



Republic of the Philippines

COOPERATIVE DEVELOPMENT AUTHORITY

NCR Extension Office - L/G Edsa Grand Residences, No. 75 Corregidor St.,
corner EDSA, Brgy. Ramon Magsaysay, Quezon City



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

Documentary Requirements (scanned or photocopy):

- Application letter
Indicate specific item number & addressed to:

PEDRO T. DEFENSOR, JR.
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 : **Administrative Assistant II**
 Item Number : **CDAB-ADAS2-31-2017**
 Assignment : **NCR Extension Office**
 Salary Grade : **SG 8 (₱ 20,534.00)**
 Status : **Permanent**

Qualification Standards

Education : **Completion of two-year 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 : **October 16, 2024**

Deadline of Submission of Applications: : **October 26, 2024**