



Republic of the Philippines

# COOPERATIVE DEVELOPMENT AUTHORITY

Region X Extension Office - Macapagal Drive-Crossing Canitoan, Zone 2,  
Barangay Canitoan, Cagayan De Oro City



Interested applicants may send their applications to [r10.hr@cda.gov.ph](mailto:r10.hr@cda.gov.ph)

Documentary Requirements (scanned or photocopy):

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

**AMINODEN A. ELIAS**  
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-69-2017**  
 Assignment : **Region X Extension Office**  
 Salary Grade : **SG 18 (P 46,725.00)**  
 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

20%	1. Under the general supervision, assists in the development and implementation of cooperative development programs concerning research, information and training;
5%	2. Formulates, conducts research studies as well as the utilization of research outputs for the viability and growth of cooperatives as well as the improvement of living standard of their members
5%	3. Implements strategic intervention policies for cooperative development based on research studies.
5%	4. Formulates, coordinates and integrates advocacy strategy with the communications strategy to increase the standing and awareness of CDA programs and projects with clients, partners agencies, and the public
10%	5. Program coordination and collaboration with public and private sectors, including academe and media
5%	6. Develops a sound communication plan and the tools needed to disseminate information among all the stakeholders
10%	7. Plan, implement and monitor the formulated strategies and activities necessary to carry out the information and advocacy agenda of the agency, including the advocacy, concept and principles of cooperativism
10%	8. Initiate the development and conduct of management and training programs that will provide members of cooperatives with the entrepreneurial capabilities, managerial expertise, and technical skills required for efficient operation, including the business continuity plan of the cooperatives
5%	9. Evaluates the application and monitors the implementation of the Accreditation Program of the agency;
5%	10. Implements standards in the provision of technical and professional assistance to cooperatives to ensure the effectiveness of such assistance;
10%	11. Facilitates the formation/organization/strengthening and monitoring of cooperative development councils in the municipal, city, provincial and regional levels in order to provide the cooperative movement a system for policy consultation and program coordination.
5%	12. Provides technical guidance and exercises supervision over subordinate personnel;
5%	13. Performs such other duties assigned from time to time.

Posting Start Date : **October 24, 2023**

Deadline of Submission of Applications: : **November 3, 2023**