

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

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

CIVIL SERVICE COMMISSION
National Capital Region
CSCFO-DEPARTMENT OF AGRICULTURE

RECEIVED
By: Robert N. Echella
Sr. Human Resource Specialist
Date: DEC 21 2021 Time: _____

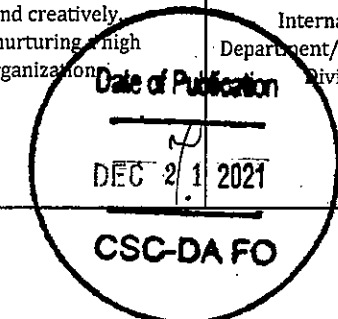
To: CIVIL SERVICE COMMISSION (CSC)

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:

Al Montega
ANITA C. MORTEGA
HRMO III

Date: December 21, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Attorney V	20	25	95,083.00	Bachelor of Laws	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	RA 1080		Legal Department
2	Internal Auditor V	5	24	83,406.00	Master's degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	Building collaborative, inclusive working relationships. Managing performance and coaching results. Leading change. Thinking strategically and creatively. Creating and nurturing a high performing organization.	Internal Audit Department/Operations Audit Division
3	Internal Auditor V	9	24	83,406.00	Master's degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	Building collaborative, inclusive working relationships. Managing performance and coaching results. Leading change. Thinking strategically and creatively. Creating and nurturing a high performing organization.	Internal Audit Department/Finance Audit Division



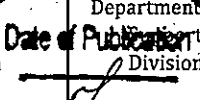
4	Planning Officer V	28	24	83,406.00	Master's degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	Building collaborative, inclusive working relationships. Managing performance and coaching results. Leading change. Thinking strategically and creatively. Creating and nurturing a high performing organization.	Planning, Policy and Special Project Department/Planning, Policy and Programming Division
5	Project Officer V	38	24	83,406.00	Master's degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	Building collaborative, inclusive working relationships. Managing performance and coaching results. Leading change. Thinking strategically and creatively. Creating and nurturing a high performing organization.	Planning, Policy and Special Projects Department/Special Projects, Project Development, Evaluation and Monitoring Division
6	Administrative Officer V	51	24	83,406.00	Master's degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	Building collaborative, inclusive working relationships. Managing performance and coaching results. Leading change. Thinking strategically and creatively. Creating and nurturing a high performing organization.	Administrative and Finance Department/General Administrative Division/Luzon and Mindanao
7	Budget Officer V	83	24	83,406.00	Master's degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	Building collaborative, inclusive working relationships. Managing performance and coaching results. Leading change. Thinking strategically and creatively. Creating and nurturing a high performing organization.	Administrative and Finance Department/Budget and Treasury Division/Luzon and Mindanao
8	Administrative Officer V	105	24	83,406.00	Master's degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	Building collaborative, inclusive working relationships. Managing performance and coaching results. Leading change. Thinking strategically and creatively. Creating and nurturing a high performing organization.	Administrative and Finance Department/General Administrative Division/Visayas

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9	Chief Finance Officer	135	24	83,406.00	Master's degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	Building collaborative, inclusive working relationships. Managing performance and coaching results. Leading change. Thinking strategically and creatively. Creating and nurturing a high performing organization.	Administrative and Finance Department/Finance Division/Visayas
10	Chief Science Research Specialist	152	24	83,406.00	Master's degree or Certificate in Leadership and Management from CSC	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	Building collaborative, inclusive working relationships. Managing performance and coaching results. Leading change. Thinking strategically and creatively. Creating and nurturing a high performing organization.	Office of the Deputy Administrator for Research Development and Extension/Factory Services and Research Division/Luzon and Mindanao
11	Chief Science Research Specialist	171	24	83,406.00	Master's degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	Building collaborative, inclusive working relationships. Managing performance and coaching results. Leading change. Thinking strategically and creatively. Creating and nurturing a high performing organization.	Research Development and Extension Department/Agricultural Support Services Division/Luzon and Mindanao
12	Chief Science Research Specialist	182	24	83,406.00	Master's degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	Building collaborative, inclusive working relationships. Managing performance and coaching results. Leading change. Thinking strategically and creatively. Creating and nurturing a high performing organization.	Research Development and Extension Department/Agro-Allied Research Division/Luzon and Mindanao
13	Chief Science Research Specialist	232	24	83,406.00	Master's degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	Building collaborative, inclusive working relationships. Managing performance and coaching results. Leading change. Thinking strategically and creatively. Creating and nurturing a high performing organization.	Research Development and Extension Department/Agricultural Support Services Division/Visayas
14	Chief Science Research Specialist	241	24	83,406.00	Master's degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	Building collaborative, inclusive working relationships. Managing performance and coaching results. Leading change. Thinking strategically and creatively. Creating and nurturing a high performing organization.	Research Development and Extension Department/Agricultural Research Division/Visayas

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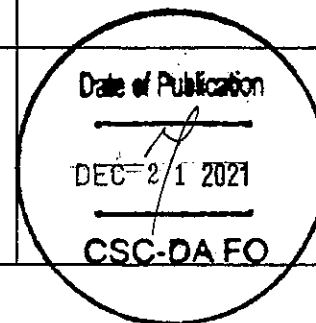
15	Chief Agriculturist	280	24	83,406.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/management experience	RA 1080	Building collaborative, inclusive working relationships. Managing performance and coaching results. Leading change. Thinking strategically and creatively. Creating and nurturing a high performing organization.	Research Development and Extension Department/Extension Services Division/Visayas
16	Chief Sugar Production & Regulation Officer	318	24	83,406.00	Master's degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	Building collaborative, inclusive working relationships. Managing performance and coaching results. Leading change. Thinking strategically and creatively. Creating and nurturing a high performing organization.	Regulation Department/Sugar Transaction Division/Luzon and Mindanao
17	Chemist V	349	24	83,406.00	Bachelor of Science (BS) in Chemistry or an allied degree with at least sixty (60) units in professional Chemistry subjects/courses	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/management experience	RA 10657 (Chemistry Profession Act)	Building collaborative, inclusive working relationships. Managing performance and coaching results. Leading change. Thinking strategically and creatively. Creating and nurturing a high performing organization.	Regulation Department/Laboratory Services Division/Luzon and Mindanao
18	Chief Sugar Production & Regulation Officer	366	24	83,406.00	Master's degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	Building collaborative, inclusive working relationships. Managing performance and coaching results. Leading change. Thinking strategically and creatively. Creating and nurturing a high performing organization.	Regulation Department/Sugar Regulation and Enforcement Division/Luzon and Mindanao
19	Chief Sugar Production & Regulation Officer	390	24	83,406.00	Master's degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	Building collaborative, inclusive working relationships. Managing performance and coaching results. Leading change. Thinking strategically and creatively. Creating and nurturing a high performing organization.	Regulation Department/Licensing and Monitoring Division/Visayas

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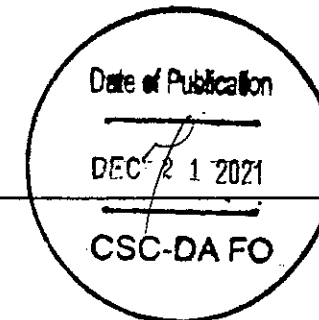
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20	Chief Sugar Production & Regulation Officer	409	24	83,406.00	Master's degree or Certificate in Leadership and Management from CSC	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility	Building collaborative, inclusive working relationships. Managing performance and coaching results. Leading change. Thinking strategically and creatively. Creating and nurturing a high performing organization.	Regulation Department/Sugar Regulation and Enforcement Division/Visayas
21	Chemist V	440	24	83,406.00	Bachelor of Science (BS) in Chemistry or an allied degree with at least sixty (60) units in professional Chemistry subjects/courses	Forty (40) hours of supervisory/management training/ learning and development intervention	Four (4) years of supervisory/management experience	RA 10657 (Chemistry Profession Act)	Building collaborative, inclusive working relationships. Managing performance and coaching results. Leading change. Thinking strategically and creatively. Creating and nurturing a high performing organization.	Regulation Department/Laboratory Services Division/Visayas
22	Attorney IV	21	23	73,811.00	Bachelor of Laws	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080		Legal Department
23	Attorney IV	22	23	73,811.00	Bachelor of Laws	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080		Legal Department
24	Training Specialist III	56	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 Resources and Records Section/Luzon and Mindanao
25	Agriculturist II	217	15	30,531.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant RA 1080		Research Development and Extension Department/Extension Services Division/Luzon and Mindanao
26	Agriculturist II	218	15	30,531.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant RA 1080		Research Development and Extension Department/Extension Services Division/Luzon and Mindanao

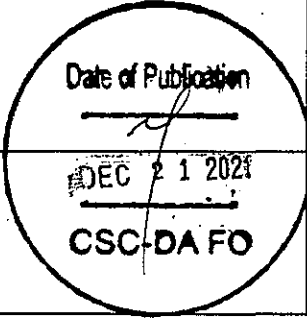


27	Agriculturist II	301	15	30,531.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant RA 1080		Research Development and Extension Department/Extension Services Division/Visayas
28	Agriculturist II	302	15	30,531.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant RA 1080		Research Development and Extension Department/Extension Services Division/Visayas
29	Agriculturist II	303	15	30,531.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant RA 1080		Research Development and Extension Department/Extension Services Division/Visayas
30	Agriculturist II	304	15	30,531.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant RA 1080		Research Development and Extension Department/Extension Services Division/Visayas
31	Agriculturist II	305	15	30,531.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant RA 1080		Research Development and Extension Department/Extension Services Division/Visayas
32	Agriculturist II	306	15	30,531.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant RA 1080		Research Development and Extension Department/Extension Services Division/Visayas



33	Agriculturist II	307	15	30,531.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant RA 1080		Research Development and Extension Department/Extension Services Division/Visayas
34	Agriculturist II	308	15	30,531.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant RA 1080		Research Development and Extension Department/Extension Services Division/Visayas
35	Agriculturist II	309	15	30,531.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant RA 1080		Research Development and Extension Department/Extension Services Division/Visayas
36	Agriculturist II	310	15	30,531.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant RA 1080		Research Development and Extension Department/Extension Services Division/Visayas
36	Agriculturist II	311	15	30,531.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant RA 1080		Research Development and Extension Department/Extension Services Division/Visayas
37	Sugar Production & Regulation Officer II	400	13	25,232.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	Six (6) months of relevant experience	Career Service (Professional) Second Level Eligibility		Regulation Department/Licensing and Monitoring Division/Visayas
38	Sugar Production & Regulation Officer II	402	13	25,232.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	Six (6) months of relevant experience	Career Service (Professional) Second Level Eligibility		Regulation Department/Licensing and Monitoring Division/Visayas
39	Sugar Production & Regulation Officer II	403	13	25,232.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	Six (6) months of relevant experience	Career Service (Professional) Second Level Eligibility		Regulation Department/Licensing and Monitoring Division/Visayas

40	Sugar Production & Regulation Officer II	404	13	25,232.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	Six (6) months of relevant experience	Career Service (Professional) Second Level Eligibility		Regulation Department/Licensing and Monitoring Division/Visayas
41	Sugar Production & Regulation Officer II	405	13	25,232.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	Six (6) months of relevant experience	Career Service (Professional) Second Level Eligibility		Regulation Department/Licensing and Monitoring Division/Visayas
42	Sugar Production & Regulation Officer II***	406	13	25,232.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	Six (6) months of relevant experience	Career Service (Professional) Second Level Eligibility		Regulation Department/Licensing and Monitoring Division/Visayas
43	Sugar Production & Regulation Officer II	407	13	25,232.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	Six (6) months of relevant experience	Career Service (Professional) Second Level Eligibility		Regulation Department/Licensing and Monitoring Division/Visayas
44	Sugar Production & Regulation Officer II***	434	13	25,232.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	Six (6) months of relevant experience	Career Service (Professional) Second Level Eligibility		Regulation Department/Sugar Regulation and Enforcement Division (Visayas)
45	Sugar Production & Regulation Officer II	435	13	25,232.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	Six (6) months of relevant experience	Career Service (Professional) Second Level Eligibility		Regulation Department/Sugar Regulation and Enforcement Division (Visayas)
46	Sugar Production & Regulation Officer II	438	13	25,232.00	Bachelor's degree relevant to the job	Four (4) hours of relevant training	Six (6) months of relevant experience	Career Service (Professional) Second Level Eligibility		Regulation Department/Sugar Regulation and Enforcement Division (Visayas)
47	Cashier I	149	10	19,233.00	Bachelor's degree	None required	None required	Career Service (Sub-Professional) First Level Eligibility		Administrative & Finance Division/Budget and Treasury Section/Visayas
48	Secretary II	48	9	17,975.00	Completion of Two (2) years in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (SubProfessional) First Level Eligibility		Office of the Deputy Administrator for Administration & Finance
49	Secretary II	151	9	17,975.00	Completion of Two (2) years in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (SubProfessional) First Level Eligibility		Office of the Deputy Administrator for Research Development and Extension
50	Secretary II	315	9	17,975.00	Completion of Two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (SubProfessional) First Level Eligibility		Office of the Deputy Administrator for Regulation
51	Buyer III	120	9	17,975.00	Completion of Two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (SubProfessional) First Level Eligibility		Administrative & Finance Department/General Administrative Division/Property/Procurement/Bldg. & Transport Maintenance Section (Visayas)

52	Human Resource Management Assistant	62	8	16,758.00	Completion of Two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (SubProfessional) First Level Eligibility		Administrative & Finance Department/General Administrative Division/Human Resource & Records Section
53	Human Resource Management Assistant	113	8	16,758.00	Completion of Two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (SubProfessional) First Level Eligibility		Administrative & Finance Department/General Administrative Division/Human Resource & Records 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 January 14, 2022.**

1. Fully accomplished Personal Data Sheet (PDS) with attached work experience sheet and recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at 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
hrd_gsd@sra.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.