

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:

14-Jul-22

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	Senior Bookkeeper	100	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		Administrative and Finance Department/Accounting Division/Luzon and Mindanao
2	Electrician Foreman	121	7	21,909.00	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/Procurem ent/Bldg & Transport Maintenance Section/Visayas
3	Internal Auditing Assistant	4	6	20,253.00	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
4	Bookkeeper	143	6	20,253.00	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

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	Cash Clerk	226	6	20,253.00	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
7	Property Custodian	227	6	20,253.00	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
8	Farm Supervisor	235	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/Visayas
9	Laboratory Technician II	254	6	20,253.00	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
10	Laboratory Technician II	265	6	20,253.00	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 & Extension Department/Agricultural Research Division/Soils Laboratory/Production Technology & Crop Management Section/Visayas
11	Laboratory Technician II	446	6	20,253.00	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. III		Regulation Department/Laboratory Services Division-Visayas
12	Secretary I	27	5	16,433.00	Completion of Two (2) years studies in college	None required	None required	Career Service (SubProfessional) First Level Eligibility		Planning, Policy and Special Projects Department
13	Secretary I	104	5	16,433.00	Completion of Two (2) years studies in college	None required	None required	Career Service (SubProfessional) First Level Eligibility		Administrative and Finance Department/Visayas
14	Secretary I	317	5	16,433.00	Completion of Two (2) years studies in college	None required	None required	Career Service (SubProfessional) First Level Eligibility		Regulation Department/Luzon and Mindanao

15	Secretary I	389	5	16,433.00	Completion of Two (2) years studies in college	None required	None required	Career Service (SubProfessional) First Level Eligibility		Regulation Department/Visayas
16	Clerk III	106	5	16,433.00	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
17	Clerk III	136	5	16,433.00	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
18	Clerk III	176	5	16,433.00	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
19	Clerk III	236	5	16,433.00	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
20	Clerk III	242	5	16,433.00	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
21	Clerk III	313	5	16,433.00	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
22	Clerk III	320	5	16,433.00	Completion of Two (2) years studies in college	None required	None required	Career Service (SubProfessional) First Level Eligibility		Regulation Department/Sugar Transaction Division/Luzon and Mindanao
23	Clerk III	348	5	16,433.00	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
24	Clerk III	361	5	16,433.00	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

25	Clerk III	447	5	16,433.00	Completion of Two (2) years studies in college	None required	None required	Career Service (SubProfessional) First Level Eligibility		Regulation Department/Laboratory Services Division-Visayas
26	Driver II	229	5	16,433.00	Elementary School Graduate	None required	None required	MC No. 10, s. 2013, Cat IV (Professional Driver's License)		Research Development and Extension Department/Visayas
27	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
28	Utility Worker II	80	4	15,262.00	Must be able to read and write	None required	None required	CSC MC No. 10, s. 2013 Cat. III (None required)		Administrative & Finance Department/Property/Procurement/Bldg/Transport Maintenance Section 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 August 15, 2022.

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:

  
ANITA C. MORTEGA

HRMO III

Car Center Bldg., North Avenue, Diliman, C

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

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