



Republic of the Philippines

# COOPERATIVE DEVELOPMENT AUTHORITY

SPMC Compound, Friendship Road, Dumanlas, Buhangin, Davao City



Interested applicants may send their applications to [r11.hr@cda.gov.ph](mailto:r11.hr@cda.gov.ph)

Documentary Requirements (scanned or photocopy):

- Application letter  
Indicate specific item number & addressed to:

**GLENN S. GARCIA, MGM**  
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 II**  
Item Number : **CDAB-CODES2-48-2018**  
Assignment : **Region XI Extension Office**  
Salary Grade : **SG 15 (P 36,619.00)**  
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**

20%	1. Under general supervision, monitor the compliance of cooperatives on administrative requirements and recommend issuance of notice of non-compliance to the cooperatives;
7%	2. Consolidates the reports on TIMTA compliance submitted by the Extension Offices for submission to BIR;
7%	3. Conducts examination and/ investigation of cooperatives;
5%	4. Prepares examination report.
5%	5. Gives technical advises/assistance to clients
7%	6. Evaluate the mandatory reports submitted by cooperative
3%	7. Prepares the tagging form as to the status of the cooperatives
3%	8. Prepares and Submits Report on the status of cooperatives as to its compliance and result of examination/investigation of cooperatives;
5%	9. Assist in the Conduct of inspection of Large cooperative (as a member of the Team Inspectorate);
3%	10. Consolidates inspection reports;
5%	11. Reviews and analyze the consolidated inspection/examination report;
3%	12. Determine the reasons why the cooperatives are not compliant;
3%	13. Evaluates, analyze and recommend appropriate actions to improve compliance of cooperatives;
3%	14. Identify cooperatives which will be issued with show cause order for non-submission of mandatory reports despite notice of non-submission or If found in violation of cooperative laws, rules and regulations;
2%	15. Conducts evaluation on application of condonation of fines and penalties for micro cooperatives;
4%	16. Recommends to the Legal Division for the issuance of show cause order to the cooperatives for non-submission of required reports despite notice of non-submission or if found in violation of cooperative laws, rules and regulations;
3%	17. Prepares the tagging form as to the status of the cooperatives;
2%	18. Conducts forum on reportorial requirements;
2%	19. Edits the data on CDA on-line systems etc.
3%	20. Gives technical advises/assistance to clients;
2%	21. Regular submission of reports and assessments;
3%	22. Performs such other functions assigned from time to time.

Posting Start Date : **September 21, 2023**

Deadline of Submission of Applications: : **October 1, 2023**