



Republic of the Philippines COOPERATIVE DEVELOPMENT AUTHORITY

Region V Extension Office - CIVIC CENTER COMPOUND, DAYANGDANG, NAGA CITY (MARIA CRISTINA ST., CORNER MAYON AVE. EXTENSION, NAGA CITY)



Interested applicants may send their applications to r5.hr@cda.gov.ph

Documentary Requirements (scanned or photocopy):

- Application letter
Indicate specific item number & addressed to:

DIR. SALVADOR V. VALEROSO
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 : **Senior Cooperatives Development Specialist**
Item Number : **CDAB-SRCDS-29-2018**
Assignment : **Region V Extension Office**
Salary Grade : **SG 18**
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

20%	1. Under general supervision, assists in the implementation of cooperative regulatory programs concerning supervision and examination of cooperatives;
5%	2. Recommends cooperative approaches, techniques, guidelines and standards on supervision and examination of cooperatives;
10%	3. Supervises the conduct of examination to cooperatives;
15%	4. Reviews and Submits Report on the status of cooperatives as to its compliance, the result of examination of cooperatives, and recommends appropriate actions to improve compliance thereof;
10%	5. Reviews, consolidates and analyzes inspection reports and financial statements of cooperatives;
5%	6. Supervises the issuance of Certificate of Compliance and notice of non-compliance
5%	7. Recommends to the Legal Section the issuance of show cause order to the cooperatives
5%	8. Supervises the data updating in the CDA on-line systems within the regulatory concern of the agency;
5%	9. Reviews the status of cooperative using the tagging form
5%	10. Provides technical advises/assistance to clients;
5%	11. Supervises the conduct of orientation seminar on reportorial requirements;
5%	12. Supervises the performance of direct reports;
5%	13. Performs such other functions assigned from time to time.

Posting Start Date : **May 26, 2022**

Deadline of Submission of Applications: : **June 5, 2022**