



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 : **Cooperatives Development Specialist II**
Item Number : **CDAB-CODES2-39-2017**
Assignment : **NCR Extension Office**
Salary Grade : **SG 15 (P 40,208.00)**
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:
45%	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;
	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, clinquing 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 nongovernment organizations/people's organizations, and the academe in the area; and
5%	4. Performs other relevant duties and responsibilities assigned from time to time.

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

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