



Republic of the Philippines

# COOPERATIVE DEVELOPMENT AUTHORITY

Region III Extension Office - Malikhain St., Cor. Mahusay St., Diosdado Macapagal Government Center, Brgy. Maimpis, City Of San Fernando, Pampanga



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

Documentary Requirements (scanned or photocopy):

- Application letter  
*Indicate specific item number & addressed to:*

**MARIETA P. HWANG**  
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 AT LEAST the 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 : **Senior Cooperatives Development Specialist**  
 Item Number : **CDAB-SRCDS-43-2017**  
 Assignment : **Region III Extension Office**  
 Salary Grade : **SG 18 (₱ 49,015.00)**  
 Status : **Permanent**

### Qualification Standards

Education : **Bachelor's degree relevant to the job**  
 Experience : **2 years of relevant experience**  
 Training : **8 hours of relevant training**  
 Eligibility : **Career Service (Professional) Second Level Eligibility**

### Duties and Responsibilities of the Position

30%	1. Under general supervision, assists in providing efficient and accurate assessing and processing of applications and other documents for registration in accordance with the policies, procedures and standards of the agency
10%	2. Recommends improvement of guidelines and processes on registration;
30%	3. Perform a full range of administrative functions on registration including handling inquiries
	a. Provides technical assistance to clients and agencies;
	b. Coordinates the conduct Pre Registration Orientation Seminar to proposed cooperatives;
	c. Prepares reply to inquiries received and acknowledgement of communications received;
	d. Prepares Training Designs on proposed seminar, conferences, workshops and training of the personnel assign in the registration division;
	f. Assists in the preparation of work and financial plan;
	g. Provides assistance on the requested certified true copy of registration documents;
	h. Supervises the performance of direct reports;
20%	4. Update the registry of cooperatives monthly
10%	5. Performs other duties assigned from time to time;

Posting Start Date : **August 13, 2024**

Deadline of Submission of Applications: : **August 23, 2024**