

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: *[Signature]*  
Date: 19 APR 2024 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:

ATTY. BRANDO D. NOROÑA  
**Deputy Administrator II**

Date: April 19, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Planning Officer V	28	12	98,715.00	Master's degree or Certificate in Leadership and Management from the CSC	Forty (40) hours of supervisory/management learning and development intervention	Four (4) years of supervisory/management experience	Career Service (Professional) Second Level Eligibility		Planning, Policy and Special Projects Department/Planning, Policy and Programming Division/Planning and Policy Research Section
2	Computer Operator IV	36	9	35,326.00	Completion of Two (2) years studies in college or High School Graduate with relevant vocational/trade course	Sixteen (16) hours of relevant training	Three (3) year of relevant experience	Career Service (SubProfessional) First Level Eligibility		Planning, Policy and Special Projects Department/Planning, Policy and Programming Division/MIS Section
3	Buyer IV	69	8	28,024.00	Completion of Two (2) years studies in college	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (SubProfessional) First Level Eligibility		Administrative and Finance Department/General Administrative Division/Property/Procurement/Bldg & Transport Maintenance Section
4	Secretary II	151	7	21,909.00	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 Research Development and Extension

Date of Publication  
19 APR 2024  
CSC-DA FO

5	Farm Supervisor	174	6	20,253.00	High School Graduate	Four (4) hours of relevant training	One (1) year of relevant experience	CSC MC No. 10, s. 2013 Cat. III (None required)	Research Development and Extension Department/Agricultural Support Services Division/Luzon and Mindanao
6	Secretary I	27	5	19,589.00	Completion of Two (2) years studies in college	None required	None required	Career Service (SubProfessional) First Level Eligibility	Planning, Policy and Special Projects Department
7	Clerk III	90	5	18,011.00	Completion of Two (2) years studies in college	None required	None required	Career Service (SubProfessional) First Level Eligibility	Administrative and Finance Department/Budget and Treasury Division/Luzon and Mindanao
8	Clerk III	102	5	18,011.00	Completion of Two (2) years studies in college	None required	None required	Career Service (SubProfessional) First Level Eligibility	Administrative and Finance Department/Accounting Division/Luzon and Mindanao
9	Secretary I	317	5	19,589.00	Completion of Two (2) years studies in college	None required	None required	Career Service (SubProfessional) First Level Eligibility	Regulation Department/Luzon and Mindanao
10	Clerk III	348	5	18,011.00	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
11	Clerk III	361	5	18,011.00	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
12	Science Aide	362	5	16,433.00	Elementary School Graduate	None required	None required	CSC MC No. 10, s. 2013 Cat. III (None required)	Regulation Department/Laboratory Services Division/Luzon and Mindanao
13	Science Aide	365	5	16,433.00	Elementary School Graduate	None required	None required	CSC MC No. 10, s. 2013 Cat. III (None required)	Regulation Department/Laboratory Services Division/Luzon and Mindanao
14	Utility Worker II	79	4	15,262.00	Elementary School Graduate	None required	None required	CSC MC No. 10, s. 2013 Cat. III (None required)	Administrative and Finance Department/General Administrative Division/Property/Procurement/Bldg. & Transport Maintenance Section/Luzon and Mindanao

Date of Publication  
 19 APR 2024  
 CSC-DA FO

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 May 10, 2024.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (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:

**ATTY. BRANDO D. NOROÑA**

Deputy Administrator II

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

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

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**