



Interested applicants may send their applications to hr.r6@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*
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- Employment Certificate/s*
- Training Certificate/s*
- Most recent performance rating**

**Must reflect credentials that meet minimum qualification standards*

***For government employees*

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Equal Employment Opportunity Principle

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NOTICE OF VACANCY

Position Title : **Administrative Assistant II**
 Item Number : **CDAB-ADAS2-53-2017**
 Assignment : **Region VI Extension Office**
 Salary Grade : **SG 8**
 Status : **Permanent**

Qualification Standards

Education : **Completion of 2 years studies in college**
 Experience : **1 year of relevant experience**
 Training : **4 hours of relevant training**
 Eligibility : **Relevant MC 11, s. 1996, Career Service (Subprofessional) First Level Eligibility**

Duties and Responsibilities of the Position

30%	1. Performs frontline services for the Office of the Regional Director, including, but not limited to the accommodation of visitors, management of scheduled appointments, and answering of phone calls;
20%	2. Drafts relevant routine correspondences, transactions and requests
20%	3. Performs various technical and administrative duties such as preparation of reports, and other presentation materials;
20%	4. Manage and distribute information within the office, file/maintain memorandum and other files;
10%	5. Performs other related duties that assigned from time to time.

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NOTICE OF VACANCY

Position Title : **Administrative Assistant II (Bookkeeper)**
 Item Number : **CDAB-ADAS2-52-2017**
 Assignment : **Region VI Extension Office**
 Salary Grade : **SG 8**
 Status : **Permanent**

Qualification Standards

Education : **Completion of 2 years studies in college**
 Experience : **1 year of relevant experience**
 Training : **4 hours of relevant training**
 Eligibility : **Relevant MC 11, s. 1996, Career Service (Subprofessional) First Level Eligibility**

Duties and Responsibilities of the Position

25%	1. Update the journal and posts all accounting entries to the ledgers and indices
10%	2. Prepares vouchers for remittances
10%	3. Process the claims as to completeness of documents attached
10%	4. Assists in the preparation of periodic accountability reports;
10%	5. Encode online DBM, BIR and other reports
10%	6. Checks and posts the liquidation of cash advances;
20%	7. Maintains the safekeeping of all books of accounts and other accounting documents for easy reference; and,
5%	8. Performs other related duties that assigned from time to time.

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NOTICE OF VACANCY

Position Title : **Cooperatives Development Specialist II**
 Item Number : **CDAB-CODES2-262-2017**
 Assignment : **Region VI 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 non-government organizations/people's organizations, and the academe in the area; and
5%	4. Performs other relevant duties and responsibilities assigned from time to time.

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NOTICE OF VACANCY

Position Title : **Cooperatives Development Specialist II**
 Item Number : **CDAB-CODES2-260-2017**
 Assignment : **Region VI 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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 non-government organizations/people's organizations, and the academe in the area; and
5%	4. Performs other relevant duties and responsibilities assigned from time to time.

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NOTICE OF VACANCY

Position Title : **Administrative Officer III (Cashier II)**
 Item Number : **CDAB-ADOF3-10-2021**
 Assignment : **Region VI Extension Office**
 Salary Grade : **SG 14**
 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

30%	1. Under general supervision; supervises, accounts for and is responsible for the receipt, custody and disbursement of funds and accountable forms;
20%	2. Receives and deposits all cash and cheque collection;
10%	3. Pay/remit obligations to payee
15%	4. Sign, endorse and approve the cashing and acceptances of commercial checks, treasury and warrant and money orders;
10%	5. Disburse funds or cash advances for the payment of salaries and other expenses;
10%	6. Reviews and submits all correspondence and reports of collections and disbursement; and
5%	7. Performs other related duties that assigned from time to time.

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NOTICE OF VACANCY

Position Title : **Cooperatives Development Specialist II**
 Item Number : **CDAB-CODES2-246-2017**
 Assignment : **Region VI 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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 non-government organizations/people's organizations, and the academe in the area; and
5%	4. Performs other relevant duties and responsibilities assigned from time to time.

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NOTICE OF VACANCY

Position Title : **Cooperatives Development Specialist II**
 Item Number : **CDAB-CODES2-244-2017**
 Assignment : **Region VI 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: <ul style="list-style-type: none"> 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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NOTICE OF VACANCY

Position Title : **Accountant II**
 Item Number : **CDAB-A2-11-2021**
 Assignment : **Region VI Extension Office**
 Salary Grade : **SG 16**
 Status : **Permanent**

Qualification Standards

Education : **Bachelor's degree in Commerce/Business Administration major in Accounting**
 Experience : **1 year of relevant experience**
 Training : **4 hours of relevant training**
 Eligibility : **RA 1080 (CPA)**

Duties and Responsibilities of the Position

20%	1. Under general supervision, directs and supervises the proper recording of financial transactions of the Authority;
5%	2. Coordinates the proper recording and accounting of financial transactions of the Central Office and all regional offices;
5%	3. Ensures compliance to financial policies with regards to payment of expenditures;
5%	4. Ascertains that accounting and auditing rules and regulations are properly observed;
7%	5. Prepares and submits financial reports for the Authority as maybe required by proper authorities;
5%	6. Ensures fairness, timeliness and completeness of financial reports;
7%	7. Ensures that expenditures, income and other financial transactions are recorded in the books of accounts;
7%	8. Ensures strict compliance to financial reporting standards in the recording of financial transactions;
5%	9. Consolidates financial reports of the Central Office and regional office;
5%	10. Analyzes, reviews and processes financial transactions and other supporting documents to determine the completeness of requirements;
3%	11. Certifies to the Availability of Funds;
5%	12. Certifies the correctness of vouchers, journals, trial balances and other financial statements and records;
3%	13. Reviews withholding and remittance of taxes;
4%	14. Coordinates with the Budget Officer on the preparation of the Annual Budget of the Regional Office and the Work and Financial Plan;
3%	15. Reviews the payroll including its deductions for various remittances prepared by the HR Team before processing to ensure its correctness.
3%	16. Supervises the performance of direct reports;
3%	17. Responsible for the discipline and efficiency of personnel under supervision; and
5%	18. Performs other duties assigned relative to position.

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NOTICE OF VACANCY

Position Title : **Supervising Cooperatives Development Specialist**
 Item Number : **CDAB-SVCDS-38-2017**
 Assignment : **Region VI Extension Office**
 Salary Grade : **SG 22**
 Status : **Permanent**

Qualification Standards

Education : **Bachelor's degree relevant to the job**
 Experience : **3 years of relevant experience**
 Training : **16 hours of relevant training**
 Eligibility : **Career Service (Professional) Second Level Eligibility**

Duties and Responsibilities of the Position

35%	1. Under general supervision, performs supervisory guidance in the formulation and implementation of cooperative programs;
5%	2. Advises and assists in evolving effective mechanisms and methods for cooperatives development;
5%	3. Advises and assists in formulating development guidelines in the implementation of cooperative programs;
10%	4. Provides supervisory guidance in the formulation of the workable methods, techniques, approaches and guidelines for cooperative development programs;
5%	5. Advises and assists evaluation of cooperative development programs and guidelines in determining their effectiveness and recommends shifts or modification whenever necessary;
5%	6. Facilitates the formation/organization/strengthening and monitoring of Regional Clustered Organizations as an effective mechanism of consultation
10%	6. Plans, directs, supervises and reviews the work and activities of direct reports at the region and exercises functional supervision over field operating units regarding cooperative programs;
10%	7. Provide coaching and/or mentoring services to direct reports in the performance of their duties and responsibilities;
10%	8. Directly and specifically supervises the field operations in the region and
5%	9. Does related work assigned from time to time

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