



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 : **Cooperatives Development Specialist I**
 Item Number : **CDAB-CODES1-34-2018**
 Assignment : **NCR Extension Office**
 Salary Grade : **SG 11 (₱ 28,512.00)**
 Status : **Permanent**

Qualification Standards

Education : **Bachelor's degree relevant to the job**
 Experience : **None required**
 Training : **None required**
 Eligibility : **Career Service (Professional) Second Level Eligibility**

Duties and Responsibilities of the Position

20%	1. Under general supervision, shall provide administrative services to the Section such as keeping of incoming and outgoing documents
10%	2. Accepts and acknowledges receipt of the CSF documents and evaluate the completeness of the same.
10%	3. Keeps, maintains and updates the membership registry of CSF cooperatives
15%	4. Assists in the conduct of regular inspection and/or examination of CSF cooperatives
10%	5. Prepares and submits report relative to the inspections and examinations conducted;
10%	6. Assists in the provision of technical assistance and in proposing for the needed training programs, learning interventions, and advocacy activities
10%	7. Reviews documents required for the issuance of Certificate of Compliance
10%	8. Acts as custodian of all documents and records of CSF cooperatives
5%	9. Performs other relevant duties and responsibilities assigned from time to time.

Posting Start Date : **October 16, 2024**

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