



Republic of the Philippines

COOPERATIVE DEVELOPMENT AUTHORITY

NCR Extension Office – L/G Floor, Edsa Grand Residences No. 75
Corregidor Street corner EDSA, Barangay Ramon Magsaysay, Quezon City 1105



International Year
of Cooperatives

Cooperatives Build a Better World

Interested applicants may send their
applications: ncr.hr@cda.gov.ph

Documentary Requirements (scanned or
photocopy):

- Application Letter
Indicate specific item number & addressed to:

DIR. PEDRO T. DEFENSOR, JR.
Regional Director

- Fully accomplished UNDER OATH Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with required Work Experience Sheet (WES);
- **Performance rating in the last rating period (if applicable);
- Photocopy of authenticated certificate or eligibility/rating/license
- Photocopy of Transcript of Records (TOR);
- Photocopy of Transcript Diploma;
- Photocopy of Employment of Certificates as stated in PDS;
- Photocopy of relevant training and seminar certificates, indicating number of training hours as reflected in the PDS.

****For government employees**

Applications with incomplete documentary
requirements will not be accepted.

Equal Employment Opportunity Principle

This office highly encourages all
interested and qualified applicants
including persons with disability
(PWD), members of the Indigenous
Communities, and those from any
Sexual Orientation and Gender
Identity (SOGI) to apply.

NOTICE OF VACANCY

Position Title : **ADMINISTRATIVE ASSISTANT II**
Item Number : **CDAB-ADAS2-31-2017**
Assignment : **NCR Extension Office**
Salary Grade : **SG 8 (P 21,448.00)**
Status : **Permanent**

Qualification Standards

Education : **Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course**
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.

Posting Start Date : **July 11, 2025**

Deadline of Submission of Applications: : **July 21, 2025**