



# Republic of the Philippines COOPERATIVE DEVELOPMENT AUTHORITY

Region III Extension Office - MALIKHAIN ST. COR MAHUSAY ST., DIOSDADO,  
MACAPAGAL GOVERNMENT CENTER, BARANGAY



Interested applicants may send their applications to [hr.r3@cda.gov.ph](mailto:hr.r3@cda.gov.ph)

Documentary Requirements (scanned or photocopy):

- Application letter  
Indicate specific item number & addressed to:

**Asec. Myrla B. Paradillo**  
Board Member III and  
Acting Administrator

- 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 : Cooperatives Development Specialist II  
Item Number : CDAB-CODES2-129-2017  
Assignment : Region III Extension Office  
Salary Grade : SG 15  
Status : Permanent

### Qualification Standards

Education : Bachelor's degree relevant to the job  
Experience : 1 year of relevant experience  
Training : 4 hours of relevant training  
Eligibility : Career Service (Professional) Second Level Eligibility

### Duties and Responsibilities of the Position

5%	1. Under general supervision, monitor and assists in the development and implementation of cooperatives programs in the area;
45%	2. Perform the regulatory function of the office: a. Conduct inspection and/or assist in the conduct of examination or investigation of cooperatives; b. Conduct validation of cooperatives applying for registration c. Recommends the revitalization of non-compliant cooperatives d. Acts as resource person in the pre-registration seminar and other capacity building activities for cooperatives e. Facilitate the collection of mandatory reports and issuance of COC f. Recommends cooperative approaches, techniques, guidelines and standards;
45%	3. Performs the developmental function of the office: a. Facilitate in the networking and linking, project proposal preparation/identification b. Recommends the dissolution proceedings to non-compliant cooperatives c. Represents the regional office with the partners in cooperative development d. Assists in the integration of cooperative development plan in the local plans e. Prepare and update the profile of cooperatives; f. Provide technical assistance to cooperatives (mentoring, cliniquing and advisory services); g. Assists in the data gathering to facilitate research studies and other initiatives; h. Coordinates with LGUs and partners for cooperative development i. Promote and assist in the creation of Cooperative Development Office and capacity building thereof j. Organize/strengthen/rehabilitate the cooperative development council k. Attend to invitation of cooperative activities in the area; l. Assists in promoting goodwill and public relations between the Authority and other agencies and nongovernment organizations/people's organizations, and the academe in the area; and
5%	4. Performs other relevant duties and responsibilities assigned from time to time.

Posting Start Date : January 21, 2022

Deadline of Submission of Applications : January 31, 2022





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## NOTICE OF VACANCY

Position Title : Cooperatives Development Specialist II  
Item Number : CDAB-CODES2-39-2018  
Assignment : Region III Extension Office  
Salary Grade : SG 15  
Status : Permanent

### Qualification Standards

Education : Bachelor's degree relevant to the job  
Experience : 1 year of relevant experience  
Training : 4 hours of relevant training  
Eligibility : Career Service (Professional) Second Level Eligibility

### Duties and Responsibilities of the Position

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## NOTICE OF VACANCY

Position Title : Cooperatives Development Specialist II  
Item Number : CDAB-CODES2-110-2017  
Assignment : Region III Extension Office  
Salary Grade : SG 15  
Status : Permanent

### Qualification Standards

Education : Bachelor's degree relevant to the job  
Experience : 1 year of relevant experience  
Training : 4 hours of relevant training  
Eligibility : Career Service (Professional) Second Level Eligibility

### Duties and Responsibilities of the Position

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## NOTICE OF VACANCY

Position Title : Cooperatives Development Specialist II  
Item Number : CDAB-CODES2-112-2017  
Assignment : Region III Extension Office  
Salary Grade : SG 15  
Status : Permanent

### Qualification Standards

Education : Bachelor's degree relevant to the job  
Experience : 1 year of relevant experience  
Training : 4 hours of relevant training  
Eligibility : Career Service (Professional) Second Level Eligibility

### Duties and Responsibilities of the Position

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## NOTICE OF VACANCY

Position Title : Cooperatives Development Specialist II  
Item Number : CDAB-CODES2-115-2017  
Assignment : Region III Extension Office  
Salary Grade : SG 15  
Status : Permanent

### Qualification Standards

Education : Bachelor's degree relevant to the job  
Experience : 1 year of relevant experience  
Training : 4 hours of relevant training  
Eligibility : Career Service (Professional) Second Level Eligibility

### Duties and Responsibilities of the Position

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## NOTICE OF VACANCY

Position Title : Cooperatives Development Specialist II  
Item Number : CDAB-CODES2-116-2017  
Assignment : Region III Extension Office  
Salary Grade : SG 15  
Status : Permanent

### Qualification Standards

Education : Bachelor's degree relevant to the job  
Experience : 1 year of relevant experience  
Training : 4 hours of relevant training  
Eligibility : Career Service (Professional) Second Level Eligibility

### Duties and Responsibilities of the Position

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## NOTICE OF VACANCY

Position Title : Cooperatives Development Specialist II  
Item Number : CDAB-CODES2-122-2017  
Assignment : Region III Extension Office  
Salary Grade : SG 15  
Status : Permanent

### Qualification Standards

Education : Bachelor's degree relevant to the job  
Experience : 1 year of relevant experience  
Training : 4 hours of relevant training  
Eligibility : Career Service (Professional) Second Level Eligibility

### Duties and Responsibilities of the Position

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Item Number : CDAB-CODES2-123-2017  
Assignment : Region III Extension Office  
Salary Grade : SG 15  
Status : Permanent

### Qualification Standards

Education : Bachelor's degree relevant to the job  
Experience : 1 year of relevant experience  
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### Duties and Responsibilities of the Position

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Position Title : Cooperatives Development Specialist II  
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Status : Permanent

### Qualification Standards

Education : Bachelor's degree relevant to the job  
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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 : Cooperatives Development Specialist II  
Item Number : CDAB-CODES2-135-2017  
Assignment : Region III Extension Office  
Salary Grade : SG 15  
Status : Permanent

### Qualification Standards

Education : Bachelor's degree relevant to the job  
Experience : 1 year of relevant experience  
Training : 4 hours of relevant training  
Eligibility : Career Service (Professional) Second Level Eligibility

### Duties and Responsibilities of the Position

5%	1. Under general supervision, monitor and assists in the development and implementation of cooperatives programs in the area;
45%	2. Perform the regulatory function of the office: a. Conduct inspection and/or assist in the conduct of examination or investigation of cooperatives; b. Conduct validation of cooperatives applying for registration c. Recommends the revitalization of non-compliant cooperatives d. Acts as resource person in the pre-registration seminar and other capacity building activities for cooperatives e. Facilitate the collection of mandatory reports and issuance of COC f. Recommends cooperative approaches, techniques, guidelines and standards;
45%	3. Performs the developmental function of the office: a. Facilitate in the networking and linking, project proposal preparation/identification b. Recommends the dissolution proceedings to non-compliant cooperatives c. Represents the regional office with the partners in cooperative development d. Assists in the integration of cooperative development plan in the local plans e. Prepare and update the profile of cooperatives; f. Provide technical assistance to cooperatives (mentoring, cliniquing and advisory services); g. Assists in the data gathering to facilitate research studies and other initiatives; h. Coordinates with LGUs and partners for cooperative development i. Promote and assist in the creation of Cooperative Development Office and capacity building thereof j. Organize/strengthen/rehabilitate the cooperative development council k. Attend to invitation of cooperative activities in the area; l. Assists in promoting goodwill and public relations between the Authority and other agencies and nongovernment organizations/people's organizations, and the academe in the area; and
5%	4. Performs other relevant duties and responsibilities assigned from time to time.

Posting Start Date : January 21, 2022

Deadline of Submission of Applications : January 31, 2022





# Republic of the Philippines COOPERATIVE DEVELOPMENT AUTHORITY

Region III Extension Office - MALIKHAIN ST. COR MAHUSAY ST., DIOSDADO,  
MACAPAGAL GOVERNMENT CENTER, BARANGAY



Interested applicants may send their applications to [hr.r3@cda.gov.ph](mailto:hr.r3@cda.gov.ph)

Documentary Requirements (scanned or photocopy):

- Application letter  
Indicate specific item number & addressed to:

**Asec. Myrla B. Paradillo**  
Board Member III and  
Acting Administrator

- 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

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## NOTICE OF VACANCY

Position Title : Cooperatives Development Specialist II  
Item Number : CDAB-CODES2-142-2017  
Assignment : Region III Extension Office  
Salary Grade : SG 15  
Status : Permanent

### Qualification Standards

Education : Bachelor's degree relevant to the job  
Experience : 1 year of relevant experience  
Training : 4 hours of relevant training  
Eligibility : Career Service (Professional) Second Level Eligibility

### Duties and Responsibilities of the Position

5%	1. Under general supervision, monitor and assists in the development and implementation of cooperatives programs in the area;
45%	2. Perform the regulatory function of the office: a. Conduct inspection and/or assist in the conduct of examination or investigation of cooperatives; b. Conduct validation of cooperatives applying for registration c. Recommends the revitalization of non-compliant cooperatives d. Acts as resource person in the pre-registration seminar and other capacity building activities for cooperatives e. Facilitate the collection of mandatory reports and issuance of COC f. Recommends cooperative approaches, techniques, guidelines and standards;
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