



Republic of the Philippines  
**COOPERATIVE DEVELOPMENT AUTHORITY**

Region V Extension Office - CIVIC CENTER COMPOUND, MARIA CRISTINA ST.,  
 DAYANGDANG, NAGA CITY



Interested applicants may send their applications to [r5.hr@cda.gov.ph](mailto:r5.hr@cda.gov.ph)

Documentary Requirements (scanned or photocopy):

- Application letter  
 Indicate specific item number & addressed to:

**DIR. SALVADOR V. VALEROSO**  
 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-CODES2-228-2017**  
 Assignment : **Region V 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 the general supervision, assists in the development and implementation of cooperative programs;
5%	2. Develops, formulates and recommends cooperative approaches, techniques, guidelines and standards on project development;
10%	3. Coordinates with other government agencies, NGOs and foreign institutions for possible financial and other forms of assistance to promote the viability of cooperatives;
10%	4. Coordinate with the provincial, city, or municipal cooperative offices the adoption and implementation of national plans, programs and policies of cooperative development, and to establish partnership in the promotion organization, and development of cooperatives within the jurisdiction of the local government units;
5%	5. Prepares and or assists preparation of Feasibility Studies and Project Proposals;
3%	6. Assists in the conduct research problems and the utilization of research studies evaluation on cooperative operations;
5%	7. Develops and formulates study regarding impact of financial assistance granted to cooperatives;
5%	8. Develops and recommends strategies on project implementation and development;
5%	9. Develops and recommends trainings for the improvement of managerial capabilities of cooperative officials;
5%	10. Prepares and or assists preparation of Feasibility Studies and Project Proposals;
10%	11. Assists in the implementation and monitoring of the Philippine Cooperative Development Plan;
5%	12. Perform front line services to clients
7%	13. Prepares work plan, submits reports regularly and participates in the periodic conduct of performance appraisals
5%	14. Performs such other duties assigned from time to time.

Posting Start Date : **February 1, 2023**

Deadline of Submission of Applications: : **February 11, 2023**