

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:

f. Mortega
ANITA C. MORTEGA
HRMO III

Date: April 26, 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 | 103 | 14 | 132,247.00 | 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 | Civil 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/Visayas |
| 2 | Department Manager III | 169 | 14 | 132,247.00 | 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 | Civil 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 Luzon and Mindanao |
| 3 | Department Manager III | 222 | 14 | 132,247.00 | 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 | Civil 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 - Visayas |

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|---|--|-----|----|------------|--|--|---|--|---|--|
| 4 | Department Manager III | 388 | 14 | 132,247.00 | 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 | Civil 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 - Visayas |
| 5 | Legal Researcher III | 23 | 11 | 47,777.00 | 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 | | Legal Department |
| 6 | Senior Sugar Production and Regulation Officer | 370 | 11 | 47,777.00 | 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 Regulation and Enforcement Division/Luzon and Mindanao |

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 31, 2022.

1. Fully accomplished Personal Data Sheet (PDS) with attached work experience sheet relevant to the position being applied to, 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:

ANITA C. MORTEGA

HRMO III

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

applicant@sra.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.