



Republic of the Philippines
COOPERATIVE DEVELOPMENT AUTHORITY

Region XII Extension Office - 2F CHRLDC Bldg., Apo Sandawa Homes Phase III,
Kidapawan City



Interested applicants may send their applications to r12.hr@cda.gov.ph

Documentary Requirements (scanned or photocopy):

- Application letter
Indicate specific item number & addressed to:

Dir. Elma R. Oguis
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 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 (Human Resource Management Assistant)**
Item Number : **CDAB-ADAS2-72-2017**
Assignment : **Region XII Extension Office**
Salary Grade : **SG 8 (P 18,998.00)**
Status : **Permanent**

Qualification Standards

Education : **Completion of two years studies in college**
Experience : **1 year of relevant experience**
Training : **4 hours of relevant training**
Eligibility : **Career Service (Subprofessional) First Level Eligibility**

Duties and Responsibilities of the Position

10%	1. Under general supervision, reviews appointment papers as to the correctness and completeness of the documents
20%	2. Prepares payroll, vouchers and list of employees deductions for remittances
20%	3. Updates, secure and maintain 201 File, DTR, leave credits, IDPs, etc by all personnel
5%	4. Prepare, conduct and monitor annual Learning Development program
5%	5. Acts as liaison to CSC and responsible on posting of vacancies, authentication of documents prior to issuance of appointment;
5%	6. Submission of appointments to Head Office with supporting documents and transmittal;
5%	7. Keeps and maintains records of data files stored on a removable media and kept in library for historical purposes or subsequent processing cycles.
5%	8. Records and forwards outgoing/incoming communications;
10%	9. Assist in the processes of application for leave, retirement, insurance and fringe benefits for property and legality;
5%	10. Computes amounts due and prepares action for approval and signature of higher officials;
5%	11. Prepares necessary reports; and
5%	12. Performs other related duties that assigned from time to time.

Posting Start Date : **November 23, 2022**

Deadline of Submission of Applications: : **December 3, 2022**