



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 : **Senior Cooperatives Development Specialist**
Item Number : **CDAB-SRCDS-34-2017**
Assignment : **NCR Extension Office**
Salary Grade : **SG 18 (P 51,304.00)**
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

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|-----|---|
| 20% | 1. Under the general supervision, assists in the development and implementation of cooperative development programs concerning project and development assistance needed by cooperatives; |
| 5% | 2. Recommends cooperative approaches, techniques, guidelines and standards on project development; |
| 10% | 3. Collaborates with concerned agencies that can provide technical, professional, marketing assistance including trainings on transfer of technology and giving special concern to agrarian reform, agriculture, fishery and the economically depressed sectors; |
| 10% | 4. Coordinates with other government agencies, NGOs and foreign institutions for possible financial and other forms of assistance to promote the viability of cooperatives; |
| 10% | 5. Coordinate with the provincial, city, or municipal cooperative offices the adoption and implementation of national plans, programs and policies of cooperative development, and to establish partnership in the promotion organization, and development of cooperatives within the jurisdiction of the local government units; |
| 5% | 6. Coordinates with research personnel in the formulation of research problems and the utility of research studies evaluation on cooperative operations; |
| 5% | 7. Develops and recommends training for the improvement of managerial capabilities of cooperative officials; |
| 5% | 8. Reviews and Evaluates Feasibility Studies and Project Proposals; |
| 10% | 9. Monitors and assesses the implementation of f cooperative projects in the Region, |
| 5% | 10. Assists in the implementation and monitoring of the Philippine Cooperative Development Plan; |
| 5% | 11. Provides technical guidance and exercises supervision over subordinate personnel; |
| 5% | 12. Monitors personnel employee productivity and providing constructive feedback and coaching |
| 5% | 13. Performs such other duties assigned from time to time. |

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

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