



Republic of the Philippines
COOPERATIVE DEVELOPMENT AUTHORITY

Region III Extension Office - MALIKHAIN ST. COR MAHUSAY ST., DIOSDADO,
MACAPAGAL GOVERNMENT CENTER, BARANGAY MAIMPIS, CITY OF SAN
FERNANDO, 2000 PAMPANGA



Interested applicants may send their
applications to hr.r3@cda.gov.ph

Documentary Requirements (scanned or
photocopy):

- Application letter
Indicate specific item number & addressed
to:

CRISTINA H. VILLAMIL
Regional Director

- Duly accomplished Personal Data Sheet
(CSC Form) and attached Work Experience
Sheet
- Updated CV/Resume
- Transcript of Records / Diploma*
- CSC Eligibility Document*
- Employment Certificate/s*
- Training Certificate/s*
- Most recent performance rating**

*Must reflect credentials that meet minimum
qualification standards

**For government employees

Applications with incomplete documentary
requirements will not be accepted.

Equal Employment Opportunity Principle

It is the policy of the CDA to strictly
adhere to the principles of merit,
competence, fitness and equality.
Towards this end, it will implement a
system that will create equal
opportunities for advancement of all
deserving employees of the Authority
regardless of age, sex, sexual
orientation, gender and gender
identity, civil status, disability,
religion, ethnicity, or political
affiliation.

NOTICE OF VACANCY

Position Title : **Attorney III**
Item Number : **CDAB-ATY3-56-2017**
Assignment : **Region III Extension Office**
Salary Grade : **SG 21**
Status : **Permanent**

Qualification Standards

Education : **Bachelor of Laws**
Experience : **1 year of relevant experience**
Training : **4 hours of relevant training**
Eligibility : **RA 1080 (BAR)**

Duties and Responsibilities of the Position

30%	1. Serves as technical and legal adviser upon request of the cooperatives;
30%	2. Draft decisions/rulings/legal opinions and investigation reports in connection to the cooperative regulatory and enforcement program
5%	3. Draft and/or review contracts and agreements entered into by the Authority in connection with the operations of the Authority
5%	4. Draft and/or review of MOA, MOU, and other documents in connection to an effective cooperative program
10%	5. Provide legal advisory concerning admin and personnel matters
10%	6. Draft position papers/comments on pending legislative measures
10%	7. Performs other duties assigned from time to time

Posting Start Date : **May 6, 2022**

Deadline of Submission of Applications : **May 16, 2022**