepares checks for payment to GSIS, HDMF, PhilHealth, BIR, suppliers, etc.
7. Performs other functions that may be assigned from time to time.

POSITION TITLE : DISBURSING OFFICER II (RF 8)
(Disbursing Officer II, Cash Office)

QUALIFICATION STANDARDS :

Education : Bachelor's degree in Commerce/Business Administration
Experience : 1 year of relevant experience, preferably on disbursing activities
Training : 16 hours of relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility

DUTIES AND RESPONSIBILITIES :

1. Prepares cash advance for the payment of salaries, allowances of officials and employees and replenishes the same during prescribed period.
2. Collects payments from officials/employees of the ERC arising from overpayment, refund, liquidation of expenses, etc.
3. Disburses funds for the timely payment of obligations to suppliers, contractors, employees' salaries, wages and allowances.
4. Ensures validity, legality and authenticity of claims before payment.
5. Remits payments to GSIS, HDMF, PhilHealth, BIR, etc.
6. Performs other functions that may be assigned from time to time.

POSITION TITLE : CHIEF ENERGY REGULATION OFFICER (M 1)
(Division Chief IV, Human Resource Management Development Division)

QUALIFICATION STANDARDS :

- Education : Masteral degree, preferably Law/Economics/Accountancy/ Engineering/
Public Administration/ Psychology/ Commerce/Mass Communication
- Experience : 5 years in a position involving management and supervision of activities
preferably related to economic and financial analysis
- Training : 28 hours of training in management and supervision, economic and financial
analysis
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No.1080

DUTIES AND RESPONSIBILITIES :

1. Leads, directs and manages the Division in the performance of the following:
 - 1.1. formulating/recommending and implementing Human Resource policies and programs, adopted by the Commission, in accordance with applicable CSC, DBM and GSIS policies, rules and regulations on the following areas
 - 1.1.1. Recruitment, Selection and Placement;
 - 1.1.2. Compensation and Benefits;
 - 1.1.3. Medical and Dental/Physical Fitness Program;
 - 1.1.4. Incentives/Awards/Rewards Program;
 - 1.1.5. Employee Relations/Grievance Machinery;
 - 1.1.6. Maintenance of 201 Files;
 - 1.1.7. Career Management;
 - 1.1.8. Organizational Development;
 - 1.1.9. Management/Maintenance of Learning Resource Center;
 - 1.1.10. Retirement.
 - 1.2. processing and maintaining the payroll, processing of claims for compensation and benefits, e.g. allowances, leaves, insurance and salary adjustments and retirements in accordance with CSC, GSIS and DBM policies;

- 1.3. developing training policies and guidelines for approval by the Commission;
- 1.4. implementing training programs approved by the Commission for the development of ERC officials and employees;
2. Extends technical advice/assistance/expertise to the Commission on the formulation of appropriate policies and on all matters falling within the responsibility of the Division.
3. Coordinates and cooperates with other Departments in developing recommendations in all matters falling within the jurisdiction of the Department.
4. Plans, organizes, controls and maintains the activities of the Division and sees to it that targets/deadlines are met.
5. Exercises general direction and supervision over the staff, maximizes available materials and Human Resources allocated for the Division, ensures the latter's well-being.
6. Performs other functions that may be assigned from time to time.

**POSITION TITLE : SUPERVISING ENERGY REGULATION
OFFICER (PT 4)
(HRMO IV, Human Resource Management Development Division)**

QUALIFICATION STANDARDS :

- Education : Bachelor's degree in Engineering/Economics/Accountancy/
Law/Psychology/Public Administration/Commerce/Mass Communications,
with 15 units of any relevant masteral degree
- Experience : 4 years in a position involving management and supervision of activities
related to the energy industry
- Training : 24 hours of relevant training
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA #1080

DUTIES AND RESPONSIBILITIES :

1. Leads and supervises a group/section engaged in or assigned to perform the following:
 - 1.1. Formulating/recommending and implementing Human Resource policies and programs adopted by the Commission, in accordance with applicable CSC, DBM and GSIS policies, rules and regulations on the following areas:
 - 1.1.1. Recruitment, Selection and Placement;
 - 1.1.2. Compensation and Benefits;
 - 1.1.3. Medical and Dental/Physical Fitness Program;
 - 1.1.4. Employee Relations/Grievance Machinery;
 - 1.1.5. Maintenance of 201 files;
 - 1.1.6. Career Management;
 - 1.1.7. Organizational Development;
 - 1.1.8. Management/Maintenance of Learning Resource Center;
 - 1.1.9. Retirement.
2. Reviews the work outputs of the staff before submitting/transmitting the same to the Division Chief/higher authorities.
3. Coaches/mentors the staff, evaluates their performance.
4. Performs other functions that may be assigned from time to time.

POSITION TITLE : ENERGY REGULATION ASSISTANT (RF 8)
(HRM Assistant, Human Resource Management Development Division)

QUALIFICATION STANDARDS :

Education : Bachelor's degree in Engineering/Economics/Accountancy/Law
Experience : 1 year of relevant experience, preferably in the energy industry
Training : 8 hours of relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility/RA No.1080

DUTIES AND RESPONSIBILITIES :

1. Maintains 201 files.
2. Prepares and transmits data/information on personnel movement/attendance and leaves monitoring to the different departments for appropriate action.
3. Checks and facilitates release of applications for GSIS Salary/Policy and Pag-ibig Loans.
4. Routes and follows-up clearance requests.
5. Prepares and coordinates issuance of ID cards.
6. Prepares service records, certificates of employment and other personnel records.
7. Assists in the reception and screening of applicants, as well as in the conduct of examination.
8. Performs other functions that may be assigned from time to time.

POSITION TITLE : ENERGY REGULATION OFFICER II (PT 1)
(HRMO II, Human Resource Management Development Division)

QUALIFICATION STANDARDS :

Education : Bachelor's degree in Engineering/Economics/Accountancy/Law/
Psychology/ Commerce/Mass Communication
Experience : 1 year in a position involving supervision of activities related to the energy
industry
Training : 12 hours of relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility/RA No.1080

DUTIES AND RESPONSIBILITIES :

1. Assists in the formulation of a comprehensive training program for the ERC.
2. Conducts training needs analysis and analyzes results thereof.
3. Develops proposals for in-service training programs.
4. Prepares course worksheet containing course syllabus, duration, methodology and venue and designates resource speakers for each topic/subject.
5. Reviews proposed training budgets and confers with the different operating units to determine the training and development program objectives and goals geared towards the vision/mission of ERC.
6. Serves as facilitator in group dynamics and other training activities.
7. Analyzes results of evaluation of participants on various training programs to determine the effectiveness of the same on actual job performance.
8. Implements Organizational Development and Career Management Programs;
9. Conducts researches/studies that will support training decisions/actions.
10. Performs other functions that may be assigned from time to time.

**POSITION TITLE : SUPERVISING ENERGY REGULATION
OFFICER (PT 4)
(Management and Audit Analyst V, Internal Audit Office)**

QUALIFICATION STANDARDS :

- Education : Bachelor's degree in Engineering/Economics/Accountancy/
Law/Psychology/Public Administration/Commerce/Mass Communication,
with 15 units of any relevant masteral degree
- Experience : 4 years in a position involving management and supervision of activities
related to the energy industry
- Training : 24 hours of relevant training
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No.1080

DUTIES AND RESPONSIBILITIES :

1. Leads and supervises the activities of the Office in performing the following:
 - 1.1. developing a comprehensive internal audit program for ERC;
 - 1.2. implementing monitoring systems which will determine effectiveness and efficiency of internal controls and service standards; submits recommendations for improvement;
 - 1.3. providing necessary technical assistance and advice for the successful execution of the internal audit program;
 - 1.4. conducting researches on pertinent laws, rules and procedures in relation to cost regulations which are relevant in the review of ERC transactions;
 - 1.5. ascertaining the reliability and integrity of financial and operational information and the means used to identify, measure, classify and report such information;
 - 1.6. ascertaining the extent of compliance and reviews the systems established to ensure compliance with government policies, plans and procedures, laws and regulations which have impact on operations;
 - 1.7. ascertaining the extent to which the assets and other resources of the ERC are accounted for and safeguarded from losses of all kinds;
 - 1.8. reviewing and evaluating the soundness, adequacy and application of accounting, financial and other operating controls and promotes the most effective control at reasonable cost;

- 1.9. reviewing operations or programs to ascertain whether or not results are consistent with established objectives and goals and whether or not such programs are being carried out as planned;
- 1.10. evaluating the quality of performance of groups, individuals in carrying out their assigned responsibilities;
- 1.11. recommending corrective actions on operational deficiencies observed.
2. Interfaces with other operating units in ERC for proper interpretation/implementation of policies.
3. Reviews the work outputs of the staff before transmitting the same to the Commission.
4. Coaches/mentors/evaluates performance of the staff.
5. Performs other functions that may be assigned from time to time.

POSITION TITLE : ENERGY REGULATION OFFICER I (RF 11)
(Management and Audit Analyst I, Internal Audit Office)

QUALIFICATION STANDARDS :

Education : Bachelor's degree in Engineering/Economics/Accountancy/Law/
Psychology/ Commerce/Mass Communication/Public Administration
Experience : 2 years of relevant experience, preferably in the energy industry
Training : 10 hours of relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility/RA No.1080

DUTIES AND RESPONSIBILITIES :

1. Reviews and evaluates on a continuing basis, the financial and internal control systems and their effectiveness.
2. Inspects deliveries of supplies, materials and equipment purchased by the Commission.
3. Develops a documents flow system and monitors its implementation to ensure efficient review of documents within every Department.
4. Prepares reports on audit findings and recommends necessary actions for the improvement of performance.
5. Ensures implementation of prescribed control procedures to safeguard corporate resources.
6. Assists in the review of operating and support units for sufficiency of internal control and compliance with established Commission policies and procedures and government rules and regulations.
7. Performs other functions that may be assigned from time to time.

POSITION TITLE : DIRECTOR III (M 2)
(Director III, Legal Department)

QUALIFICATION STANDARDS :

Education : Bachelor of Laws/Laws
Experience : 5 years of experience in a managerial/equivalent position
Training : Preferably with 24 hours relevant managerial training
Eligibility : RA No. 1080 with Career Service Executive Eligibility (CSEE)/Career Executive Service (CES)

DUTIES AND RESPONSIBILITIES :

1. Plans, organizes, directs and controls the operations of the Department in the performance of the following:
 - 1.1. providing legal assistance to all line departments in proceedings before the Commission and in external legal matters;
 - 1.2. providing legal opinions as instructed by the Commission or at the request of the General Counsel or any line department/operating unit of the ERC;
 - 1.3. recommending the Commission's appropriate actions/decisions on the following:
 - 1.3.1 amending or revoking, after due notice and hearing, of the authority to operate of any person or entity which fails to comply with the provision of RA No. 9136, its IRR or any order or resolution of the Commission;
 - 1.3.2 imposition of appropriate and lawful fines or penalties for any non-compliance with or breach of RA No. 9136, its IRR and the rules and regulations which it promulgates or administers;
 - 1.3.3 requiring any person or entity to submit any report or data relative to any investigation or hearing conducted pursuant to RA No. 9136;
 - 1.3.4 inspecting the premises, books of accounts and records of any person or entity at any time (for purposes of determining the existence of any anti-competitive behavior and/or market power abuse and any violation of rules and regulations issued by the Commission);
 - 1.3.5 imposition of fines and penalties in accordance with the Commission's exercise of its original jurisdiction over all cases contesting rates, fees, fines and penalties;

- 1.3.6 enforcement of safeguards to promote true market competition and prevent harmful monopoly and market power abuse;
 - 1.3.7 approval/disapproval of a transition supply contract of NPC with distribution utilities;
 - 1.3.8 amending the terms of the power purchase agreements between government entities to remove any hidden costs or extraordinary mark-ups in the cost of power and steam above their true costs.
 - 1.4. reviewing all contracts and agreements entered into by the Commission;
 - 1.5. conducting studies or interpretation of laws, decrees, rules and regulations;
 - 1.6. reviewing legislative bills, executive orders and other administrative issuances, including the preparation of rules and regulations affecting the ERC;
 - 1.7. safekeeping of all legal documents/records of the ERC, including maps, profiles, tariffs, reports and other papers filed in connection with any case or proceedings before the Commission.
2. Provides consistent and effective leadership, motivation, guidance and encouragement to the staff.
 3. Conducts regular staff meetings/feedback sessions to provide them information on the latest developments in the ERC, the latest court rulings on relevant cases or any other matters that may improve/enhance their well-being and loyalty to ERC.
 4. Performs other functions that may be assigned from time to time.

POSITION TITLE : ATTORNEY IV (PT 4)
(Attorney IV, Legal Department)

QUALIFICATION STANDARDS :

Education : Bachelor of Laws
Experience : 4 years in the active practice of the profession or 4 years in a position involving supervision of the adjudication/litigation of cases
Training : 24 hours of relevant training
Eligibility : RA No. 1080

DUTIES AND RESPONSIBILITIES :

1. Leads and supervises a team of lawyers in the performance of the following:
 - 1.1. providing legal assistance to all line departments in proceedings before the Commission and in external legal matters;
 - 1.2. providing legal opinion as instructed by the Commission or at the request of the General Counsel or any line department/operating unit of the ERC;
 - 1.3. recommending the Commission's appropriate action/decision on the following:
 - 1.3.1 amending or revoking, after due notice and hearing, of the authority to operate of any person or entity which fails to comply with the provisions, of RA No. 9136, its IRR or any order or resolution of the Commission;
 - 1.3.2 imposition of appropriate and lawful fines or penalties for any non-compliance with or breach of RA 9136, its IRR and the rules and regulations which it promulgates or administers;
 - 1.3.3 requiring any person or entity to submit any report or data relative to any investigations or hearings conducted pursuant to RA No. 9136;
 - 1.3.4 inspecting the premises, books of accounts and records of any person or entity at any time (for purposes of determining the existence of any anti-competitive behavior and/or market power abuse and any violation of rules and regulations issued by the Commission);
 - 1.3.5 imposition of fines and penalties in accordance with the Commission's exercise of its original jurisdiction over all cases contesting rates, fees, fines and penalties;

- 1.3.6 enforcement of safeguards to promote true market competition and prevent harmful monopoly and market power abuse;
 - 1.3.7 approval/disapproval of a transition supply contract of NPC with distribution utilities;
 - 1.3.8 amending the terms of the power purchase agreements between government entities (to remove any hidden costs or extraordinary mark-ups in the cost of power and steam above their true costs).
2. Assigns workload, reviews/discusses the work output of staff before transmitting the same to higher authorities.
3. Evaluates performance of staff, subject to review by the Director III, Legal Department.
4. Performs other functions that may be assigned from time to time.

POSITION TITLE : ATTORNEY III (PT 3)
(Attorney III, Legal Department)

QUALIFICATION STANDARDS :

Education : Bachelor of Laws
Experience : 3 years in the active practice of the profession or 3 years in a position involving supervision of the adjudication/litigation of cases
Training : 20 hours of relevant training
Eligibility : RA No. 1080

DUTIES AND RESPONSIBILITIES :

1. Provides or participates in providing legal assistance to all line departments in proceedings before the Commission and in external legal matters.
2. Provides or participates in providing legal opinion as instructed by the Commission or at the request of the General Counsel or any line department/operating unit of the ERC.
3. Recommends or participates in recommending the Commission's appropriate action/decision on the following:
 - 3.1. amending or revoking, after due notice of hearing, of the authority to operate of any person or entity which fails to comply with the provisions of RA No. 9136, its IRR or any order or resolution of the Commission;
 - 3.2. imposition of appropriate and lawful fines or penalties for any non-compliance with or breach of RA No. 9136, its IRR and the rules and regulations which it promulgates or administers;
 - 3.3. requiring any person or entity to submit any report or data relative to any investigations or hearings conducted pursuant to RA No. 9136;
 - 3.4. inspecting the premises, books of accounts and records of any person or entity at any time (for purposes of determining the existence of any anti-competitive behavior and/or market power abuse and any violation of rules and regulations issued by the Commission);
 - 3.5. imposition of fines and penalties in accordance with the Commission's exercise of its original jurisdiction over all cases contesting rates, fees, fines and penalties;

- 3.6. enforcement of safeguards to promote true market competition and prevent harmful monopoly and market power abuse;
 - 3.7. approval/disapproval of a transition supply contract of NPC with distribution utilities;
 - 3.8. amending the terms of the power purchase agreements between government entities (to remove any hidden costs or extraordinary mark-ups in the cost of power and steam above their true costs).
4. Performs other functions that may be assigned from time to time.

POSITION TITLE : ATTORNEY II (PT 2)
(Attorney II, Legal Department)

QUALIFICATION STANDARDS :

Education : Bachelor of Laws
Experience : 2 years in the active practice of the profession or 2 years in a position involving supervision of the adjudication/litigation of cases
Training : 18 hours of relevant training
Eligibility : RA No. 1080

DUTIES AND RESPONSIBILITIES :

1. Participates in providing legal assistance to all line departments in proceedings before the Commission and in external legal matters.
2. Participates in providing legal opinion as instructed by the Commission or at the request of the General Counsel or any line department/operating unit of the ERC.
3. Participates in recommending the Commission's appropriate action/decision on the following:
 - 3.1. amending or revoking, after due notice of hearing, of the authority to operate of any person or entity which fails to comply with the provisions of RA No. 9136, its IRR or any order or resolution of the Commission;
 - 3.2. imposition of appropriate and lawful fines or penalties for any non-compliance with or breach of RA No. 9136, its IRR and the rules and regulations which it promulgates or administers;
 - 3.3. requiring any person or entity to submit any report or data relative to any investigation or hearing conducted pursuant to RA No. 9136;
 - 3.4. inspecting the premises, books of accounts and records of any person or entity at any time (for purposes of determining the existence of any anti-competitive behavior and/or market power abuse and any violation of rules and regulations issued by the Commission);
 - 3.5. imposition of fines and penalties in accordance with the Commission's exercise of its original jurisdiction over all cases contesting rates, fees, fines and penalties;
 - 3.6. enforcement of safeguards to promote true market competition and prevent harmful monopoly and market power abuse;

- 3.7. approval/disapproval of a transition supply contract of NPC with distribution utilities;
 - 3.8. amending the terms of the power purchase agreements between government entities (to remove any hidden cost or extraordinary mark-ups in the cost of power and steam above their true costs).
4. Performs other functions that may be assigned from time to time.

POSITION TITLE : LEGAL RESEARCHER (RF 12)
(Legal Researcher, Legal Department)

QUALIFICATION STANDARDS :

Education : Bachelor's degree relevant to the job, preferably Bachelor of Laws
Experience : 2 years relevant experience, preferably in Legal Research
Training : 10 hours of relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility

DUTIES AND RESPONSIBILITIES :

1. Conducts researches on legal cases/principles that can be cited as precedent/basis for legal opinions, position papers, memo advice, etc. to be prepared by the lawyers of the Department.
2. Assists in the indexing/filing of legal cases handled by the Department.
3. Prepares drafts of routinary correspondence, as instructed by superiors.
4. Prepares a compilation of legal cases handled by the Department.
5. Coordinates with concerned groups in ERC as well as external agencies in the Energy sector for purposes of securing primary data required in the preparation of position papers, memo advice, legal opinions, etc.
6. Performs other functions that may be assigned from time to time.

POSITION TITLE : LEGAL ASSISTANT (RF 10)
(Legal Assistant, Legal Department)

QUALIFICATION STANDARDS :

Education : Bachelor of Laws
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility

DUTIES AND RESPONSIBILITIES :

1. Assists and/or conducts general legal research work to support the prosecution and defense of cases, legal opinions, position papers, contracts, agreements and documents involving the Commission.
2. Collates and prepares status reports of all court cases handled by the legal staff for submission to higher authorities.
3. Assists in the drafting of contracts and review of bonds submitted by the Contractors.
4. Keeps custody of all books in the library of the Legal Staff.
5. Performs other functions that may be assigned from time to time.

POSITION TITLE : STENOGRAPHIC REPORTER III (RF 11)
(Stenographic Reporter III, Legal Department)

QUALIFICATION STANDARDS :

Education : Bachelor's degree relevant to the job
Experience : 4 years of experience in stenographic work
Training : 16 hours of relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility

DUTIES AND RESPONSIBILITIES :

1. Records proceedings of Commission meetings and/or hearings.
2. Transcribes minutes of Commission meetings/hearings.
3. Types agenda for Commission meetings and distributes the same.
4. Prepares schedule of hearings of cases brought to the Commission.
5. Distributes schedule of hearings to parties concerned.
6. Documents proceedings of hearings/investigations and submits to lawyer concerned for reference.
7. Performs other functions that may be assigned from time to time.

POSITION TITLE : CHIEF ENERGY REGULATION OFFICER (M 1)
(Division Chief IV, Licensing and Monitoring Division)

QUALIFICATION STANDARDS :

- Education : Masteral degree, preferably Law/Economics/Accountancy/
Engineering/Public Administration/ Psychology/ Commerce/Mass
Communication
- Experience : 5 years in a position involving management and supervision of activities
preferably related to economic and financial analysis
- Training : 28 hours of training in management and supervision, economic and financial
analysis
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No.1080

DUTIES AND RESPONSIBILITIES :

1. Leads, directs and manages the Division in the performance of the following:
 - 1.1. reviewing and supervising issuance of licenses to generation and supply companies including financial/technical evaluation, legal and corporate qualification, conflict of interest determination, compliance with the Grid / Distribution Code provisions and other laws and the IRR;
 - 1.2. conducting periodic review of guidelines/requirements for the issuance of licenses/franchises for possible improvement in the process/system;
 - 1.3. monitoring activities in the generation and supply of electric power to promote the market competition and secure transparency in the allocation or bulk purchase costs for distribution;
 - 1.4. formulating rules and regulations concerning abuse of market power, cartelization and other anti-competitive or discriminatory behavior;
 - 1.5. monitoring of the electricity market for the abuse of market power, cartelization and other anti-competitive or discriminatory behavior as defined by its rules and regulations;
 - 1.6. investigating violation of market rules;
 - 1.7. recommending settlement of disagreements in valuation procedures, ownership participation and other issues between TRANSCO and distribution utilities;

- 1.8. inspecting premises, books of accounts/records of any person/entity at any time to determine existence of any anti-competitive behavior and/or market power abuse;
 - 1.9. recommending for approval criteria/standards for determining qualifications of applicants for licenses to operate;
 - 1.10. recommending action on application for or modification of certificates of public convenience and/or necessity, licenses or permits of franchised electric utilities in accordance with law; on revocation, modification of certificates of public convenience/necessity, licenses or permits in appropriate cases such as violations of the Grid Code, Distribution Code and other rules and regulations issued by ERC in accordance with the law.
2. Coordinates with Market Operations Department in developing recommendations in all matters falling within its jurisdiction.
 3. Plans, organizes, controls and monitors the activities of the Division and ensures that targets/deadlines are met.
 4. Exercises general direction and supervision over the staff; maximizes the utilization of available material and human resources; ensures the latter's well being.
 5. Performs other functions that may be assigned from time to time.

**POSITION TITLE : SUPERVISING ENERGY REGULATION
OFFICER (PT 4)**
(Supervising Energy Regulation Officer, Licensing and Monitoring
Division)

QUALIFICATION STANDARDS :

- Education : Bachelor's degree in Engineering/Economics/Accountancy/
Law/Psychology/Public Administration/Commerce/Mass Communication,
with 15 units of any relevant masteral degree
- Experience : 4 years in a position involving management and supervision of activities
related to the energy industry
- Training : 24 hours of relevant training
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No.1080

DUTIES AND RESPONSIBILITIES :

1. Leads and supervises a group/section engaged in or assigned to perform the following:
 - 1.1. reviewing and supervising issuance of licenses to generation and supply companies including financial/technical evaluation, legal and corporate qualification, conflict of interest determination, compliance with the Grid / Distribution Code provisions and other laws and the IRR;
 - 1.2. conducting periodic review of guidelines/requirements for the issuance of licenses/franchises for possible improvement in the process/system;
 - 1.3. monitoring activities in the generation and supply of electric power to promote the market competition and secure transparency in the allocation or bulk purchase costs for distribution;
 - 1.4. formulating rules and regulations concerning abuse of market power, cartelization and other anti-competitive or discriminatory behavior;
 - 1.5. monitoring the electricity market for the abuse of market power, cartelization and other anti-competitive or discriminatory behavior as defined by its rules and regulations;
 - 1.6. investigating violation of market rules;
 - 1.7. recommending settlement of disagreements in valuation procedures, ownership participation and other issues between TRANSCO and distribution utilities;

- 1.8. inspecting premises, books of accounts/records of any person/entity at any time to determine existence of any anti-competitive behavior and/or market power abuse;
 - 1.9. recommending for approval, criteria/standards for determining qualifications of applicants for licenses to operate;
 - 1.10. recommending action on applications for or modification of certificates of public convenience and/or necessity, licenses or permits of franchised electric utilities in accordance with law; on revocation, modification of certificates of public convenience/necessity, licenses or permits in appropriate cases such as violations of the Grid Code, Distribution Code and other rules and regulations issued by ERC in accordance with the laws;
 - 1.11. preparing and packaging technical reports, proposals and presentation materials;
 - 1.12. collecting and analyzing relevant data/statistics/information to be made as basis of conclusions, recommendations and decisions;
 - 1.13. answering queries from electricity consumer and participants/players in the electricity industry/other interested parties;
 - 1.14. making technical presentations, or providing necessary information to the Commission, electricity consumers, participants/players in the electricity industry/other interested parties;
 - 1.15. recommending new, improved or revised analytical procedures, processes, methods and techniques in response to new or changed situation in the electricity industry.
2. Interfaces with participants/players in the electricity industry regarding the issuance of licenses, compliance with Grid/Distribution Code/laws/IRR and other requirements, financial/technical evaluation, legal and corporate qualifications, conflict of interest determination and other related matters.
 3. Reviews/conducts special studies pertaining to new developments in the industry and reports/makes recommendations thereon;
 4. Assigns/distributes workload, reviews the work outputs of the staff before transmitting the same to the Chief Energy Regulation Officers/higher authorities;
 5. Coaches/mentors the staff; evaluates their performance;
 6. Performs other functions that may be assigned from time to time.

POSITION TITLE : SENIOR ENERGY REGULATION OFFICER (PT 2)
(Senior Energy Regulation Officer, Licensing and Monitoring Division)

QUALIFICATION STANDARDS :

- Education : Bachelor's degree in Engineering/Economics/Accountancy/
Law/Psychology/ Commerce/Public Administration/Mass Communication
- Experience : 2 years in a position involving supervision of activities related to the energy industry
- Training : 18 hours of training in supervision
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No.1080

DUTIES AND RESPONSIBILITIES :

1. Performs and/or assists the Supervising Energy Regulation Officer in leading/supervising a group/section in the performance of the following:
 - 1.1. reviewing and supervising the issuance of licenses to generation and supply companies including financial/technical evaluation, legal and corporate qualification, conflict of interest determination, compliance with the Grid/Distribution Code provision and other laws and IRR;
 - 1.2. conducting periodic review of the guidelines/requirements for the issuance of licenses/franchises for possible improvement in the process/system;
 - 1.3. monitoring activities in the generation and supply of electric power to promote market competition and secure transparency in the allocation or bulk purchase costs for distribution;
 - 1.4. formulating rules and regulation concerning abuse of market power, cartelization and other anti-competitive or discriminatory behavior;
 - 1.5. monitoring the electricity market for the abuse of market power, cartelization and other anti-competitive or discriminatory behavior as defined by its rules and regulations;
 - 1.6. investigating violations of the market rules;
 - 1.7. recommending settlement of disagreements in valuation procedures, ownership participation and other issues between TRANSCO and distribution utilities;

- 1.8. inspecting premises, books of accounts/records of any person/entity at any time to determine existence of any anti-competitive behavior and/or market power abuse;
 - 1.9. recommending for approval of criteria/standards for determining qualifications of applicants for licenses to operate;
 - 1.10. recommending action on applications for or modification of certificates of public convenience and/or necessity, licenses or permits of franchised electric utilities in accordance with law; on revocation, modification of certificates of public convenience/necessity, licenses or permits in appropriate cases such as in case of violations of the Grid Code, Distribution Code and other rules and regulations issued by ERC in accordance with the law;
 - 1.11. preparing and packaging technical reports, proposals and presentation materials;
 - 1.12. collecting and analyzing relevant data/statistics/information to be made as basis of conclusions, recommendations and decisions;
 - 1.13. answering queries from electricity consumers and participants/players in the electricity industry/other interested parties;
 - 1.14. making technical presentations, or providing necessary information to the Commission, electricity consumers, participants/players in the electricity industry/other interested parties.
2. Interfaces with participants/players in the electricity industry regarding the issuance of licenses, compliance with Grid/Distribution Code/laws/IRR and other requirements, financial/technical evaluation, legal and corporate qualifications, conflict of interest determination and other related matters.
 3. Reviews/performs special studies pertaining to new developments in the industry and reports/makes recommendations thereon.
 4. Performs other functions that may be assigned from time to time.

POSITION TITLE : ENERGY REGULATION OFFICER II (PT 1)
(Energy Regulation Officer II, Licensing and Monitoring Division)

QUALIFICATION STANDARDS :

- Education : Bachelor's degree in Engineering/Economics/Accountancy/Law/
Psychology/ Commerce/Mass Communications
- Experience : 1 year in a position involving supervision of activities related to the energy
industry
- Training : 12 hours of relevant training
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No.1080

DUTIES AND RESPONSIBILITIES :

1. Performs or participates in the following:
 - 1.1. issuing of licenses to generation and supply companies including financial/technical evaluation, legal and corporate qualification, conflict of interest determination, compliance with the Grid / Distribution Code provisions and other laws and IRR;
 - 1.2. conducting periodic review of guidelines/requirements for the issuance of licenses/franchises for possible improvement in the process/system;
 - 1.3. monitoring activities in the generation and supply of electric power to promote the market competition and secure transparency in the allocation or bulk purchase costs for distribution;
 - 1.4. formulating rules and regulations concerning abuse of market power, cartelization and other anti-competitive or discriminatory behavior;
 - 1.5. monitoring of the electricity market for the abuse of market power, cartelization and other anti-competitive or discriminatory behavior as defined by its rules and regulations;
 - 1.6. investigating violations of market rules;
 - 1.7. recommending settlement of disagreements in valuation procedures, ownership participation and other issues between TRANSCO and distribution utilities;

 - 1.8. inspecting premises, book of accounts/records of any person/entity at any time to

determine existence of any anti-competitive behavior and/or market power abuse;

- 1.9. recommending for approval of criteria/standards for determining qualifications of applicant for licenses to operate;
 - 1.10. recommending action on application for or modification of certificates of public convenience and/or necessity, licenses or permits of franchised electric utilities in accordance with law; on revocation, modification of certificates of public convenience/necessity, licenses or permits in appropriate case such as in case of violations of the Grid Code, Distribution Code and other rules and regulations issued by ERC in accordance with laws;
 - 1.11. preparing and packaging technical reports, proposals and presentation materials;
 - 1.12. collecting and analyzing relevant data/statistics/information to be used as basis of conclusions, recommendations and decisions;
 - 1.13. answering queries from electricity consumers and participants/players in the electricity industry/other interested parties;
 - 1.14. making technical presentations, or providing necessary information to the Commission, electricity consumers, participants/players in the electricity industry/other interested parties;
 - 1.15. recommending new, improved or revised analytical procedures, processes, methods and techniques in response to new or changed situation in the electricity industry.
2. Participates in interfacing with participants/players in the electricity industry, electricity consumers, media and other parties concerned regarding the issuance of licenses, compliance with Grid/Distribution Code/laws/IRR and other requirements, financial/technical evaluation, legal and corporate qualifications, conflict of interest determination and other related matters.
 3. Conducts special studies pertaining to new developments in the industry and reports/makes recommendation thereon.
 4. Performs other functions as may be assigned from time to time.

POSITION TITLE : ENERGY REGULATION OFFICER I (RF 11)
(Energy Regulation Officer I, Licensing and Monitoring Division)

QUALIFICATION STANDARDS :

Education : Bachelor's degree in Engineering/Economics/Accountancy/Law/
Psychology/ Commerce/Mass Communication/Public Administration
Experience : 2 years of relevant experience, preferably in the energy industry
Training : 10 hours of relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility/RA No.1080

DUTIES AND RESPONSIBILITIES :

1. Performs, assists or participates in the following:
 - 1.1. issuing licenses to generation and supply companies including financial/technical evaluation, legal and corporate qualification, conflict of interest determination, compliance with the Grid / Distribution Code provisions and other laws and IRR;
 - 1.2. conducting periodic review of the guidelines/requirements for the issuance of licenses/franchises for possible improvement in the process/system;
 - 1.3. monitoring activities in the generation and supply of electric power to promote the market competition and secure transparency in the allocation or bulk purchase costs for distribution;
 - 1.4. formulating rules and regulation concerning abuse of market power, cartelization and other anti-competitive or discriminatory behavior as defined by its rules and regulations;
 - 1.5. monitoring the electricity market for the abuse of market power, cartelization and other anti-competitive or discriminatory behavior as defined by its rules and regulations;
 - 1.6. investigating violations of market rules;
 - 1.7. recommending settlement of disagreement in valuation procedures, ownership participation and other issues between TRANSCO and distribution utilities;

- 1.8. inspecting premises, books of accounts/records of any person/entity at any time to determine existence of any anti-competitive behavior and/or market power abuse;
 - 1.9. recommending for approval of criteria/standards for determining qualifications of applicants for licenses to operate;
 - 1.10. recommending action on application for or modification of certificates of public convenience and/or necessity, licenses or permits of franchised electric utilities in accordance with law; on revocation, modification of certificates of public convenience/necessity, licenses or permits in appropriate case such as in case of violations of the Grid Code, Distribution Code and other rules and regulations issued by ERC in accordance with the law;
 - 1.11. preparing and packaging technical reports, proposals and presentation materials;
 - 1.12. collecting and analyzing relevant data/statistics/information to be used as basis of conclusions, recommendations and decisions;
 - 1.13. answering queries from electricity consumers and participants/players in the electricity industry/other interested parties;
 - 1.14. conducting public information/awareness and other information campaign.
2. Encodes, processes or produces the data/output requirements of the Division.
 3. Takes charge of logistical requirements of the Division.
 4. Coordinates with the staff of other Divisions/operating units of the ERC to facilitate action and/or output of the Division.
 5. Performs other functions as may be assigned from time to time.

POSITION TITLE : CHIEF ENERGY REGULATION OFFICER (M 1)
(Division Chief IV, Management Information System Office)

QUALIFICATION STANDARDS :

- Education : Masteral degree, preferably Law/Economics/Accountancy/Engineering/
Public Administration/Psychology/Commerce/Mass Communication
- Experience : 5 years in a position involving management and supervision of activities
preferably related to economic and financial analysis
- Training : 28 hours of training in management and supervision, economic and financial
analysis
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No.1080

DUTIES AND RESPONSIBILITIES :

1. Leads, directs and manages the Division in the performance of the following:
 - 1.1. providing complete, timely and accurate information and communication (which includes financial analysis, internal accounting, management operations and Human Resource Information) systems which can effectively respond to the needs and demands of the ERC;
 - 1.2. designing, installing, maintaining and updating information and communication (which includes financial analysis, internal accounting, management, operations and Human Resources Information) systems;
 - 1.3. installing, maintaining and updating a website for the use of the ERC's various operating units and the general public;
 - 1.4. collecting and analyzing relevant data/information to be used as basis of conclusions, recommendations and decisions.
2. Coordinates with other Departments in developing recommendations in all matters within its jurisdiction.
3. Plans, organizes, controls and monitors the activities of the Division and ensures that targets/deadlines are met.
4. Exercises general direction and supervision over the staff; maximizes the utilization of available material and human resources; ensures the latter's well being.
5. Performs other functions that may be assigned from time to time.

POSITION TITLE : DATA CONTROLLER II (RF8)
**(Data Controller II, Management Information System
Office/Technical Staff/Tariffs and Rates Division/Enforcement and
Monitoring Division)**

QUALIFICATION STANDARDS :

Education : Bachelor's degree relevant to the job, preferably Computer Science,
Information Technology or any related course
Experience : 1 year experience in a position involving activities related to Information
Technology
Training : 8 hours of relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility

DUTIES AND RESPONSIBILITIES :

1. Accepts requests for data control services, prepares schedules based on defined priorities.
2. Retrieves data entries in source documents and ensures their conformity with prescribed procedures and format.
3. Monitors status of data control jobs to detect schedule slippages and other potential problems.
4. Applies control procedures to check the accuracy and completeness of data bases.
5. Analyzes discrepancies in transaction prooflists and reports.
6. Coordinates with concerned groups on problems encountered and prepares corrections and updates on prescribed computer form.
7. Performs other related functions that may be assigned from time to time.

POSITION TITLE : INFORMATION SYSTEMS ANALYST III (PT 2)
(Information Systems Analyst III, Management Information System Office)

QUALIFICATION STANDARDS :

Education : Bachelor's degree in Computer Engineering, Electronics and Communications Engineering, Computer Science or any related course
Experience : 2 years of experience in programming and in a position involving supervision of activities related to Information Technology
Training : 18 hours of relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility

DUTIES AND RESPONSIBILITIES :

1. Analyzes data entries and/or coded information and ensures that they conform with prescribed procedures and format; corrects errors and/or inconsistencies.
2. Approves programs designed by the Computer Programmer III.
3. Designs/establishes information technology systems (e.g., accounting, payroll, HRIS, materials management, etc.) to be used by the ERC.
4. Coordinates with the Programmer and the Maintenance Technologist on problems encountered during systems data build-up; establishes familiarity with system mechanics and finds ways to circumvent systems limitation.
5. Assists end-users in accessing/operating new system applications, error handling procedures and other systems control mechanisms.
6. Creates and maintains databases and library files of highly critical systems.
7. Performs other functions that may be assigned from time to time.

POSITION TITLE : COMPUTER PROGRAMMER III (PT 2)
(Computer Programmer III, Management Information System Office)

QUALIFICATION STANDARDS :

Education : Bachelor's degree in Computer Engineering, Electronics and Communications Engineering, Computer Science or any related course
Experience : 2 years of experience in a position involving supervision of activities related to Information Technology
Training : 18 hours of relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility

DUTIES AND RESPONSIBILITIES :

1. Designs, codes and tests computer and other information technology application programs to meet specifications in accordance with prescribed standards as well as the requirements of the ERC.
2. Performs coding, programming and documentation of computer programs.
3. Prepares program specifications in the computer base design, and program development activities including coding, testing and debugging.
4. Prepares user and operator's manual in accordance with standards and submits the same to the Information Systems Analyst III for approval.
5. Assists the Information Systems Analyst III in the user training, systems testing and systems installation.
6. Maintains programs of existing systems; revises or adds new programs as may be necessary.
7. Performs other functions that may be assigned from time to time.

POSITION TITLE : INFORMATION TECHNOLOGY OFFICER II (PT 4)
(Information Technology Officer II, Management Information System Office)

QUALIFICATION STANDARDS :

- Education : Bachelor's degree in Computer Engineering, Electronics and Communications Engineering, Computer Science or any related course with 15 units of any relevant masteral degree course
- Experience : 4 years of experience in position involving management and supervision of activities related to Information Technology
- Training : 24 hours of relevant training
- Eligibility : Career Service (Professional)/Second Level Eligibility

DUTIES AND RESPONSIBILITIES :

1. Leads & supervises the activities of a group/section in the performance of the following:
 - 1.1. Designing, installing, maintaining and updating information and communication (which includes financial analysis, internal accounting, management, operations and Human Resources Information) systems which can effectively respond to the unique needs and demands of the agency;
 - 1.2. Installing, maintaining and updating a website for the use of the Commission, the ERC's various units and the general public.
2. Provides technical assistance in relating various systems to the specific information required by users in all units and in translating these into specific programs;
3. Coordinates and maintains constant consultation and interaction at various levels of the organization to ensure the proper implementation of information technology plans and programs;
4. Reviews the work outputs of the staff before transmitting the same to the Division Chief/higher authorities;
5. Mentors/coaches the staff; evaluates their performance;
6. Performs other functions that may be assigned from time to time.

**POSITION TITLE : COMPUTER MAINTENANCE TECHNOLOGIST III
(PT 1)
(Computer Maintenance Technologist III, Management Information
System Office)**

QUALIFICATION STANDARDS :

Education : Bachelor's degree in Computer Engineering, Electronics and
Communications Engineering, Computer Science or any related course
Experience : 1 year of experience in a position involving activities related to Information
Technology
Training : 12 hours of relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility

DUTIES AND RESPONSIBILITIES :

1. Provides technical input to policies/procedures for installation, use and maintenance of computers, networks and peripherals.
2. Tests and evaluates hardware and software to determine efficiency, reliability and compatibility with existing systems.
3. Recommends hardware and software for purchase.
4. Operates and maintains server/workstation and other existing networking technologies.
5. Maintains, configures and troubleshoots networks, routers, switches, bridges, repeaters, extenders and hubs in an Ethernet and TCP/IP environment.
6. Operates, maintains, and troubleshoots network server hardware, operating systems and application software.
7. Maintains E-mail and Web system.
8. Maintains, troubleshoots, and repairs desktop computers, laptop/notebook computers, printers, peripheral hardware and software.
9. Performs other functions that may be assigned from time to time.

POSITION TITLE : EXECUTIVE DIRECTOR V (M 3)
(Chief Coordinating Officer, Office of the Chief Coordinating Officer)

QUALIFICATION STANDARDS :

Education : Bachelor of Laws or any relevant masteral degree
Experience : 10 years relevant experience in a managerial/equivalent position
Training : Preferably with 40 hours of relevant managerial training
Eligibility : RA No.1080 or Career Service Executive Eligibility (CSEE)/Career Executive Service (CES)

DUTIES AND RESPONSIBILITIES :

1. Assists the Chief Executive Officer in overseeing the day-to-day activities of the ERC.
2. Coordinates, consolidates, facilitates and fast tracks/expedites the work of the different operating units.
3. Facilitates and monitors the implementation through the different operating units of the policies, rules, standards and directions adopted and promulgated by the Commission.
4. (When requested) advises the Chief Executive Officer and/or Commissioners on issues and concerns related to the operations of the ERC, including but not limited to management, budgeting, productivity, and performance.
5. Performs other functions that may be assigned from time to time by the CEO/Commissioners.

POSITION TITLE : GENERAL COUNSEL (M 2)

(General Counsel, Office of the General Counsel and Secretary to the Commission)

QUALIFICATION STANDARDS :

Education : Bachelor of Laws
Experience : 10 years of experience in the active practice of the profession, particularly on adjudication/litigation of cases
Training : None required
Eligibility : RA No.1080

DUTIES AND RESPONSIBILITIES :

1. Plans, organizes, directs and controls the operations of the Office of General Counsel and Secretary to the Commission in the performance of the following:
 - 1.1. providing legal representation in cases involving or affecting the Commission;
 - 1.2. providing expert legal advise, assistance, analyses and opinions on matters related to the decision-making functions of the Commission;
 - 1.3. assisting or representing the Commission in dealing with other government offices/agencies and/or the public on matters involving legal issues/questions;
 - 1.4. taking and keeping minutes of Commission hearings;
 - 1.5. preparing and releasing the agenda for Commission meetings, together with the papers concerning matters on the agenda, and issuing notices of such meetings;
 - 1.6. maintaining a library of legal documents, acting as custodian of the official seal and all official records, and overseeing the safety/confidentiality of legal documents;
 - 1.7. determining appropriateness and timeliness of information and approval of the release of same for publication at the website.

2. Reviews/clears information for release after determining its appropriateness and timeliness.
3. Provides consistent and effective leadership, motivation, guidance and encouragement to the staff.
4. Conducts regular staff meetings/feedback sessions to provide them with the latest development in the ERC, the latest court rulings in relevant cases, or any other matters that may improve or enhance their well-being and loyalty to ERC.
5. Performs other functions that may be assigned from time to time.

POSITION TITLE : ATTORNEY V (PT 5)

(Attorney V, Office of the General Counsel and Secretary to the Commission)

QUALIFICATION STANDARDS :

Education : Bachelor of Laws
Experience : 5 years in the active practice of the profession or 5 years in a position involving supervision of the adjudication/litigation of cases
Training : 28 hours of relevant training
Eligibility : RA No. 1080

DUTIES AND RESPONSIBILITIES :

1. Provides legal representation in cases involving or affecting the Commission.
2. Provides expert legal advice, assistance, analyses and opinions in matters related to the decision-making functions of the Commission.
3. Assists or represents the Commission in dealing with other government offices/agencies and/or the public on matters involving legal issues/questions.
4. Confers/coordinates with lawyers of the ERC Legal Department on joint assignments given by the Commission to the Office of the General Counsel and Legal Department, or at the request of the General Counsel to the Legal Department.
5. Reviews all contracts and agreements entered into by the Commission.
6. Conducts studies on interpretation of laws, decrees, rules and regulations which are relevant and applicable to the operations of ERC.
7. Reviews legislative bills, executive orders, and other administrative issuances, including the preparation of rules and regulations affecting the ERC.
8. Performs other functions that may be assigned from time to time.

POSITION TITLE : CHIEF ENERGY REGULATION OFFICER (M 1)
(Division Chief IV, Spot Market Office)

QUALIFICATION STANDARDS :

- Education : Masteral degree, preferably Law/Economics/Accountancy/Engineering/
Public Administration/ Psychology/ Commerce/Mass Communication
- Experience : 5 years in a position involving management and supervision of activities
preferably related to economic and financial analysis
- Training : 28 hours of training in management and supervision, economic and financial
analysis
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No.1080

DUTIES AND RESPONSIBILITIES :

1. Leads, directs and manages the Division in the performance of the following:
 - 1.1. formulating recommendations on the following:
 - 1.1.1. mechanisms for determining the price of electricity not covered by bilateral contracts between sellers and purchasers of electricity, and for identifying and setting the price of actual variations from the quantities transacted under contract between sellers and purchasers of electricity;
 - 1.1.2. membership criteria for generating companies, distribution utilities, suppliers, bulk consumer/end-users to become members of the wholesale electricity spot market;
 - 1.1.3. market charges to be assessed to market members;
 - 1.1.4. possible suspension of the wholesale electricity spot market or the declaration of a temporary wholesale electricity spot market failure.
 - 1.2. preparing and packaging technical reports, proposals and presentation materials;
 - 1.3. collecting and analyzing relevant data/statistics/information to be used as basis of conclusions, recommendations and decisions;

- 1.4. responding to queries from electricity consumers and participants/players in the electricity industry/other interested parties regarding the operation of the wholesale electricity spot market/other related matters;
 - 1.5. making technical presentations, providing of necessary information to the Commission, electricity consumers, participants/players in the electricity industry/other interested parties on the operation of the wholesale electricity spot market.
2. Coordinates with other Departments in developing recommendations in all matters falling within its jurisdiction.
 3. Plans, organizes, controls and monitors the activities of the Office and ensures that targets/deadlines are met.
 4. Exercises general direction and supervision over the staff; maximizes the utilization of available material and human sources allocated for the office; ensures the latter's well being.
 5. Performs other functions that may be assigned from time to time.

**POSITION TITLE : SUPERVISING ENERGY REGULATION
OFFICER (PT 4)**
(Supervising Energy Regulation Officer, Spot Market Office)

QUALIFICATION STANDARDS :

- Education : Bachelor's degree in Engineering/Economics/Accountancy/Law/
Psychology/Public Administration/Commerce/Mass Communication, with 15
units of any relevant masteral degree
- Experience : 4 years in a position involving management and supervision of activities
related to the energy industry
- Training : 24 hours of relevant training
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No.1080

DUTIES AND RESPONSIBILITIES :

1. Leads and supervises a group/section in the performance of the following:
 - 1.1. formulating recommendations on the following:
 - 1.1.1. mechanisms for determining the price of electricity not covered by bilateral contracts between sellers and purchasers of electricity, and for identifying and setting the price of actual variations from the quantities transacted under contract between sellers and purchasers of electricity;
 - 1.1.2. membership criteria for generating companies, distribution utilities, suppliers, bulk consumer/end-users to become members of the wholesale electricity spot market;
 - 1.1.3. market charges to be assessed to market members;
 - 1.1.4. possible suspension of the wholesale electricity spot market or the declaration of a temporary wholesale electricity spot market failure;
 - 1.2. preparing and packaging of various technical reports, proposals and presentation materials;
 - 1.3. collecting and analyzing relevant data/statistics/information to be used as basis of conclusions, recommendations and decisions;

- 1.4. responding to queries from electricity consumers and participants/players in the electricity industry/other interested parties regarding the operation of the wholesale electricity spot market/other related matters;
- 1.5. making technical presentations, providing necessary information to the Commission, electricity consumers, participants/players in the electricity, industry/other interested parties on the operations of the wholesale electricity spot market;
2. Interfaces/meets with representatives of participants/players in the electricity industry regarding the operation of the wholesale electricity spot market/other related matters.
3. Reviews/monitors compliance of the participants/players to the wholesale electricity spot market rules and regulations.
4. Reviews/conducts special studies pertaining to new developments in the industry and reports/makes recommendations thereon.
5. Assigns/distributes workload, reviews the work outputs of the staff before transmitting the same to higher authorities.
6. Coaches/mentors the staff; evaluates their performance.
7. Performs other functions that may be assigned from time to time.

POSITION TITLE : SENIOR ENERGY REGULATION OFFICER (PT 2)
(Senior Energy Regulation Officer, Spot Market Office)

QUALIFICATION STANDARDS :

- Education : Bachelor's degree in Engineering/Economics/Accountancy/
Law/Psychology/ Commerce/Public Administration/Mass Communications
- Experience : 2 years in a position involving supervision of activities related to the energy industry
- Training : 18 hours of training in supervision
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No.1080

DUTIES AND RESPONSIBILITIES :

1. Performs the following functions and/or assists the Supervising Energy Regulation Officer in leading/supervising a group/section in the performance of the following:
 - 1.1. formulating recommendations on the following:
 - 1.1.1. mechanisms for determining the price of electricity not covered by bilateral contracts between sellers and purchasers of electricity, and for identifying and setting the price of actual variations from the quantities transacted under contract between sellers and purchasers of electricity;
 - 1.1.2. membership criteria for generating companies, distribution utilities, suppliers, bulk consumer/end-users to become members of the wholesale electricity spot market;
 - 1.1.3. market charges to be assessed to market members;
 - 1.1.4. possible suspension of the wholesale spot market or the declaration of a temporary wholesale electricity spot market failure.
 - 1.2. preparing and packaging technical reports, proposals and presentation materials;
 - 1.3. collecting and analyzing relevant data/statistics/information to be used as basis of conclusions, recommendations and decisions;

- 1.4. responding queries from electricity consumers and participants/players in the electricity industry/other interested parties regarding the operation of the wholesale electricity spot market/other related matters;
 - 1.5. making technical presentations, providing necessary information to the Commission, electricity consumers, participants/players in the electricity industry/other related parties on the operation of the wholesale electricity spot market.
2. Interfaces/meets with participants/players in the electricity industry regarding the operation of the wholesale electricity spot market/other related matters.
 3. Conducts special studies pertaining to new developments in the industry and makes reports/recommendations thereon.
 4. Performs other functions that may be assigned from time to time.

POSITION TITLE : CHIEF ENERGY REGULATION OFFICER (M 1)
(Division Chief IV – Technical Analysis Division)

QUALIFICATION STANDARDS :

- Education : Masteral degree, preferably Law/Economics/Accountancy/Engineering/Public Administration/Psychology/Commerce/Mass Communication
- Experience : 5 years in a position involving management and supervision of activities preferably related to economic and financial analysis
- Training : 28 hours of training in management and supervision, economic and financial analysis
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No. 1080

DUTIES AND RESPONSIBILITIES:

1. Leads, directs and manages the Division in the performance of the following:
 - 1.1 formulating and recommending for approval of the Commission the Performance Standards for TRANSCO and O & M Concessionaire, Distribution Utilities and Supplies, and the Financial Capability Standards for GENCOs, TRANSCO, Distribution Utilities and Suppliers;
 - 1.2 evaluating Compliance Plans to the Philippine Grid Code and Philippine Distribution Code submitted by TRANSCO and Distribution Utilities;
 - 1.3 recommending adoption and promulgation of other standards which may be found to be necessary in the future;
 - 1.4 evaluating expansion, reinforcement, rehabilitation and development projects of the TRANSCO and Distribution Utilities;
 - 1.5 conducting reliability studies and other technical/analytical studies for the Grid and Distribution Systems;
 - 1.6 developing/revising technical performance standards for the Grid and Distribution Code;
 - 1.7 conducting studies pertaining to individual distribution utility system losses;
 - 1.8 preparing and packaging technical reports, proposals and presentation materials;
 - 1.9 collecting and analyzing relevant data/statistics/information to be used as basis for conclusions, recommendations and decisions;
 - 1.10 addressing queries from electricity consumers and participants/players in the electricity industry/other interested parties regarding tariffs, rates, stranded debts, stranded costs, prices, costs and other related matters;

- 1.11 technical presentations to the Commission, electricity consumers, participants/players in the electricity industry/other interested parties;
 - 1.12 recommending new, improved or revised analytical procedures, processes, methods and techniques in response to new or changed situations in the electricity industry;
 - 1.13 conducting regular instructional training/technology transfer sessions to the staff/other interested parties, and public information/awareness and other information dissemination campaign.
2. Coordinates with other Departments in developing recommendations in all matters falling within its jurisdiction.
 3. Plans, organizes, controls and monitors the activities of the Division and ensures that targets/deadlines are met.
 4. Exercises general direction and supervision over the staff; maximizes the utilization of available material and human resources allocated for the Division; ensures the latter's well-being.
 5. Performs other functions that may be assigned from time to time.

POSITION TITLE : ENGINEER IV (PT 4)
(Engineer IV – Technical Analysis Division)

QUALIFICATION STANDARDS :

- Education : Bachelor's degree in Engineering relevant to the job, preferably with 15 units of any relevant masteral degree
- Experience : 4 years in a position involving management and supervision of activities related to the energy industry
- Training : 24 hours of relevant training
- Eligibility : RA No. 1080

DUTIES AND RESPONSIBILITIES:

1. Leads and supervises the activities of a group/section in the performance the following:
 - 1.1 formulating and recommending for approval by the Commission the Performance Standards for TRANSCO and O & M Concessionaire, Distribution Utilities and Suppliers, and the Financial Capability Standards for GENCOs, TRANSCO, Distribution Utilities and Suppliers;
 - 1.2 evaluating Compliance Plans to the Philippine Grid Code and Philippine Distribution Code submitted by TRANSCO and Distribution Utilities and Suppliers;
 - 1.3 recommending adoption and promulgation of other standards which may be found to be necessary in the future;
 - 1.4 evaluating expansion, reinforcement, rehabilitation and development projects of the TRANSCO and Distribution Utilities;
 - 1.5 conducting reliability studies and other technical/analytical studies for the Grid and Distribution System;
 - 1.6 developing/revising technical performance standards for the Grid and Distribution Code';
 - 1.7 conducting studies pertaining to individual distribution utility system losses;
 - 1.8 preparing and packaging of various technical reports, proposals and presentation materials;
 - 1.9 collecting and analyzing relevant data/statistics/information to be made as basis of conclusions, recommendations and decisions;
 - 1.10 answering queries from electricity consumers and participants/players in the electricity industry/other interested parties regarding Performance Standards, Financial Capability Standards and other related matters;

- 1.11 making technical presentations to the Commission, electricity consumers, participants/players in the electricity industry/other interested parties;
 - 1.12 recommending new, improved or revised analytical procedures, processes, methods and techniques in response to new or changed situations in the electricity industry;
 - 1.13 conducting regular instructional training/technology transfer sessions to the staff/other interested parties, and public information/awareness and other information dissemination campaign.
2. Interfaces with participants/players in the electricity industry, electricity consumers, media and other parties concerned regarding performance standards, financial capability standards and other related matters.
 3. Assigns/distributes workload, reviews the work outputs of the staff before transmitting the same to the Chief Energy Regulation Officer/higher authorities.
 4. Coaches/mentors the staff; evaluates their performance.
 5. Performs other functions that may be assigned from time to time.

POSITION TITLE : ENGINEER III (PT 3)
(Engineer III – Technical Analysis Division)

QUALIFICATION STANDARDS :

Education : Bachelor's degree in Engineering relevant to the job, preferably with 12 units of any relevant masteral degree
Experience : 3 years in a position involving supervision of activities related to the energy industry
Training : 20 hours of relevant training
Eligibility : RA No. 1080

DUTIES AND RESPONSIBILITIES:

1. Performs and/or assists the Engineer IV in leading/supervising a group/section in the performance of the following:
 - 1.1 formulating and recommending for approval by the Commission the Performance Standards for TRANSCO and O & M Concessionaire, Distribution Utilities and Suppliers, and the Financial Capability Standards for GENCOs, TRANSCO, Distribution Utilities and Suppliers;
 - 1.2 evaluating Compliance Plans to the Philippine Grid Code and Philippine Distribution Code submitted by TRANSCO and Distribution Utilities;
 - 1.3 recommending adoption and promulgation of other standards which may be found to be necessary in the future;
 - 1.4 evaluating expansion, reinforcement, rehabilitation and development projects of the TRANSCO and Distribution Utilities;
 - 1.5 conducting reliability studies and other technical/analytical studies for the Grid and Distribution System;
 - 1.6 developing/revising technical performance standards for the Grid and Distribution Code';
 - 1.7 conducting studies pertaining to individual distribution utility system losses;
 - 1.8 preparing and packaging of various technical reports, proposals and presentation materials;
 - 1.9 collecting and analyzing relevant data/statistics/information to be used as basis of conclusions, recommendations and decisions;
 - 1.10 answering queries from electricity consumers and participants/players in the electricity industry/other interested parties regarding Performance Standards, Financial Capability Standards and other related matters;

- 1.11 making technical presentation to the Commission, electricity consumers, participants/players in the electricity industry/other interested parties;
 - 1.12 recommending new, improved or revised analytical procedures, processes, methods and techniques in response to new or changed situation in the electricity industry;
 - 1.13 conducting regular instructional training/technology transfer sessions to the staff/other interested parties, and public information/awareness and other information dissemination campaign.
2. Interfaces with participants/players in the electricity industry regarding compliance with the Performance Standards and Financial Capability Standards and other related matters.
 3. Reviews/monitors compliance of the participants/players in the electricity industry with the Performance Standards and Financial Capability Standards to determine their appropriateness, applicability and reasonableness.
 4. Reviews/conducts special studies pertaining to new developments in the industry and reports/makes recommendations thereon.
 5. Develops programs for systematic data gathering/collating and reviews outputs of staff using the program.
 6. Reviews work reports/recommendations of the staff and makes improvements thereon if necessary before transmitting the same to the Chief Energy Regulation Officer/higher authorities.
 7. Performs other functions that may be assigned from time to time.

POSITION TITLE : ENGINEER II (PT 1)
(Engineer II – Technical Analysis Division)

QUALIFICATION STANDARDS :

Education : Bachelor's degree in Engineering relevant to the job
Experience : 1 year in a position involving activities related to the energy industry
Training : 12 hours of relevant training
Eligibility : RA No. 1080

DUTIES AND RESPONSIBILITIES:

1. Performs, assists or participates in the performance of the following:
 - 1.1 formulating and recommending for approval by the Commission the Performance Standards for the TRANSCO and O & M Concessionaire, Distribution Utilities and Suppliers and the Financial Capability Standards for GENCOs, TRANSCO, Distribution Utilities and Suppliers;
 - 1.2 evaluating Compliance Plans to the Philippine Grid Code and Philippine Distribution Code submitted by TRANSCO and Distribution Utilities;
 - 1.3 recommending adoption and promulgation of other standards which may be found to be necessary in the future;
 - 1.4 evaluating expansion, reinforcement, rehabilitation and development projects of the TRANSCO and Distribution Utilities;
 - 1.5 conducting reliability studies and other technical/analytical studies for the Grid and Distribution Systems;
 - 1.6 developing/revising technical performance standards for the Grid and Distribution Code;
 - 1.7 conducting studies pertaining to individual distribution utility system losses;
 - 1.8 preparing and packaging of various technical reports, proposals and presentation materials;
 - 1.9 collecting and analyzing relevant data/statistics/information to be made as basis for conclusions, recommendations and decisions;
 - 1.10 answering queries from electricity consumers and participants/players in the electricity industry/other interested parties regarding Performance Standards, Financial Capability Standards and other related matters;

- 1.11 making technical presentations to the Commission, electricity consumers, participants/players in the electricity industry/other interested parties;
 - 1.12 recommending new, improved or revised analytical procedures, processes, methods and techniques in response to new or changed situations in the electricity industry;
 - 1.13 conducting public information/awareness and other information dissemination campaign.
2. Participates/assists in meeting with participants/players in the electricity industry regarding compliance with the Performance Standards and Financial Capability Standards and other related matters.
 3. Monitors compliance of the participants/players in the electricity industry with the Performance Standards and Financial Capability Standards to determine their appropriateness, applicability and reasonableness.
 4. Performs/conducts special studies pertaining to new developments in the industry and reports/makes recommendations thereon.
 5. Performs other functions that may be assigned from time to time.

POSITION TITLE : CHIEF ENERGY REGULATION OFFICER (M 1)
(Division Chief IV – Enforcement & Monitoring Division)

QUALIFICATION STANDARDS :

- Education : Masteral degree, preferably Law/Economics/Accountancy/Engineering/
Public Administration/Psychology/Commerce/Mass Communication
- Experience : 5 years in a position involving management and supervision of activities
preferably related to economic and financial analysis
- Training : 28 hours of training in management and supervision, economic and
financial analysis
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No. 1080

DUTIES AND RESPONSIBILITIES:

1. Leads, directs and manages the Division engaged in or assigned to perform the following:
 - 1.1 Conducting investigations and making recommendations pertaining to violation of standards, rules and regulations;
 - 1.2 monitoring of compliance by the participants in the electricity industry to the unbundling of business activities and rates, to the rules pertaining to TRANSCO, Distribution Utilities, the Philippine Grid Code and Distribution Code;
 - 1.3 monitoring of events and incidents in the Grid and Distribution Systems;
 - 1.4 preparing and packaging of various technical reports, proposals and presentation materials;
 - 1.5 collecting and analyzing relevant data/statistics/information to be used as basis of conclusions, recommendations and decisions;
 - 1.6 answering queries from electricity consumers and participants/players in the electricity industry/other interested parties regarding standards, rules and regulations/other related matters being enforced/implemented by ERC;
 - 1.7 making technical presentations or providing necessary information to the Commission, electricity consumers, participants/players in the electricity industry/other interested parties;
 - 1.8 recommending new, improved or revised analytical procedures, processes, methods and techniques in response to new or changed situations in the electricity industry;
 - 1.9 conducting regular instructional training/technology transfer sessions to staff/other interested parties, public information/awareness and other information dissemination campaign.

2. Coordinates with the Regulatory Operations Department in developing recommendations with supporting studies and documentation in all matters falling within their jurisdiction.
3. Plans, organizes, controls and monitors the activities of the Division, and ensures that targets and deadlines are met.
4. Exercises general directions and supervision over the staff; maximizes available material and human resources allocated for the Division, and ensures the latter's well-being.
5. Performs other functions that may be assigned from time to time.

**POSITION TITLE : SUPERVISING ENERGY REGULATION
OFFICER (PT 4)**
**(Supervising Energy Regulation Officer – Enforcement &
Monitoring Division)**

QUALIFICATION STANDARDS :

- Education : Bachelor's degree in Engineering/Economics/Accountancy/Law/
Psychology/Public Administration/Commerce/Mass Communication, with
15 units of any relevant masteral degree
- Experience : 4 years in a position involving management and supervision of
activities related to the energy industry
- Training : 24 hours of relevant training
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No. 1080

DUTIES AND RESPONSIBILITIES:

1. Leads and supervises the activities of a group/section in the perform of the following:
 - 1.1 conducting investigations and making recommendations pertaining to violation of standards, rules and regulations;
 - 1.2 monitoring of compliance by the participants in the electricity industry to the unbundling of business activities and rates to the rules pertaining to TRANSCO and Distribution Utilities, the Philippine Grid Code and Distribution Code;
 - 1.3 monitoring of events and incidents in the Grid and Distribution Systems;
 - 1.4 preparing and packaging various technical reports, proposals and presentation materials;
 - 1.5 collecting and analyzing relevant data/statistics/information to be used as basis of conclusions, recommendations and decisions;
 - 1.6 answering queries from electricity consumers and participants/players in the electricity industry/other interested parties regarding standards, rules, regulations being enforced/implemented by ERC;
 - 1.7 making technical presentations or providing necessary information to the Commission, electricity consumers, participants/players in the electricity industry/other interested parties;
 - 1.8 recommending new, improved or revised analytical procedures, processes, methods and techniques in response to new or changed situations in the electricity industry;

- 1.9 conduct of regular instructional training/technology transfer sessions to the staff/other interested parties, public information/awareness and other information dissemination campaign.
2. . Interfaces with participants/players in the electricity industry, electricity consumers, media and other parties concerned regarding the standards, rules and regulations being enforced/implemented by the ERC.
3. Assigns/distributes workloads, reviews the work outputs of the staff before transmitting same to the Chief Energy Regulation Officer/higher authorities.
4. Coaches/mentors the staff; evaluates their performance.
5. Performs other functions that may be assigned from time to time.

POSITION TITLE : SENIOR ENERGY REGULATION OFFICER (PT 2)
(Senior Energy Regulation Officer – Enforcement & Monitoring Division)

QUALIFICATION STANDARDS :

Education : Bachelor's degree in Engineering/Economics/Accountancy/Law/Psychology/
Commerce/Mass Communication
Experience : 1 years in a position involving supervision of activities related
to the energy industry
Training : 16 hours of training in supervision
Eligibility : Career Service (Professional)/Second Level Eligibility/RA No. 1080

DUTIES AND RESPONSIBILITIES:

1. Performs and/or assists the Supervising Energy Regulation Officer in leading/supervising a group/section engaged in the performance of the following:
 - 1.1 conducting investigations and making recommendations pertaining to violation of standards, rules and regulations;
 - 1.2 monitoring of compliance by the participants in the electricity industry to the unbundling of business activities and rates to the rules pertaining to TRANSCO, Distribution Utilities, the Philippine Grid Code and Distribution Code;
 - 1.3 monitoring of events and incidents in the Grid and Distribution Systems;
 - 1.4 preparing and packaging of various technical reports, proposals and presentation materials;
 - 1.5 collecting and analyzing relevant data/statistics/information to be used as basis of conclusions, recommendations and decisions;
 - 1.6 answering queries from electricity consumers and participants/players in the electricity industry/other interested parties regarding standards, rules, regulations/other related matters being enforced/implemented by ERC;
 - 1.7 making technical presentations or providing necessary information to the Commission, electricity consumers, participants/players in the electricity industry/other interested parties;
 - 1.8 recommending new, improved or revised analytical procedures, processes, methods and techniques in response to new or changed situations in the electricity industry; and
 - 1.9 conducting regular instructional training/technology transfer sessions to the staff/other interested parties, public information/awareness and other information dissemination campaigns.

2. Interfaces with participants/players in the electricity industry regarding observed violations of standards, rules and regulations.
3. Reviews/monitors electric rates, standards, rules and regulations to determine appropriateness, applicability and reasonableness.
4. Reviews/conducts special studies pertaining to new developments in the industry and reports/makes recommendations thereon.
5. Designs program for systematic data gathering/collating and reviews outputs of staff using the developed program.
6. Reviews work output/recommendations of the staff and make improvements thereon before transmitting the same to higher authorities.
7. Performs other functions that may be assigned from time to time.

POSITION TITLE : ENERGY REGULATION OFFICER I (RF11)
(Energy Regulation Officer I, Enforcement and Monitoring Division)

QUALIFICATION STANDARDS :

Education : Bachelor's degree in Engineering/Economics/Accountancy/Law/Psychology/
Commerce/Mass Communication/Public Administration
Experience : 2 years of relevant experience, preferably in the energy industry
Training : 10 hours of relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility/RA No. 1080

DUTIES AND RESPONSIBILITIES :

1. Performs, assists or participates in the performance of the following:
 - 1.1. conducting investigations and making recommendations pertaining to violation of standards, rules and regulations;
 - 1.2. monitoring of compliance by the participants/players in the electricity industry to the unbundling of business activities and rates, to the rules pertaining to TRANSCO and Distribution Utilities, the Philippine Grid Code and Distribution Code.
 - 1.3. monitoring of events and incidents in the Grid and Distribution Systems;
 - 1.4. preparing and packaging of various technical reports, proposals and presentation materials;
 - 1.5. collecting and analyzing relevant data/statistics/information to be used as basis of conclusions, recommendations and decisions;
 - 1.6. answering queries from electricity consumers and participants/players in the electricity industry/other interested parties regarding standards, rules and regulations/other related matters being enforced/implemented by ERC.
 - 1.7. conducting public information/awareness and other information dissemination campaign;
2. Encodes or leads/instructs the Data Controller in processing or producing the data/output requirements of the Division;
3. Takes charge of logistical requirements of the Division.
4. Coordinates with the staff of other Divisions/operating units of the ERC to facilitate action and/or outputs of the Division.
5. Performs other functions that may be assigned from time to time.

POSITION TITLE : ENERGY REGULATION OFFICER II (PT1)
(Energy Regulation Officer II, Enforcement and Monitoring Division)

QUALIFICATION STANDARDS :

- Education : Bachelor's degree in Engineering/Economics/Accountancy/Law/Psychology/
Commerce/Mass Communication
- Experience : 1 year in a position involving supervision of activities related to the energy
industry
- Training : 12 hours of relevant training
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No. 1080

DUTIES AND RESPONSIBILITIES :

1. Performs or participates in the performance of the following:
 - 1.1. conducting of investigations and making recommendations pertaining to violation of standards, rules and regulations;
 - 1.2. monitoring of compliance by the participants/players in the electricity industry to the unbundling of business activities and rates, to the rules pertaining to TRANSCO and Distribution Utilities, the Philippine Grid Code and Distribution Code.
 - 1.3. monitoring of events and incidents in the Grid and Distribution Systems;
 - 1.4. preparing and packaging of various technical reports, proposals and presentation materials;
 - 1.5. collecting and analyzing relevant data/statistics/information to be used as basis of conclusions, recommendations and decisions;
 - 1.6. answering queries from electricity consumers and participants/players in the electricity industry/other interested parties regarding standards, rules and regulations/other related matters;
 - 1.7. making technical presentations, or providing necessary information to the Commission, electricity consumers, participants/players in the electricity industry/other interested parties;
 - 1.8. recommending new, improved or revised analytical procedures, processes, methods and techniques in response to new or changed situations in the electricity industry;
 - 1.9. conducting regular instructional training/technology transfer sessions to the staff/other interested parties, public information/awareness and other information dissemination campaign.

2. Participates in interfacing with participants/players in the electricity industry, electricity consumers, media and other parties concerned regarding standards, rules and regulations being enforced and implemented by the ERC.
3. Conducts special studies pertaining to new developments in the industry and reports/makes recommendations thereon;
4. Performs other functions that may be assigned from time to time.

**POSITION TITLE : SUPERVISING ENERGY REGULATION
OFFICER (PT 4)**
**(Supervising Energy Regulation Officer – Contestable Market
Division)**

QUALIFICATION STANDARDS :

- Education : Bachelor's degree in Engineering/Economics/Accountancy/Law/
Psychology/Public Administration/Commerce/Mass Communication, with
12 units of any relevant masteral degree
- Experience : 4 years in a position involving management and supervision of activities
related to the energy industry
- Training : 24 hours of relevant training
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No. 1080

DUTIES AND RESPONSIBILITIES:

1. Leads and supervises a group/section engaged in or assigned to perform the following:
 - 1.1 formulating recommendations concerning measures to develop, encourage, protect, and enlarge contestable market where end-users are afforded the choice of their electricity suppliers/providers;
 - 1.2 formulating recommendations regarding mechanics, guidelines and procedures by which captive markets can be converted to contestable markets;
 - 1.3 formulating recommendations regarding gradual expansion of the contestable market or retail competition to all consumers;
 - 1.4 evaluating the performance of the contestable market, and gradual reduction of the threshold level to the household demand level;
 - 1.5 preparing and packaging of various technical reports, proposals and presentation materials;
 - 1.6 collecting and analyzing relevant data/statistics/information to be used as basis of conclusions, recommendations and decisions;
 - 1.7 answering queries from electricity consumers and participants/players in the electricity industry/other interested parties regarding the operation of the contestable markets/retail competition/other related matters;
 - 1.8 technical presentations to the Commission, electricity consumers, participants/players in the electricity industry/other interested parties;

- 1.9 recommending new, improved or revised analytical procedures, processes, methods and techniques in response to new or changed situation in the electricity industry;
 - 1.10 conduct regular instructional training/technology transfer sessions to the staff/other interested parties, public information/awareness and other information dissemination campaign.
2. Interfaces with participants/players in the electricity industry, electricity consumers, media and other parties concerned regarding the operation of the contestable markets, retail competition and other related matters.
 3. Assigns/distributes workload, reviews the work outputs of the staff before transmitting of the same to the Chief Energy Regulation Officer/higher authorities.
 4. Coaches/mentors the staff; evaluates their performance.
 5. Performs other functions that may be assigned from time to time.

POSITION TITLE : SENIOR ENERGY REGULATION OFFICER (PT 2)
(Senior Energy Regulation Officer – Contestable Market Division)

QUALIFICATION STANDARDS :

- Education : Bachelor's degree in Engineering/Economics/Accountancy/Law/
Psychology/Commerce/Mass Communication
- Experience : 2 years in a position involving supervision of activities related to the energy industry
- Training : 16 hours of training in supervision
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No. 1080

DUTIES AND RESPONSIBILITIES:

1. Performs the following functions and/or assists the Supervising Energy Regulation Officer in leading/supervising a group/section engaged in or assigned to perform the following:
 - 1.1 formulating recommendations concerning measures to develop, encourage, protect and enlarge contestable markets where end-users are afforded the choice of their electricity suppliers/providers;
 - 1.2 formulating recommendations regarding mechanics, guidelines and procedures by which captive markets can be converted to contestable markets;
 - 1.3 formulating recommendations regarding gradual expansion of the contestable market or retail competition to all consumers;
 - 1.4 evaluating the performance of the contestable market, and gradual reduction of the threshold level to the household demand level;
 - 1.5 preparing and packaging of various technical reports, proposals and presentation materials;
 - 1.6 collecting and analyzing relevant data/statistics/information to be used as basis of conclusions, recommendations and decisions;
 - 1.7 answering queries from electricity consumers and participants/players in the electricity industry/other interested parties;
 - 1.8 technical presentations to the Commission, electricity consumers, participants/players in the electricity industry/other interested parties;
 - 1.9 recommending new, improved or revised analytical procedures, processes, methods and techniques in response to new or changed situation in the electricity industry;

- 1.10 conduct regular instructional training/technology transfer sessions to the staff/other interested parties, public information/awareness and other information dissemination campaign.
2. Interfaces with participants/players in the electricity industry, electricity consumers, media and other parties concerned regarding the operation of the contestable markets, retail competition or other related matters.
3. Conducts special studies pertaining to new developments in the industry and reports/makes recommendations thereon.
4. Designs program for systematic data gathering/collating.
5. Performs other functions that may be assigned from time to time.

POSITION TITLE : CHIEF ENERGY REGULATION OFFICER (M 1)
(Division Chief IV – Consumer Services Department)

QUALIFICATION STANDARDS :

- Education : Masteral degree, preferably Law/Economics/Accountancy/Engineering/Public Administration/Psychology/Commerce/Mass Communication
- Experience : 5 years in a position involving management and supervision of activities preferably related to economic and financial analysis
- Training : 28 hours of training in management and supervision, economic and financial analysis
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No. 1080

DUTIES AND RESPONSIBILITIES:

1. Leads, directs and manages the Division to perform the following:
 - 1.1 providing the consumers with timely, relevant, and complete information on electricity matters that affect their interest;
 - 1.2 encouraging electricity consumers to air their complaints or grievances against any participants/players in the electricity industry, or even the ERC or any of its operating units or personnel, who may be perceived or actually known to work against the interests of the consumers/end-users;
 - 1.3 acting on complaints/grievances; refers them to the office/operating unit concerned for immediate action/resolution;
 - 1.4 setting up mechanisms/procedures for responsive, fair and acceptable actions on complaints/grievances;
 - 1.5 designing programs/systems to prevent, eliminate or eradicate potential sources of consumer complaints/grievances, in coordination with participants/players in the electricity industry;
 - 1.6 recommending sanctions against any participants/players/ERC personnel who have been proven to work against the interests of consumer/end-users, and/or rewards/incentives for participants/players with no records of complaints from consumers/end-users;
 - 1.7 implementing policies on consumer protection and promotion adopted and promulgated by the Commission in their respective areas of jurisdiction;
 - 1.8 preparing and packaging of various technical reports, proposals and presentation materials;
 - 1.9 collecting and analyzing relevant data/statistics/information to be used as basis of conclusions, recommendations and decisions;

- 1.10 answering queries from electricity consumers and participants/players in the electricity industry/other interested parties regarding the electricity industry;
 - 1.11 making technical presentations or providing information to the Commission, electricity consumers, participants/players in the electricity industry/other interested parties;
 - 1.12 conducting regular public information/awareness and other massive information dissemination campaign.
2. Coordinates with officials/chiefs of other operating units in order to consolidate the solution(s) to the issues/problems/concerns that need to be addressed.
 3. Plans, organizes, controls and monitors the activities of the Division and ensures that targets/deadlines are met.
 4. Exercises general direction and supervision over the staff; maximizes the utilization of available material and human resources; ensures the latter's well-being.
 5. Performs other functions that may be assigned from time to time.

POSITION TITLE : DIRECTOR III (M 2)
(Director III, Consumer Services Department)

QUALIFICATION STANDARDS :

- Education : Bachelor of Laws or Masteral degree in Engineering/Economics/
Accountancy/Business Administration/Public Administration/Law
- Experience : 5 years of experience in a managerial/equivalent position
- Training : Preferably with 24 hours relevant managerial training
- Eligibility : Career Service Executive Eligibility (CSEE)/Career Executive Service (CES)

DUTIES AND RESPONSIBILITIES :

1. Plans, organizes, directs and controls the operations of the Department tasked with the following:
 - 1.1. providing the consumer with timely, relevant and complete information on electricity matters that affect their interests;
 - 1.2. encouraging electricity consumers to air their complaints or grievances against any participant/player in the electricity industry, or even the ERC or any of its operating units or personnel, who may be perceived or are actually known to work against the interest of electricity consumers/end-users;
 - 1.3. acting on complaints/grievances; refers them to the office/operating unit concerned for immediate action/resolution;
 - 1.4. setting up mechanisms/procedures for responsive, fair and acceptable actions on complaints/grievances;
 - 1.5. designing programs/systems to prevent, eliminate or eradicate potential sources of consumer complaints/grievances in coordination with participants/players in the electricity industry;
 - 1.6. recommending sanctions against any participants/players or ERC personnel who have been proven to work against the interests of electricity consumers/end-users, and/or rewards/incentives for participants/players with no record of complaints from consumers/end-users.
 - 1.7. implementing policies on consumer protection and promotion adopted and promulgated by the Commission in their respective area of jurisdiction;
 - 1.8. preparing and packaging of technical reports, proposals and presentation materials;

- 1.9. collecting and analyzing relevant data/statistics/information to be used as basis of conclusions, recommendations and decisions;
 - 1.10. answering queries from electricity consumers and participants/players in the electricity industry/other interested parties regarding the electricity industry;
 - 1.11. making technical presentations or providing information to the Commission, electricity consumers, participants/players in the electricity industry/other interested parties;
 - 1.12. conducting regular public information/awareness and other massive information dissemination campaign.
2. Conducts regular dialogues with participants/players and electricity consumers/end-users regarding electricity matter affecting their interests that need to be addressed.
 3. Provides the Commission with expert technical advice in his area of responsibility.
 4. Provides consistent and effective leadership, motivation, guidance and encouragement to the staff.
 5. Conducts regular staff meetings/feedback sessions to provide them with the latest development in the ERC, the latest technology in the industry, or any other matter that may improve/enhance the staff's well-being and loyalty to ERC.
 6. Performs other related functions that may be assigned from time to time.

**POSITION TITLE : SUPERVISING ENERGY REGULATION
OFFICER (PT 4)**
**(Supervising Energy Regulation Officer – Consumer Services
Department)**

QUALIFICATION STANDARDS :

- Education : Bachelor's degree in Engineering/Economics/Accountancy/Law/
Psychology/Public Administration/Commerce/Mass Communication, with
12 units of any relevant masteral degree
- Experience : 4 years in a position involving management and supervision of activities
related to the energy industry
- Training : 24 hours of relevant training
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No. 1080

DUTIES AND RESPONSIBILITIES:

1. Leads and supervises a group/section engaged in or assigned to perform the following:
 - 1.1 providing the consumers with timely, relevant, and complete information on electricity matters that affect their interests;
 - 1.2 encouraging electricity consumers to air their complaints or grievances against any participants/players in the electricity industry, or even the ERC or any of its operating units or personnel, who may be perceived or are actually known to work against the interests of the consumers/end-users;
 - 1.3 acting on complaints/grievances; refers them to the Office/operating unit concerned for immediate action/resolution;
 - 1.4 setting up mechanisms/procedures for responsive, fair and acceptable actions on complaints/grievances;
 - 1.5 designing programs/systems to prevent, eliminate or eradicate potential sources of consumer complaints/grievances in coordination with participants/players in the electricity industry;
 - 1.6 recommending sanctions against any participant/player or ERC personnel who have been proven to work against the interest of consumers/end-users, and/or rewards/incentives for participants/players with no record of complaints from consumers/end-users;
 - 1.7 implementing policies on consumer protection and promotion adopted and promulgated by the Concessionaires in their respective area of jurisdiction;
 - 1.8 preparation and packaging of various technical reports, proposals and presentation materials;

- 1.9 collection and analysis of relevant data/statistics/information to be used as basis of conclusions, recommendations and decisions;
 - 1.10 answering queries from electricity consumers and participants/players in the electricity industry/other interested parties regarding the electricity industry;
 - 1.11 making technical presentations or providing information to the Commission, electricity consumers, participants/players in the electricity industry/other interested parties;
 - 1.12 conducting regular public information/awareness and other massive information dissemination campaign.
2. Interfaces with participants/players in the electricity industry regarding their problems/concerns/complaints against the policies, rules and regulations being implemented by the ERC and/or their suggestions/recommendations to improve the operations of the electricity industry.
 3. Reviews/conducts special studies pertaining to new developments in the industry and reports/makes recommendations thereon.
 4. Assigns/distributes workload, reviews the work outputs of the staff before transmitting of the same to the Chief Energy Regulation Officer/higher authorities.
 5. Coaches/mentors the staff; evaluates their performance.
 6. Performs other functions that may be assigned from time to time.

POSITION TITLE : SENIOR ENERGY REGULATION OFFICER (PT 2)
(Senior Energy Regulation Officer – Consumer Services Department)

QUALIFICATION STANDARDS :

- Education : Bachelor's degree in Engineering/Economics/Accountancy/Law/
Psychology/Commerce/Mass Communication
- Experience : 2 years in a position involving supervision of activities related to the energy industry
- Training : 16 hours of relevant training
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No. 1080

DUTIES AND RESPONSIBILITIES:

1. Performs and/or assists the Supervising Energy Regulation Officer in leading/supervising the group/section engaged in or assigned to perform the following:
 - 1.1 providing the electricity consumers with timely, relevant, and complete information on electricity matters that affect their interests;
 - 1.2 encouraging electricity consumers to air their complaints or grievances against any participant/player in the electricity industry, or even the ERC or any of its operating units or personnel, who may be perceived or are actually known to work against the interests of the consumers/end-users;
 - 1.3 acting on complaints/grievances; refers them to the Office/operating unit concerned for immediate action/resolution;
 - 1.4 setting up mechanisms/procedures for responsive, fair and acceptable actions on complaints/grievances;
 - 1.5 designing programs/systems to prevent, eliminate or eradicate potential sources of consumer complaints/grievances in coordination with participants/players in the electricity industry;
 - 1.6 recommending sanctions against any participant/player or ERC personnel who have been proven to work against the interest of consumers/end-users, and/or rewards/incentives for participants/players with no record of complaints from consumers/end-users;
 - 1.7 implementing policies on consumer protection and promotion adopted and promulgated by the Commission in their respective areas of jurisdiction;
 - 1.8 preparation and packaging of various technical reports, proposals and presentation materials;
 - 1.9 collection and analysis of relevant data/statistics/information to be used as basis of conclusions, recommendations and decisions;

- 1.10 answering queries from electricity consumers and participants/players in the electricity industry/other interested parties regarding the electricity industry;
 - 1.11 making technical presentation or providing information to the Commission, electricity consumers, participants/players in the electricity industry/other interested parties;
 - 1.12 conduct of regular public information/awareness and other massive information dissemination campaign.
2. Interfaces with participants/players in the electricity industry regarding their problems/concerns/complaints against the policies, rules and regulations being implemented by the ERC and/or their suggestions/recommendations to improve the operations of the electricity industry.
 3. Reviews/conducts special studies pertaining to new developments in the industry and reports/makes recommendations thereon.
 4. Assists in reviewing the work outputs of the staff before transmitting the same to the Chief Energy Regulation Officer/higher authorities.
 5. Performs other functions that may be assigned from time to time.

POSITION TITLE : ENERGY REGULATION OFFICER I (RF 11)
(Energy Regulation Officer I, Consumer Services Department)

QUALIFICATION STANDARDS :

Education : Bachelor's degree in Engineering/Economics/Accountancy/Law/Psychology/
Commerce/Mass Communication/Public Administration
Experience : 2 years of relevant experience, preferably in the energy industry
Training : 10 hours of relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility/RA No. 1080

DUTIES AND RESPONSIBILITIES :

1. Performs, assists or participates in the performance of the following:
 - 1.1. providing the electricity consumers with timely, relevant and complete information on electricity matters that affect their interests;
 - 1.2. encouraging electricity consumers to air their complaints or grievances against any participant/player in the electricity industry, or even the ERC or any of its operating units or personnel, who may be perceived or are actually known to work against the interests of electricity consumers/end-users;
 - 1.3. acting on complaints/grievances; refers them to the office/operating unit concerned for immediate action/resolution;
 - 1.4. setting up mechanisms/procedures for responsive, fair and acceptable actions on complaints/grievances;
 - 1.5. designing programs/systems to prevent, eliminate or eradicate potential sources of consumer complaints/grievances in coordination with participants/players in the electricity industry;
 - 1.6. recommending sanctions against any participant/player or ERC personnel who have been proven to work against the interests of electricity consumers/end-users, and/or rewards/incentives for participants/players with no record of complaints from consumers/end-users.
 - 1.7. Implementing policies on consumer protection and promotion adopted and promulgated by the Commission in their respective area of jurisdiction;
 - 1.8. preparing and packaging of various technical reports, proposals and presentation materials;
 - 1.9. collecting and analyzing relevant data/statistics/information to be used or basis of conclusions, recommendations and decisions;
 - 1.10. answering queries from electricity consumers and participants/players in the electricity industry/other interested parties regarding the electricity industry;

- 1.11. making technical presentations or providing information to the Commission, electricity consumers, participants/players in the electricity industry/other interested parties;
- 1.12. conducting regular public information/awareness and other massive information dissemination campaign.
2. Interfaces with participants/players in the electricity industry regarding their problems/concerns/complaints against the policies, rules and regulations being implemented by ERC, and/or their suggestions/recommendations to improve the operations of the electricity industry.
3. Reviews/conducts special studies pertaining to new developments in the industry and reports/makes recommendations thereon.
4. Assists in reviewing the work output of the staff before transmitting of the same to higher authorities.
5. Performs other related functions that may be assigned from time to time.

POSITION TITLE : DIRECTOR III (M 2)
(Director III – Market Operations Department)

QUALIFICATION STANDARDS :

- Education : Bachelor of Laws or Masteral degree in Engineering/Economic/
Accountancy/Business Administration/Public Administration/Laws
- Experience : 5 years of experience in a managerial/equivalent position
- Training : Preferably with 24 hours relevant managerial training
- Eligibility : Career Service Executive Eligibility (CSEE)/Career Executive Service
(CES)

DUTIES AND RESPONSIBILITIES:

1. Plans, organizes, directs and controls the operations of the Department tasked with the following:
 - 1.1. Developing recommendations with supporting studies and documentation in all pending matters before the Commission including issuances of certificates of compliance, licenses for suppliers of electricity, contestable markets, wholesale spot market, anti-competitive behavior and other matters;
 - 1.2. Establishing dispute resolution procedures;
 - 1.3. Formulating recommendations regarding:
 - 1.3.1. mechanisms for determining the price of electricity not covered by bilateral contracts between the sellers and purchasers of electricity;
 - 1.3.2. membership criteria for generating companies, distribution utilities, suppliers, bulk consumers/end-users to become members of the wholesale electricity spot market;
 - 1.3.3. market charges to be assessed to market members;
 - 1.3.4. possible suspension of the wholesale electricity spot market or the declaration of a temporary wholesale electricity spot market failure;
 - 1.4. making recommendations for issuance of licenses to participants in the electricity industry;
 - 1.5. monitoring of performance of participants/players in the electricity industry;
 - 1.6. reviewing and supervising the issuance of licenses for generation and supply companies including compliance, financial evaluation, technical evaluation, legal and corporate qualification, conflict of interest determination, compliance with the Grid/Distribution Code provisions and other laws and the IRR;
 - 1.7. conducting periodic reviews of the guidelines/requirements for the issuance of licenses/franchises for possible improvement in the process/system;

- 1.8. monitoring of activities in the generation and supply of electric power to promote market competition and secure transparency in the allocation or pass through bulk purchase cost for distribution;
- 1.9. monitoring of the electricity market for abuse of market power, cartelization and other anti-competitive or discriminatory behavior as defined by its rules and regulations;
- 1.10. formulating recommendations concerning abuse of market power, cartelization, and other anti-competitive or discriminatory behavior;
- 1.11. investigating violations of market rules;
- 1.12. recommending settlements of disagreements in valuation procedures, ownership participation and other issues between TRANSCO and distribution utilities;
- 1.13. inspecting premises, book accounts/records of any person/entity at any time to determine existence of any anti-competitive behavior and/or market abuse;
- 1.14. recommending for approval of the criteria/standards for determining qualifications of applicants for licenses to operate;
- 1.15. formulating recommendations concerning measures to develop and enlarge contestable markets where end-users are afforded the choice of their electricity suppliers/providers;
- 1.16. formulating recommendations regarding mechanics, guidelines and procedures by which captive markets can be converted to contestable markets;
- 1.17. formulating recommendations regarding gradual expansion of the constestable market or retail competition to all consumers.
2. Conducts regular dialogues with participants/players in the electricity industry regarding the effectiveness/ineffectiveness of ERC regulations for the purpose of introducing changes/improvements/modifications to improve the service to the industry and the public.
3. Provides the Commission with expert technical advice/opinion in his area of responsibility.
4. Provides consistent and effective leadership, motivation, guidance and encouragement to the staff.
5. Conducts regular staff meetings/feedback sessions to provide them with the latest development in the ERC, the latest technology in the industry, or any other matter that may improve/increase/enhance their well-being and loyalty to ERC.
6. Performs other functions that may be assigned from time to time.

POSITION TITLE : CHIEF ENERGY REGULATION OFFICER (M 1)
(Director III – Market Operations Department)

QUALIFICATION STANDARDS :

- Education : Masteral degree, preferably Law/Economics/Accountancy/Engineering/Public Administration/Psychology/Commerce/Mass Communication
- Experience : 5 years in a position involving management and supervision of activities preferably related to economic and financial analysis
- Training : 28 hours of training in management and supervision, economic and financial analysis
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No. 1080

DUTIES AND RESPONSIBILITIES:

1. Leads, directs and manages the Division in the performance of the following:
 - 1.1 formulating and recommending for approval of the Commission the Performance Standards for TRANSCO and O & M Concessionaire, Distribution Utilities and Suppliers, and the Financial Capability Standards for GENCOs, TRANSCO, Distribution Utilities and Suppliers;
 - 1.2 evaluating Compliance Plans to the Philippine Grid Code and Philippine Distribution Code submitted by TRANSCO and Distribution Utilities;
 - 1.3 recommending adoption and promulgation of other standards which may be found to be necessary in the future;
 - 1.4 evaluating expansion, reinforcement, rehabilitation and development projects of the TRANSCO and Distribution Utilities;
 - 1.5 conducting reliability studies and other technical/analytical studies for the Grid and Distribution Systems;
 - 1.6 developing/revising technical performance standards for the Grid and Distribution Code;
 - 1.7 conduct of studies pertaining to individual distribution utility system losses;
 - 1.8 preparation and packaging of various technical reports, proposals and presentation materials;
 - 1.9 collection and analysis of relevant data/statistics/information to be used as basis of conclusions, recommendations and decisions;
 - 1.10 addressing queries from electricity consumers and participants/players in the electricity industry/other interested parties regarding tariffs, rates, stranded debts, stranded costs, prices, costs and other related matters;
 - 1.11 technical presentations to the Commission, electricity consumers, participants/players in the electricity industry/other related interested parties;

1.12 recommending new, improved or revised analytical procedures, processes, methods and techniques in response to new or changed situations in the electricity industry;

1.13 conduct of regular instructional training/technology transfer sessions to the staff/other interested parties, and public information/awareness and other information dissemination campaign.

2. Coordinates with other Departments in developing recommendations in all matters falling within its jurisdiction.

3. Plans, organizes, controls and monitors the activities of the Division and ensures that targets/deadlines are met.

4. Exercises general direction and supervision over the staff; maximizes the utilization of available material and human resources allocated for the Division; ensures the latter's well-being.

Performs other functions that may be assigned from time to time.

POSITION TITLE : DIRECTOR III (M 2)
(Director III – Regulatory Operations Department)

QUALIFICATION STANDARDS :

Education : Bachelor of Laws or Masteral degree in Engineering/Economic/
Accountancy/Business Administration/Public Administration/Law
Experience : 5 years of experience in a managerial/equivalent position
Training : Preferably with 24 hours relevant managerial training
Eligibility : Career Service Executive Eligibility (CSEE)/Career Executive Service
(CES)

DUTIES AND RESPONSIBILITIES:

1. Plans, organizes, directs, and controls the operations of the Department tasked with the following:
 - 1.1 ascertaining aspects of the Act that fall within the jurisdiction of the Department;
 - 1.2 making proper interpretation of the regulatory functions of the ERC;
 - 1.3 enforcing the rules, regulations, standards and methodologies adopted by the Commission;
 - 1.4 developing recommendations with supporting studies and documentation in all pending matters before the Commission including rates, tariffs, performance standards, universal service charge, stranded costs, system losses, cross-subsidies and other matters;
 - 1.5 reviewing of energy regulatory policies, precedents and court rulings;
 - 1.6 reviewing of matters/cases submitted to the Commission for action/decision;
 - 1.7 making technical presentations to the Commission;
 - 1.8 monitoring public response to ERC regulatory policies;
 - 1.9 conducting studies to resolve regulatory issues that may be unique or precedent-setting in nature and scope;
 - 1.10 reviewing new, improved or revised analytical procedures, processes, techniques and various methodologies in response to new or changed situations in the electricity sector.
2. Conducts regular dialogues with participants/players in the electricity industry regarding the effectiveness/ineffectiveness of ERC regulations for the purpose of introducing changes/improvements/modifications to improve the service to the industry and the public.

3. Provides the Commission with expert technical advice in his area of responsibility.
4. Provides consistent and effective leadership, motivation, guidance and encouragement to the staff.
5. Conducts regular staff meetings/feedback sessions to provide them with the latest development in the ERC, the latest technology in the industry, or any other matter that may improve/increase/enhance the staff's well-being and loyalty to ERC.
6. Performs other functions that may be assigned from time to time.

POSITION TITLE : DIRECTOR III (M 2)
(Director III, Strategic Services Department)

QUALIFICATION STANDARDS :

Education : Bachelor of Laws or Masteral degree in Engineering/Economics/
Accountancy/Business Administration/Public Administration/Law
Experience : 5 years of experience in a managerial/equivalent position
Training : Preferably with 24 hours relevant managerial training
Eligibility : Career Service Executive Eligibility (CSEE)/Career Executive Service (CES)

DUTIES AND RESPONSIBILITIES :

1. Plans, organizes, directs and controls the operations of the Department in the performance of the following:
 - 1.1. providing the Commission with relevant, timely and accurate reports, data/information on any subject related to the electricity industry;
 - 1.2. taking the lead role in information dissemination to the general public;
 - 1.3. conducting technical and policy research and development to address the needs and demands of a dynamic electricity industry;
 - 1.4. developing and implementing ERC's management information system by using the appropriate and responsive information and communications technology/systems;
 - 1.5. preparing the proposed annual budget and annual performance/accomplishment report for the Commission's approval.
2. Conducts regular dialogues with participants/players in the electricity industry regarding the effectiveness/ineffectiveness of ERC regulations for the purpose of introducing changes/modifications to improve the service to the industry and the public.
3. Provides the Commission with expert technical advice/opinion in his area of responsibility.
4. Provides consistent and effective leadership, motivation, guidance and encouragement to the staff.
5. Conducts regular meetings/feedback sessions to inform staff about the latest development in the ERC, the latest technology in the industry or any other matter that may improve/enhance their well being and loyalty to ERC.
6. Performs other functions that may be assigned from time to time.

POSITION TITLE : CHIEF ENERGY REGULATION OFFICER (M 1)
(Division Chief IV – Tariffs and Rates Division)

QUALIFICATION STANDARDS :

- Education : Masteral degree, preferably Law/Economics/Accountancy/Engineering/
Public Administration/Psychology/Commerce/Mass Communication
- Experience : 5 years in a position involving management and supervision of activities
preferably related to economic and financial analysis
- Training : 28 hours of training in management and supervision, economic and
financial analysis
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No. 1080

DUTIES AND RESPONSIBILITIES:

1. Leads, directs and manages the Division staff in the performance of the following:
 - 1.1 preparing financial and economic studies, regarding electric rates and tariffs including but not limited to transmission wheeling charges, calculation of cross-subsidies, calculation and design of universal service charge components, lifeline rates, unbundled rates for captive customers, cross-subsidy removal scheme;
 - 1.2 reviewing and recommending actions on applications for approval of electric service contracts;
 - 1.3 determining, establishing and enforcing appropriate/applicable methodologies for setting rates in the electricity industry including the formulation and evaluation of cost adjustments;
 - 1.4 evaluating and recommending the recovery of stranded debts and stranded costs of NPC and distribution utilities;
 - 1.5 unbundling of rates of generation companies/distribution utilities;
 - 1.6 determining the level of cross-subsidy in the existing supply, transmission, distribution and retail rates;
 - 1.7 ensuring that charges (shall) bear no cross-subsidy between grid or among classes of customers except as provided in RA 9136;
 - 1.8 evaluating, reviewing and determining reduction of rates as mandated;
 - 1.9 updating of monthly rates offered by NPC to transition supply contractors;

- 1.10 reviewing power purchase and energy conversion agreements between NPC and PNOG to remove any bidder cost or extraordinary mark-ups in the cost of power and steam, and monitoring/ensuring that all savings from the same are passed on to consumers;
 - 1.11 conducting power rates studies, comparative studies/analyses of various price fixing, rate making and tariff setting methodologies, simulations and sensitivity analyses to resolve difficult problems/issues, specifically those that are unique or precedent-setting in nature and scope;
 - 1.12 preparing and packaging of various technical reports, proposals and presentation materials;
 - 1.13 gathering and processing of relevant data/statistics/information to be made as basis of conclusions, recommendations and decisions;
 - 1.14 answering queries from electricity consumers and participants/players in the electricity industry/other interested parties regarding tariffs, rates, stranded debts, stranded costs, prices, costs and other related matters;
 - 1.15 making technical presentations before, or providing necessary information to the Commission, electricity consumers, participants/players in the electricity industry/other interested parties;
 - 1.16 recommending new, improved or revised analytical procedures, processes, methods and techniques in response to new or changed situation in the electricity industry;
 - 1.17 conducting regular instructional training/technology transfer sessions to the staff/other interested parties, and public information/awareness and other information dissemination campaign.
2. Until retail competition and open access are implemented, provides technical advise, assistance and expertise to the Commission on the formulation of appropriate policies on rates for the National Power Corporation (NPC) and Independent Power Producers (IPPs), and on other matters falling within the responsibility of the Division.
 3. Coordinates and cooperates with other Departments in developing recommendations in all matters falling within the jurisdiction of the Department.
 4. Plans, organizes, controls and monitors the activities of the Division and ensures that targets/deadlines are met.
 5. Exercises general direction and supervision over the staff, maximizes the utilization of available material and human resources allocated for the office; ensures the latter's well-being.
 6. Performs other related functions that may be assigned from time to time.

**POSITION TITLE : SUPERVISING ENERGY REGULATION
OFFICER (PT 4)**
(Supervising Energy Regulation Officer – Tariffs and Rates
Division)

QUALIFICATION STANDARDS :

- Education : Bachelor's degree in Engineering/Economics/Accountancy/Law/
Psychology/Public Administration/Commerce/Mass Communication, with
12 units of any relevant masteral degree
- Experience : 4 years in a position involving management and supervision of activities
related to the energy industry
- Training : 24 hours of relevant training
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No. 1080

DUTIES AND RESPONSIBILITIES:

1. Leads and supervises a group/section engaged in or assigned to perform the following:
 - 1.1 preparing financial and economic studies regarding electric rates and tariffs;
 - 1.2 reviewing recommendations on applications for approval of contracts for the supply of electricity;
 - 1.3 determining, establishing and enforcing of appropriate and applicable methodologies for setting tariffs and rates in the electricity industry, including the formulation and evaluation of cost adjustments;
 - 1.4 evaluating and recommending the mechanics and procedures on the recovery of stranded debts and stranded costs of NPC and distribution utilities;
 - 1.5 performing mathematical computation and determination of tariffs, rates, power cost adjustments, stranded debts, stranded costs, universal charge and cross-subsidies (until such time that this is removed);
 - 1.6 unbundling of rates of generation companies and distribution utilities;
 - 1.7 determining the level of cross-subsidy in the existing supply, distribution and retail rates and ensuring that charges bears no cross-subsidy between grids or among classes of customers except as provided in RA NO. 9136;
 - 1.8 evaluating, reviewing and determining reduction of rates;
 - 1.9 reviewing power purchase and energy conversion agreements between NPC and suppliers of power and steam;

- 1.10 conducting power rate studies, comparative studies/analyses of various price fixing, rate making and tariff setting in nature and scope;
 - 1.11 preparing and packaging of various technical reports, proposals and presentation materials;
 - 1.12 collecting and analyzing of relevant data/statistics/information to be made as basis of conclusions, recommendations and decisions;
 - 1.13 answering queries from electricity consumers and participants/players in the electricity industry/other interested parties regarding tariffs, rates, stranded debts, stranded costs, prices, costs and other related matters;
 - 1.14 technical presentations to the Commission, electricity consumer, participants/players in the electricity industry/other interested parties;
 - 1.15 recommending new, improved or revised analytical procedures, processes, methods and techniques in response to new or changed situation in the electricity industry;
 - 1.16 conducting regular instructional training/technology transfer sessions to the staff/other interested parties, public information/awareness and other information dissemination campaign.
2. Interfaces with participants/players in the electricity industry, electricity consumers, media and other parties concerned regarding tariffs, rates, costs adjustments and other related matters.
 3. Reviews the work outputs of the staff before transmitting the same to the Chief Energy Regulation Officer/higher authorities.
 4. Coaches/mentors the staff; evaluates their performance.
 5. Performs other functions that may be assigned from time to time.

POSITION TITLE : SENIOR ENERGY REGULATION OFFICER (PT 2)
(Senior Energy Regulation Officer – Tariffs and Rates Division)

QUALIFICATION STANDARDS :

- Education : Bachelor's degree in Engineering/Economics/Accountancy/Law/
Psychology/Commerce/Mass Communication
- Experience : 2 years in a position involving supervision of activities related to the energy industry
- Training : 16 hours of training in supervision
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No. 1080

DUTIES AND RESPONSIBILITIES:

1. Performs the following functions and/or assists the Supervising Energy Regulation Officer in leading/supervising a group/section engaged in or assigned to perform the following:
 - 1.1 preparing financial and economic studies regarding electric rates and tariffs;
 - 1.2 reviewing recommendation on applications for approval of contracts for the supply of electricity;
 - 1.3 determining, establishing and enforcing appropriate and applicable methodologies for setting tariffs and rates in the electricity industry, including the formulation and evaluation of cost adjustments;
 - 1.4 evaluating and recommending the mechanics and procedures on the recovery of stranded debts and stranded costs of NPC and distribution utilities;
 - 1.5 performing mathematical computation and determination of tariffs, rates, power cost adjustments, stranded debts, stranded costs, universal change and cross-subsidies (until such time that this is removed);
 - 1.6 unbundling of rates of generation companies and distribution utilities;
 - 1.7 updating of monthly rates offered by NPC to transition supply contractors;
 - 1.8 reviewing power purchase and energy conversion agreements between NPC and suppliers of power and steam;
 - 1.9 determining the level of cross-subsidy in the existing supply, distribution and retail rates and ensuring that charges bear no cross-subsidy between grid or among classes of consumers except as provided in RA 9136; and
 - 1.10 evaluating, reviewing and determining reduction of rates;

- 1.11 conducting power rate studies, comparative studies/analyses of various price fixing, rate making and tariff setting methodologies, simulations and sensitivity analyses to resolve difficult problem/issues, specifically those that are unique or precedent setting in nature and scope;
 - 1.12 preparing and packaging of various technical reports, proposals and presentation materials;
 - 1.13 collecting and analyzing relevant data/statistics/information to be made as basis of conclusions, recommendations and decisions;
 - 1.14 answering queries from electricity consumers and participants/players in the electricity industry/other interested parties regarding tariffs, rates, stranded debts, stranded costs, prices, costs and other related matters;
 - 1.15 making technical presentations to the Commission, electricity consumers, participants/players in the electricity industry/other interested parties;
 - 1.16 recommending new, improved or revised analytical procedures, processes, methods and techniques in response to new or changed situations in the electricity industry;
 - 1.17 conducting of regular instructional training/technology transfer sessions to the staff/other interested parties, public information/awareness and other information dissemination campaign.
2. Interfaces with participants/players in the electricity industry, electricity consumers, media and other parties concerned regarding tariffs, rates, cost adjustments and other related matters.
 3. Reviews/performs special studies pertaining to new developments in the industry and reports/makes recommendations thereon.
 4. Reviews tariffs/electric rates to determine appropriateness, applicability and reasonableness.
 5. Develops program for systematic data gathering/collating and reviews outputs of staff using the developed program.
 6. Reviews work reports/recommendations of the staff and/or makes improvements thereon before transmitting the same to the SERO/CERO.
 7. Performs other functions that may be assigned from time to time.

POSITION TITLE : ENERGY REGULATION OFFICER II (PT 1)
(Energy Regulation Officer II – Tariffs and Rates Division)

QUALIFICATION STANDARDS :

- Education : Bachelor's degree in Engineering/Economics/Accountancy/Law/
Psychology/Commerce/Mass Communication
- Experience : 1 year in a position involving supervision of activities related to the energy
industry
- Training : 12 hours of relevant training
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No. 1080

DUTIES AND RESPONSIBILITIES:

1. Performs or participates in the following:
 - 1.1 reviewing recommendations on applications for approval of contracts for the supply of electricity;
 - 1.2 determining, establishing and enforcing appropriate and applicable methodologies for setting tariffs and rates in the electricity industry, including the formulation and evaluation of cost adjustments;
 - 1.3 evaluating and recommending the mechanics and procedures on the recovery of stranded debts and stranded costs of NPC and distribution utilities;
 - 1.4 performing mathematical computation and determination of tariffs, rates, power cost adjustments, stranded debts, stranded costs, universal charge and cross-subsidies (until such time that this is removed);
 - 1.5 unbundling of rates of generation companies and distribution utilities;
 - 1.6 determining the level of cross-subsidy in the existing supply, distribution and retail rates and ensuring that charges bear no cross-subsidy between grids or among classes of customers except as provided in RA 9136;
 - 1.7 evaluating, reviewing and determining reduction of rates;
 - 1.8 updating of monthly rates offered by NPC to transition supply contractors;
 - 1.9 reviewing power purchase and energy conversion agreements between NPC and suppliers of power and steam;
 - 1.10 conducting power rates studies, comparative studies/analyses of various price fixing, rate making and tariff setting methodologies, simulations and sensitivity analyses to resolve problems/issues, specifically those that are unique or precedent setting in nature and scope;

- 1.11 preparing and packaging of various technical reports, proposals and presentation materials;
 - 1.12 collecting and analyzing of relevant data/statistics/information to be used as basis of conclusions, recommendations and decisions;
 - 1.13 answering queries from electricity consumers and participants/players in the electricity industry/other interested parties regarding tariffs, rates, stranded debts, stranded costs, prices, costs and other related matters;
 - 1.14 recommending new, improved or revised analytical procedures, processes, methods and techniques in response to new or changed situation in the electricity industry;
 - 1.15 conducting regular instructional training/technology transfer sessions to the staff/other interested parties, public information/awareness and other information dissemination campaign.
2. Participates in interfacing with participants/players in the electricity industry, electricity consumers, media and other parties concerned regarding tariffs, rates, costs adjustments and other related matters.
 3. Performs other functions that may be assigned from time to time.

POSITION TITLE : ENERGY REGULATION OFFICER I (RF II)
(Energy Regulation Officer I – Tariffs and Rates Division)

QUALIFICATION STANDARDS :

- Education : Bachelor's degree in
Engineering/Economics/Accountancy/Law/Psychology/Commerce/Mass
Communication/Public Administration
- Experience : 1 year in a position involving supervision of activities related to the energy
industry
- Training : 12 hours of relevant training
- Eligibility : Career Service (Professional)/Second Level Eligibility/RA No. 1080

DUTIES AND RESPONSIBILITIES:

1. Performs, assists or participates in the following:
 - 1.1 Conduct of comparative studies/analyses of various price fixing, rate making and tariff setting methodologies, simulations and sensitivity analyses to resolve difficult problems/issues, specifically those that are unique or precedent setting in nature and scope;
 - 1.2 preparation and packaging of various technical reports, proposals and presentation materials;
 - 1.3 collection and analysis of relevant data/statistics/information to be used as basis of conclusions, recommendations and decisions;
 - 1.4 answering queries from electricity consumers and participants/players in the electricity industry/other interested parties regarding tariffs, rates, stranded debts, stranded costs, prices, costs and other related matters;
 - 1.5 conducting public information/awareness and other information dissemination campaigns.
2. Encodes, or leads/instructs the Data Controller in processing or producing the data/output requirements of the Division.
3. Takes charge of logistical requirements of the Division.
4. Coordinates with the staff of other Division/operating units of the ERC to facilitate action and/or outputs of the Division.
5. Performs other functions that may be assigned from time to time.

POSITION TITLE : ENERGY REGULATION ASSISTANT (RF 8)
(Energy Regulation Assistant – Tariffs and Rates Division)

QUALIFICATION STANDARDS :

Education : Bachelor's degree in Engineering/Economics/Accountancy/Law
Experience : 1 year of relevant experience, preferably in the energy industry
Training : 8 hours of relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility/RA No. 1080

DUTIES AND RESPONSIBILITIES:

1. Receives, routes, processes various documents/papers such as application for approval of contracts for the supply of electricity.
2. Assists in the preparation and packaging of various technical reports, proposals and presentation materials.
3. Assists/participates in collection and analysis of relevant data/statistics/information.
4. Answers queries from electricity consumers and participants/players in the electricity industry regarding tariffs, rates, stranded debts, stranded costs, prices, costs and other related matters, or refer such queries to the person concerned.
5. Assists/participates in the conduct of public information/awareness and other information dissemination campaign.
6. Does or assists in typing and/or processing/producing the data/output requirements of the Division.
7. Assists in securing, obtaining and safekeeping of supplies and other logistical requirements of the Division; performs liaison work with other operating units to facilitate action and/or outputs of the Division.
8. Performs other functions that may be assigned from time to time.

POSITION TITLE : DEVELOPMENT MANAGEMENT OFFICER V (PT 5)
(Development Management Officer V, Technical Staff)

QUALIFICATION STANDARDS :

Education : Bachelor's degree in Engineering/Economics/Accountancy/Law, with 15 units of any relevant masteral degree
Experience : 5 years in a position involving management and supervision of activities related to the energy industry
Training : 28 hours of relevant training
Eligibility : Career Service (Professional)/Second Level Eligibility/RA No.1080

DUTIES AND RESPONSIBILITIES :

1. Provides the Commission with expert technical advise/inputs on the latest theories, concepts, application, practices and/or rulings in the area of engineering/economics/accountancy/law necessary for developing/adopting sound and fair policies, directions, rules and regulations.
2. Conducts studies/analyses of cases brought before the Commission in his/her area of specialization/expertise.
3. Reviews reports by line departments/operating units as may be directed by the Commission; provides comments/recommendations thereon.
4. Studies cases, reports and queries brought before the Commission; recommends appropriate action(s)/decision(s) thereon.
5. Conducts researches and develops alternative recommendations on subjects related to the energy industry but not necessarily pending before the Commission.
6. Performs other functions that may be assigned from time to time.

Annex IX:

**Letter to Her Excellency
President Gloria Macapagal-
Arroyo**

September 24, 2001

HER EXCELLENCY GLORIA MACAPAGAL-ARROYO

President
Republic of the Philippines
Malacañang, Manila

**SUBJECT: Organizational Structure, Plantilla Positions and
Compensation Plan of the Energy Regulatory Commission**

Madame President,

We are respectfully submitting to you the Energy Regulatory Commission (ERC) **Organizational Structure, Plantilla Positions and Compensation Plan** as mandated by Sections 38 and 39 of RA No. 9136 known as the "Electric Power Industry Reform Act of 2001". Factors considered in the design and development of the Organizational Structure, Plantilla Positions and Compensation Plan are:

I. Organizational Structure

- Flat – limited hierarchical levels
- Lean but Strong and Manageable – limited staffing but expected to effectively discharge their functions
- Flexible – adopts a matrix system; allows for job rotation
- Activities, responsibilities and authorities are clearly defined to achieve the purpose of the organization
- Vertical, horizontal and functional relationships are established
- Comparable with local (Securities and Exchange Commission, National Telecommunications Commission, Land Transportation and Franchising Regulatory Board) and international (Federal Energy Regulatory Commission, California Energy Commission, Energy Market Authority, National Energy Policy Office) organizations with similar functions

II. Staffing Pattern/Plantilla Positions

- Two-Hundred Twenty (220) positions with limited levels to ensure that functions are effectively discharged.

- Breakdown of positions:
 - 84 - Rank & File Positions
 - 105 - Professional/Technical Positions
 - 26 - Managerial Positions
 - 5 - Executive Positions

III. Compensation Plan

- ERC is exempted from the coverage of RA No. 6758 (Salary Standardization Law)
- The SSL Salary Schedule as of July 1, 2001 for the National Government was used as reference
- The total annual compensation for M2 (Department Manager), E1 (Commissioner) and E2 (Chairman) are well within the provisions of Memorandum Order No. 20
- The Salary Schedule consists of 22 Salary Grades classified as follows with the corresponding formula:
 - RF1 – RF 12 (Rank & File Positions) - SSL Rate X 1.33333 months
 - PT1 – PT 5 (Professional/Technical Positions) - SSL Rate X 1.5 months
 - M1 – M3 (Managerial Positions) - SSL Rate X 1.5 months
 - E1 – E2 (Executive Positions) - E1 pegged at P72,000 per month and E2 pegged at P75,000 per month
- The ERC Salary Schedule is comparable but lower than the Securities and Exchange Commission, National Power Corporation, and Government Financial Institutions

Should the proposed Organizational Structure, Plantilla Positions and Compensation Plan be acceptable en toto, we have also included in this submission the proposed enabling Memorandum Order.

Very truly yours,

FE B. BARIN
Chairman
Energy Regulatory Commission

Annex X:

Memorandum Order (Proposed):

Approving the Organizational
Structure and Plantilla Positions and
Authorizing the Grant of
Compensation and Benefits to
Officials and Employees of the
Energy Regulatory Commission

MEMORANDUM ORDER NO. _____

APPROVING THE ORGANIZATIONAL STRUCTURE AND PLANTILLA POSITIONS AND AUTHORIZING THE GRANT OF COMPENSATION AND BENEFITS TO OFFICIALS AND EMPLOYEES OF THE ENERGY REGULATORY COMMISSION

WHEREAS, an ACT ORDAINING REFORMS IN THE ELECTRIC POWER INDUSTRY, AMENDING FOR THE PURPOSE CERTAIN LAWS AND FOR OTHER PURPOSES, provided for among other things, the creation of the Energy Regulatory Commission;

WHEREAS, Section 39.0 of the same Act mandates the Energy Regulatory Commission to submit for approval by the President of the Republic of the Philippines an Organizational Structure, Plantilla Positions and Compensation Plan for its officials and employees;

WHEREAS, the same Act exempted the Energy Regulatory Commission from the coverage of the RA No. 6758 otherwise known as the Salary Standardization Law;

WHEREAS, the Commission has submitted such Organizational Structure, Plantilla Positions and Compensation Plan within the period specified by the same Act; and

WHEREAS, the aforesaid Organizational Structure, Plantilla Positions and Compensation Plan are deemed responsive to the needs of the Energy Regulatory Commission in carrying out its functions and responsibilities;

NOW, THEREFORE, I, **GLORIA MACAPAGAL-ARROYO**, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby authorize and order the following:

SECTION 1. ORGANIZATIONAL STRUCTURE. The Energy Regulatory Commission shall be headed by the Chairman who is also the Chief Executive Officer and four (4) Commissioners with ten (10) departments/offices and sixteen (16) Divisions/Offices to discharge the functions mandated by RA No. 9136 (Annex "A").

SECTION 2. POSITION CLASSIFICATION. The Energy Regulatory Commission shall adopt a twenty-two (22) salary grade classification system as basis for allocating positions to the SALARY SCHEDULE (Annex "B") authorized herein. It shall have the authority to classify or reclassify positions, and determine appropriate occupational titles and/or ranks for such positions subject to the existing guidelines, rules and regulations of the Civil Service Commission and the Department of Budget and Management.

SECTION 3. COMPENSATION PLAN. The Compensation Plan for the Energy Regulatory Commission shall consist of the following:

3.1 MONTHLY/ANNUAL BASIC SALARY SCHEDULE

- ◆ shall consist of twenty-two (22) salary grades
- ◆ each salary grade shall have eight in-grade steps with a Minimum Rate and a Maximum Rate for each salary grade, except for the Commission (E1 and E2)
- ◆ Salary Schedule covers four categories of employees: Rank and File (RF), Professional/Technical (PT), Managerial (M), and Executives (E).

3.2 TOTAL ANNUAL CASH COMPENSATION

- ◆ shall consist of a Basic Monthly/Annual Salary and Cash Benefits/Allowances (Annex "C")
- ◆ shall include statutorily authorized benefits such as Representation and Transportation Allowance for Managerial and Executive levels, Extraordinary and Miscellaneous Expenses for Director III, Legal Counsel, Executive Director V and the Commission
- ◆ shall include statutorily authorized benefits such as Personnel Emergency Relief Allowance (PERA), Additional Compensation (ADCOM), Rice, Clothing,

Year-end Benefits for all officials and employees as well as transportation for non managerial positions, the grant or enjoyment of which shall be subject to existing and applicable government guidelines on the matter.

SECTION 4. STAFFING PATTERN/PLANTILLA POSITIONS. There shall be thirty-one (31) Executive/Managerial, one hundred five (105) Professional/Technical and eighty-four (84) Rank and File positions, making a total of two hundred twenty (220) plantilla positions (Annex "D").

SECTION 5. IMPLEMENTATION OF THE COMPENSATION PLAN. The Compensation Plan mentioned in Sec. 3.0 shall be implemented until revised or updated by the President of the Republic of the Philippines.

SECTION 6. OTHER BENEFITS. The Energy Regulatory Commission is likewise authorized to provide, in due course, other (cash/non-cash) benefits to enhance the well being of its employees/officials, the implementation of which shall be subject to budgetary/financial considerations, policies and guidelines issued by the appropriate agencies of the government, and to the approval by the Commission.

SECTION 7. PAY FOR PERFORMANCE. Pay for Performance is a variable component of the total annual cash compensation consisting of bonuses and incentives but excluding the 13th month pay, earned on the basis of corporate and/or group performance or productivity. The productivity incentive award could be in the form of a one-time cash incentive good for that particular year or step increases given in recognition of superior individual performance provided that these awards will not require additional appropriation from the national government for the year that it is awarded. The in-step increases once granted shall form part of the monthly basic salary.

SECTION 8. FUNDING SOURCE. The Commission is hereby authorized to appropriate from its authorized Budget Allocation in the General Appropriations Act such sums of money as maybe necessary for the effective implementation of this Order.

SECTION 9. IMPLEMENTING GUIDELINES. The Chairman of the Energy Regulatory Commission in her capacity as the Chief Executive Officer is hereby authorized and instructed to issue the implementing guidelines to effect the provisions of this Memorandum Order.

SECTION 10. SEPARABILITY CLAUSE. If any provision of this Memorandum Order is subsequently rendered or declared unenforceable, other sections or provisions hereof which are not adversely affected thereby shall continue to be in full force and effect.

SECTION 11. EFFECTIVITY. This Memorandum Order shall take effect immediately.

Done in the City of Manila, this _____ day of _____ in the year of Our Lord, Two Thousand and One.

Annex XI:

Memorandum Circular (Proposed):

Guidelines on the Implementation of the Organizational Structure, Plantilla Positions and Compensation Plan for the Energy Regulatory Commission Officials and Employees Pursuant to Memorandum Order No. ____

CIRCULAR NO. _____

Subject: Guidelines on the Implementation of the **ORGANIZATIONAL STRUCTURE, PLANTILLA POSITIONS AND COMPENSATION PLAN** for the **Energy Regulatory Commission** Officials and Employees Pursuant to Memorandum Order No. ____

- 1.0 **PURPOSE.** The Circular is being issued to provide the guidelines, rules and regulations for the implementation of the Organizational Structure, Plantilla Postions and Compensation Plan for the Energy Regulatory Commission officials and employees pursuant to the provisions of Memorandum Order No. ____ dated _____ and as authorized by the Energy Regulation Commission Resolution No. _____ dated _____.
- 2.0 **COVERAGE.** All officials and employees whether on permanent, temporary, casual or emergency status and paid on a monthly, daily, or hourly basis are covered by this Circular, provided that their positions are included in the Staffing Pattern/Plantilla Positions (Annex "A") approved by the President of the Republic of the Philippines.
- 3.0 **ORGANIZATIONAL STRUCTURE.** The Organizational Structure which is headed by the Chairman who is also the Chief Executive Officer and four (4) members of the Commission with ten (10) Departments/Offices and sixteen (16) Divisions/Offices shall be implemented.
- 4.0 **STAFFING PATTERN/PLANTILLA POSITIONS.** The Staffing Pattern composed of Thirty-one (31) Executives/Managerial, One-Hundred Five (105) Professional/Technical and Eighty-four (84) Rank and File positions or a total of Two-Hundred Twenty (220) plantilla positions shall be implemented.
 - 4.1 **APPOINTMENTS.** For purposes of issuance of appointments, the Qualification Standards set by the Commission shall be adopted and Sections 3.0 and 4.0 herein shall be strictly adhered.
- 5.0 **COMPENSATION PLAN.** The Salary Schedule (Annex "B") prescribed by Memorandum Order No. ____ shall provide the basis for the use, application or assignment of salary rates to be enjoyed by appointees to positions in the Table of Organization of the Energy Regulatory Commission approved by the President of the Republic of the Philippines.

The Total Monthly/Annual Compensation shall consist of eight (8) in-grade steps (IGS). For purposes of administration, the schedule is a continuum fixing the minimum and maximum rates for each salary grade.

The authorized Total Monthly/Annual Cash Compensation shall be the summation of the monthly basic salaries and allowances (Annex "C").

5.1 **Wage Schedule.** Daily rates shall be derived by dividing the monthly basic salaries by 22 days. Accordingly, the hourly rates shall be computed by dividing the hourly rates by eight (8) hours.

6.0 **IMPLEMENTATION MECHANICS.** The use, application, or assignment of rates contained in the SALARY SCHEDULE mentioned in Section 3.0 of the Circular shall be governed by the following guidelines and procedures:

6.1 **Salary Grade (SG) Allocation of Positions.** The positions to be occupied by appointees shall be classified allocated to the twenty-two (22) salary grade compensation/salary schedule authorized herein, using as reference the Staffing Pattern/Plantilla Positions mentioned in Section 2.0 of this Circular, which was arrived at in full compliance with DBM'S Index of Occupational Services (updated/revised July 1997) and the Civil Service Commission's Qualification Standards (Revised 1997).

6.2 **Annual In-Grade Step Increases (IGSI).** Subject to ERC's policy on the grant of salary step increases (to be established later) in compliance with Section 39, RA 9136 and/or other CSC/DBM Guidelines on the matter, the monthly annual rate of an employee may be adjusted to the next higher step/steps within the salary grade.

6.3 **Hiring Rates.** As a general rule, the Hiring Rate (HR) for any position in the approved Staffing Level/Plantilla Positions shall start at the minimum rate which shall be the Hiring Rate for each salary grade. Exceptions or exceptions to this rule may be granted, at the direction of the Chief Executive Officer, in the following instances.

6.3.1 The position to be filled up is highly technical in nature, making it difficult for the Commission to hire the manpower required to carry out the mandates of the Energy Regulatory Commission;

6.3.2 The Applicant for the position has been "invited" to join the ERC from other government institution or the private sector. In either case, the salary rate to be used, applied, or assigned, or allowed to be enjoyed shall not exceed the maximum rate of the salary grade to which the position involved is allocated.

- 6.4 **Entitlement of OIC to Reimbursable Allowance.** Officials/Managers/ Supervisors designated or Officer-In-Charge (OICs) to positions entitled to Representation and Transportation Allowance (RATA) or prescribed under Annex "C" hereof, shall be extended the same, following existing government policy on the matter.
- 6.5 **Total Monthly Cash Compensation.** The Basic Monthly Annual salary rate and Cash Benefits contained in Annex "C" hereof shall be the basis for the grant and enjoyment of the same by all offices and employees of the Energy Regulatory Commission, pursuant to existing government guidelines on the grant or enjoyment of the aforesaid benefits.
- 7.0 **EXCEPTIONS.** Contractual employees under a "no employer-employee" relationship" arrangement shall not be covered by the provisions of this Circular. Their compensation shall be governed by the terms and conditions in their contract of service.
- 8.0 **SAVINGS CLAUSE.** Cases not covered herein shall be referred to the Chief Executive Officer for resolution and/or appropriate action in accordance with existing applicable government laws, policies, guidelines, rules and regulations on the matter.
- 9.0 **EFFECTIVITY.** This Circular shall take effect immediately.

ATTY. FE B. BARIN
Chief Executive Officer

Annex XII:

Letter to Civil Service Commission Chairman (Proposed): ERC Qualification Standards

HON. KARINA CONSTANTINO-DAVID

Chairman
Civil Service Commission
Constitution Hills, Diliman
Quezon City

Dear Madame:

With the passage of RA No. 9136 creating the Energy Regulatory Commission (ERC), the Commission in its Commission Meeting No.____ (copy attached) to establish the Qualification Standards higher than the prescribed Qualification Standards of the Civil Service Commission. This decision was made primarily for the purpose of hiring the best among those qualified applicants who can discharge the functions prescribed under RA No. 9136 (Electric Power Industry Reform Act of 2001).

We are submitting copies of the Qualification Standards which shall be used as basic reference in the evaluation of applications.

For your information.

Very truly yours,

FE B. BARIN

Chairman