



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

Documentary Requirements (scanned or photocopy):

- Application letter
Indicate specific item number & addressed to:

ATTY. EMILIO D. ESCUETA III
Officer-In-Charge

- 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 : **Attorney III**
Item Number : **CDAB-ATY3-59-2017**
Assignment : **Region V Extension Office**
Salary Grade : **SG 21 (P 63,997)**
Status : **Permanent**

Qualification Standards

Education : **Bachelor of Laws**
Experience : **1 year of relevant experience**
Training : **4 hours of relevant training**
Eligibility : **RA 1080 (Bar)**

Duties and Responsibilities of the Position

30%	1. Serves as technical and legal adviser upon request of the cooperatives;
30%	2. Draft decisions/rulings/legal opinions and investigation reports in connection to the cooperative regulatory and enforcement program
5%	3. Draft and/or review contracts and agreements entered into by the Authority in connection with the operations of the Authority
5%	4. Draft and/or review of MOA, MOU, and other documents in connection to an effective cooperative program
10%	5. Provide legal advisory concerning admin and personnel matters
10%	6. Draft position papers/comments on pending legislative measures
10%	7. Performs other duties assigned from time to time

Posting Start Date : **September 5, 2023**

Deadline of Submission of Applications: : **September 15, 2023**