

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



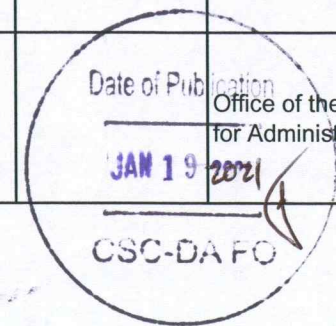
To: CIVIL SERVICE COMMISSION (CSC)

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:

ANITA C. MORTEGA
HRMO

Date: January 15, 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	Sugar Production and Regulation Officer I	347	11	20,754.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/Second Level Eligibility		Licensing & Monitoring Division, Regulation Department/Luzon and Mindanao
2	Cashier I	149	10	19,233.00	Bachelor's degree	None required	None required	Career Service Professional/Second Level Eligibility		Administrative and Finance Department/Finance Division/Budget and Treasury Section - Visayas
3	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



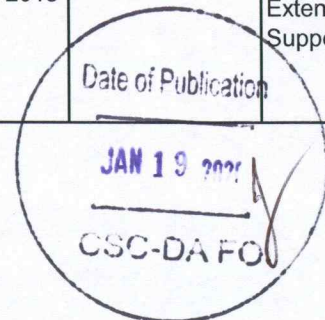
4	Senior Bookkeeper	100	9	17,975.00	Completion of Two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (SubProfessional) First Level Eligibility	Administrative and Finance Department/Accounting Division/Luzon and Mindanao
5	Electrician Foreman	121	9	17,975.00	High School Graduate or Completion of relevant/vocational trade course	Four (4) hours of relevant training	One (1) year of relevant experience	CSC MC No. 10, s. 2013 Cat. II (less than 250 volts)	Administrative and Finance Department/General Administrative Division/Property/Procurement/Bldg & Transport Maintenance Section/Visayas
6	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
7	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
8	Internal Auditing Assistant	4	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	Internal Audit Department
9	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

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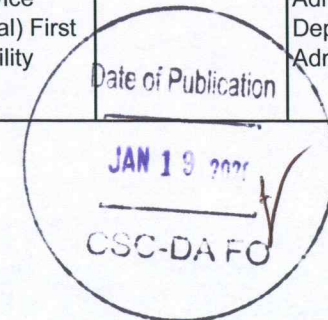
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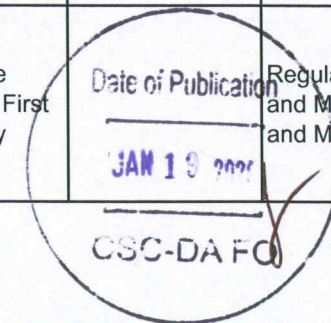
10	Human Resource Management Assistant	113	8	16,758.00	Completion of Two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (SubProfessional) First Level Eligibility		Administrative & Finance Department/General Administrative Division/Human Resource & Records Section/Visayas
11	Bookkeeper***	143	8	16,758.00	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		Administrative and Finance Department/Finance Division/Accounting Section/Visayas
12	Farm Supervisor	174	8	16,758.00	High School Graduate	Four (4) hours of relevant training	One (1) year of relevant experience	CSC MC No. 10, s. 2013 Cat. III		Research Development and Extension Department/Agricultural Support Services Division/Luzon and Mindanao
13	Cash Clerk ***	226	8	16,758.00	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		Research Development and Extension Department/Visayas
14	Property Custodian	227	8	16,758.00	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		Research Development and Extension Department/Visayas
15	Farm Supervisor	235	8	16,758.00	High School Graduate	Four (4) hours of relevant training	One (1) year of relevant experience	CSC MC No. 10, s. 2013 Cat. III		Research Development and Extension Department/Agricultural Support Services Division/Visayas



16	Laboratory Technician II	254	8	16,758.00	Completion of Two (2) years in college	Four (4) hours of relevant training	One (1) year of relevant experience	CSC MC No. 10, s. 2013 Cat. II		Research Development and Extension Department/Agricultural Research Division/Soils Lab/Production Tech and Crop Management Section/Visayas
17	Laboratory Technician II	446	8	16,758.00	Completion of Two (2) years in college	Four (4) hours of relevant training	One (1) year of relevant experience	CSC MC No. 10, s. 2013 Cat. II		Regulation Department/Laboratory Services Division/Visayas
18	Secretary I	27	7	15,738.00	Completion of Two (2) years studies in college	None required	None required	Career Service (SubProfessional) First Level Eligibility		Planning, Policy and Special Projects Department
19	Secretary I	104	7	15,738.00	Completion of Two (2) years studies in college	None required	None required	Career Service (SubProfessional) First Level Eligibility		Administrative and Finance Department/Visayas
20	Secretary I	317	7	15,738.00	Completion of Two (2) years studies in college	None required	None required	Career Service (SubProfessional) First Level Eligibility		Regulation Department/Luzon and Mindanao
21	Secretary I	389	7	15,738.00	Completion of Two (2) years studies in college	None required	None required	Career Service (SubProfessional) First Level Eligibility		Regulation Department/Visayas
22	Clerk III	106	6	14,847.00	Completion of Two (2) years studies in college	None required	None required	Career Service (SubProfessional) First Level Eligibility		Administrative and Finance Department/General Administrative Division/Visayas



23	Clerk III	136	6	14,847.00	Completion of Two (2) years studies in college	None required	None required	Career Service (SubProfessional) First Level Eligibility		Administrative and Finance Department/Finance Division/Visayas
24	Clerk III	176	6	14,847.00	Completion of Two (2) years studies in college	None required	None required	Career Service (SubProfessional) First Level Eligibility		Research Development and Extension Department/Agricultural Support Services Division/Luzon and Mindanao
25	Clerk III	236	6	14,847.00	Completion of Two (2) years studies in college	None required	None required	Career Service (SubProfessional) First Level Eligibility		Research Development and Extension Department/Agricultural Support Services Division/Visayas
26	Clerk III	242	6	14,847.00	Completion of Two (2) years studies in college	None required	None required	Career Service (SubProfessional) First Level Eligibility		Research Development and Extension Department/Agricultural Research Division/Visayas
27	Clerk III	313	6	14,847.00	Completion of Two (2) years studies in college	None required	None required	Career Service (SubProfessional) First Level Eligibility		Research Development and Extension Department/Extension Services Division/Visayas
28	Clerk III***	348	6	14,847.00	Completion of Two (2) years studies in college	None required	None required	Career Service (SubProfessional) First Level Eligibility		Regulation Department/Licensing and Monitoring Division/Luzon and Mindanao



29	Clerk III	361	6	14,847.00	Completion of Two (2) years studies in college	None required	None required	Career Service (SubProfessional) First Level Eligibility		Regulation Department/Laboratory Services Division/Luzon and Mindanao
30	Clerk III	447	6	14,847.00	Completion of Two (2) years studies in college	None required	None required	Career Service (SubProfessional) First Level Eligibility		Regulation Department/Laboratory Services Division-Visayas
31	Clerk III	106	6	14,847.00	Completion of Two (2) years studies in college	None required	None required	Career Service (SubProfessional) First Level Eligibility		Administrative and Finance Department/General Administrative Division/Visayas
32	Driver II	72	4	13,214.00	Elementary School Graduate	None required	None required	CSC MC No. 10, s. 2013 Cat. IV		Administrative and Finance Department/General Administrative Division/Property/Procurement/Bldg & Transport Maintenance Section/Luzon and Mindanao
33	Driver II	73	4	13,214.00	Elementary School Graduate	None required	None required	CSC MC No. 10, s. 2013 Cat. IV		Administrative and Finance Department/General Administrative Division/Property/Procurement/Bldg & Transport Maintenance Section/Luzon and Mindanao

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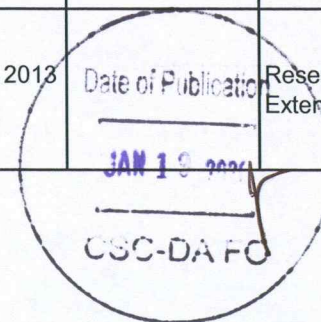
34	Driver II	74	4	13,214.00	Elementary School Graduate	None required	None required	CSC MC No. 10, s. 2013 Cat. IV	Administrative and Finance Department/General Administrative Division/Property/Procurement/Bldg & Transport Maintenance Section/Luzon and Mindanao
35	Driver II	75	4	13,214.00	Elementary School Graduate	None required	None required	CSC MC No. 10, s. 2013 Cat. IV	Administrative and Finance Department/General Administrative Division/Property/Procurement/Bldg & Transport Maintenance Section/Luzon and Mindanao
36	Driver II	76	4	13,214.00	Elementary School Graduate	None required	None required	CSC MC No. 10, s. 2013 Cat. IV	Administrative and Finance Department/General Administrative Division/Property/Procurement/Bldg & Transport Maintenance Section/Luzon and Mindanao
37	Driver II	77	4	13,214.00	Elementary School Graduate	None required	None required	CSC MC No. 10, s. 2013 Cat. IV	Administrative and Finance Department/General Administrative Division/Property/Procurement/Bldg & Transport Maintenance Section/Visayas

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38	Driver II	78	4	13,214.00	Elementary School Graduate	None required	None required	CSC MC No. 10, s. 2013 Cat. IV	Administrative and Finance Department/General Administrative Division/Property/Procurement/Bldg & Transport Maintenance Section/Luzon and Mindanao
39	Driver II	129	4	13,214.00	Elementary School Graduate	None required	None required	CSC MC No. 10, s. 2013 Cat. IV	Administrative and Finance Department/Property/Procurement/Bldg. & Transport Maintenance Section - Visayas
40	Driver II	130	4	13,214.00	Elementary School Graduate	None required	None required	CSC MC No. 10, s. 2013 Cat. IV	Administrative and Finance Department/Property/Procurement/Bldg. & Transport Maintenance Section - Visayas
41	Driver II	180	4	13,214.00	Elementary School Graduate	None required	None required	CSC MC No. 10, s. 2013 Cat. IV	Research Development & Extension Department/Agricultural Support Services Division/Luzon and Mindanao
42	Training Aide	221	4	13,214.00	High School Graduate	None required	None required	CSC MC No. 10, s. 2013 Cat. III	Research Development & Extension Department/Extension Services Division/Luzon and Mindanao
43	Driver II	231	4	13,214.00	Elementary School Graduate	None required	None required	CSC MC No. 10, s. 2013 Cat. IV	Research Development and Extension Department/Visayas



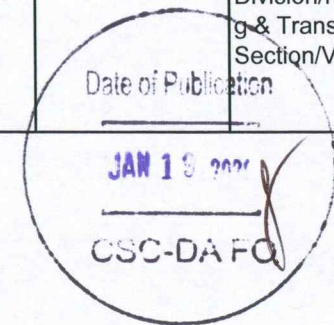
44	Science Aide	257	4	13,214.00	Elementary School Graduate	None required	None required	CSC MC No. 10, s. 2013 Cat. III		Research Development & Extension Department/Soils/Laboratory/Production Technology & Crop Management Section/Visayas
45	Science Aide	273	4	13,214.00	Elementary School Graduate	None required	None required	CSC MC No. 10, s. 2013 Cat. III		Research Development & Extension Department/Variety Improvement & Pest Management Section/Visayas
46	Science Aide	363	4	13,214.00	Elementary School Graduate	None required	None required	CSC MC No. 10, s. 2013 Cat. III		Regulation Department/Laboratory Services Division/Luzon and Mindanao
47	Science Aide	364	4	13,214.00	Elementary School Graduate	None required	None required	CSC MC No. 10, s. 2013 Cat. III		Regulation Department/Laboratory Services Division/Luzon and Mindanao
48	Science Aide	448	4	13,214.00	Elementary School Graduate	None required	None required	CSC MC No. 10, s. 2013 Cat. III		Regulation Department/Laboratory Services Division-Visayas

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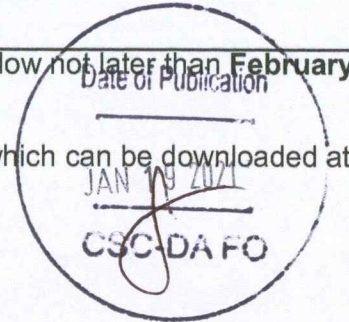
49	Utility Worker II	81	3	12,466.00	Must be able to read and write	None required	None required	CSC MC No. 10, s. 2013 Cat. III	Administrative and Finance Department/General Administrative Division/Property/Procurement/Bldg & Transport Maintenance Section/Luzon and Mindanao
50	Utility Worker II	82	3	12,466.00	Must be able to read and write	None required	None required	CSC MC No. 10, s. 2013 Cat. III	Administrative and Finance Department/General Administrative Division/Property/Procurement/Bldg & Transport Maintenance Section/Luzon and Mindanao
51	Utility Worker II	131	3	12,466.00	Must be able to read and write	None required	None required	CSC MC No. 10, s. 2013 Cat. III	Administrative and Finance Department/General Administrative Division/Property/Procurement/Bldg & Transport Maintenance Section/Visayas



52	Utility Worker II	134	3	12,466.00	Must be able to read and write	None required	None required	CSC MC No. 10, s. 2013 Cat. III	Administrative and Finance Department/General Administrative Division/Property/Procurement/Bldg & Transport Maintenance Section/Visayas
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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 **February 28, 2021**

1. Fully accomplished Personal Data Sheet (PDS) and Work Experience Sheet with 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:

AC Mortega
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.