

*for your reference*

**nitz cacho** <nitzcacho1963@gmail.com>

Mon, Feb 28,  
3:29 PM (2  
days ago)

to CSCFO

February 28, 2022

Ms. FE P. LACABA  
Director II  
CSCDA FO,  
Department of Agriculture  
Elliptical Road, Diliman, Quezon City

Dear Director Lacaba:

We are forwarding you herewith the Sugar Regulatory Administration Request for Publication of Vacant Position.

Thank you.

Very truly yours,

Nitz Mortega  
HRMO III

**CSCFO DA**

to cscncr2018@gmail.com, me

Mon, Feb 28,  
3:38 PM (2  
days ago)

Good day!

Forwarding the request for publication of SRA :

Date of publication: February 28, 2022

Kindly acknowledge receipt of this email.

Thank you.

Anne  
CSCFO-DA

Republic of the Philippines  
**SUGAR REGULATORY ADMINISTRATION**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the SUGAR REGULATORY ADMINISTRATION in the CSC website:

*A. Mortega*  
ANITA C. MORTEGA

HRMO III

Date: February 28, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Department Manager III	26	26	107,444.00	Master's degree or Certificate in Leadership and Management from CSC	One hundred twenty (120) hours of supervisory management learning and development intervention	Five (5) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	Building collaborative, inclusive working relationships. Managing performance and coaching results. Learning change. Thinking strategically. Creating and nurturing a high performing organization	Planning, Policy and Special Project Department
2	Human Resource Management Officer IV	54	22	65,319.00	Bachelor's degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		Administrative and Finance Department/General Administrative Division/Human Resource and Records Section/Luzon and Mindanao
3	Accountant IV	92	22	65,319.00	Bachelor's degree in Commerce/Business Administration major in Accounting	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	RA 1080		Administrative and Finance Department/Accounting Division/Luzon and Mindanao
4	Human Resource Management Officer IV	107	22	65,319.00	Bachelor's degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		Administrative and Finance Department/General Administrative Division/Human Resource and Records Section/Visayas

5	Supply Officer IV	116	22	65,319.00	Bachelor's degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		Administrative and Finance Department/General Administrative Division/Property/Procurement/Buildg & Transport Maintenance Section/Visayas
6	Accountant IV	137	22	65,319.00	Bachelor's degree in Commerce/Business Administration major in Accounting	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	RA 1080		Administrative and Finance Department/Finance Division/Accounting Section/Visayas
7	Budget Officer IV	144	22	65,319.00	Bachelor's degree relevant to the job	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility		Administrative and Finance Department/Finance Division/Budget/Treasury Section/Visayas
8	Accountant III	93	19	45,269.00	Bachelor's degree in Commerce/Business Administration major in Accounting	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080		Administrative and Finance Department/Accounting Division/Luzon and Mindanao
9	Supply Officer III	67	18	40,637.00	Bachelor's degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Administrative and Finance Department/General Administrative Division/Property/Procurement/Buildg. & Transport Maintenance Section/Luzon and Mindanao
10	Budget Officer III	85	18	40,637.00	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Administrative and Finance Department/Budget and Treasury Division/Luzon and Mindanao
11	Financial Analyst III	94	18	40,637.00	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Administrative and Finance Department/Accounting Division/Luzon and Mindanao
12	Human Resource Management Officer III	108	18	40,637.00	Bachelor's degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Administrative and Finance Department/General Administrative Division/Human Resource and Records Section/Visayas

13	Records Officer III	109	18	40,637.00	Bachelor's degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Administrative and Finance Department/General Administrative Division/Human Resource and Records Section/Visayas
14	Records Officer III	110	18	40,637.00	Bachelor's degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Administrative and Finance Department/General Administrative Division/Human Resource and Records Section/Visayas
15	Supply Officer III	118	18	40,637.00	Bachelor's degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Administrative and Finance Department/General Administrative Division/Property/Procurement/Bl dg. & Transport Maintenance Section/Visayas
16	Budget Officer III	145	18	40,637.00	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Administrative and Finance Department/Finance Division/Budget/Treasury Section/Visayas
17	Cashier III	146	18	40,637.00	Bachelor's degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Administrative and Finance Department/Finance Division/Budget/Treasury Section/Visayas
18	Senior Sugar Production and Regulation Officer	325	18	40,637.00	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Regulation Department/Sugar Transaction Division/Export and Domestic Sugar Section/Luzon and Mindanao
19	Senior Sugar Production and Regulation Officer	326	18	40,637.00	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Regulation Department/Sugar Transaction Division/Export and Domestic Sugar Section/Luzon and Mindanao
20	Senior Sugar Production and Regulation Officer	392	18	40,637.00	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Regulation Department/Licensing and Monitoring Division/Visayas

21	Senior Sugar Production and Regulation Officer	393	18	40,637.00	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Regulation Department/Licensing and Monitoring Division/Visayas
22	Budget Officer II	147	15	30,531.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		Administrative and Finance Department/Finance Division/Budget/Treasury Section/Visayas
23	Financial Analyst II	141	15	30,531.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		Administrative and Finance Department/Finance Division/Accounting Section/Visayas

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **MARCH 31, 2022**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and work experience sheet (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

ANITA C. MORTEGA

HRMO III

Sugar Center Bldg., North Ave., Diliman Q.C.

[applicant@sra.gov.ph](mailto:applicant@sra.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.