



Republic of the Philippines

# COOPERATIVE DEVELOPMENT AUTHORITY

Region XIII Extension Office - 3/F Balebria Bldg., Pili Drive, Dagohoy 8600  
Butuan City



Interested applicants may send their applications to [r13.hr@cda.gov.ph](mailto:r13.hr@cda.gov.ph)

Documentary Requirements (scanned or photocopy):

- Application letter  
*Indicate specific item number & addressed to:*

**MONATAO HONEYA R. ALAWI**  
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 : **Supervising Cooperatives Development Specialist**

Item Number : **CDAB-SVCDS-45-2017**

Assignment : **Region XIII Extension Office**

Salary Grade : **SG 22 (P 71,511.00)**

Status : **Permanent**

### Qualification Standards

Education : **Bachelor's degree relevant to the job**

Experience : **3 years of relevant experience**

Training : **16 hours of relevant training**

Eligibility : **Career Service (Professional) Second Level Eligibility**

### Duties and Responsibilities of the Position

35%	1. Under general supervision, performs supervisory guidance in the formulation and implementation of cooperative programs;
5%	2. Advises and assists in evolving effective mechanisms and methods for cooperatives development;
5%	3. Advises and assists in formulating development guidelines in the implementation of cooperative programs;
10%	4. Provides supervisory guidance in the formulation of the workable methods, techniques, approaches and guidelines for cooperative development programs;
5%	5. Advises and assists evaluation of cooperative development programs and guidelines in determining their effectiveness and recommends shifts or modification whenever necessary;
5%	6. Facilitates the formation/organization/strengthening and monitoring of Regional Clustered Organizations as an effective mechanism of consultation
10%	6. Plans, directs, supervises and reviews the work and activities of direct reports at the region and exercises functional supervision over field operating units regarding cooperative programs;
10%	7. Provide coaching and/or mentoring services to direct reports in the performance of their duties and responsibilities;
10%	8. Directly and specifically supervises the field operations in the region and
5%	9. Does related work assigned from time to time

Posting Start Date : **December 11, 2023**

Deadline of Submission of Applications: : **December 21, 2023**