



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 : **Senior Cooperatives Development Specialist**
 Item Number : **CDAB-SRCD5-9-2018**
 Assignment : **Region V Extension Office**
 Salary Grade : **SG 18 (₱ 46,725.00)**
 Status : **Permanent**

Qualification Standards

Education : **Bachelor's degree relevant to the job**
 Experience : **2 years of relevant experience**
 Training : **8 hours of relevant training**
 Eligibility : **Career Service (Professional) Second Level Eligibility**

Duties and Responsibilities of the Position

20%	1. Under general supervision assists in the implementation of CSF Cooperative programs to ensure compliance with CDA's rules and regulations;
10%	2. Oversee the effective implementation of planned activities of the Section and shall coordinate with the Central Office on the regulation, supervision and monitoring of Credit Surety Fund Cooperatives.
5%	3. Recommends policies and strategies to improve the program management and identifies opportunity to develop loans and credit innovations based on the results of the impact evaluation as may be required.
5%	4. Reviews CSF registration documents;
8%	5. Implements policies, standards, on the regulation, supervision and monitoring of Credit Surety Fund Cooperatives;
5%	6. Monitors compliance of CSF Cooperatives to the CSF Act, rules issued, and applicable guidelines to promote the stability and sustainability of the CSF and CSF Cooperatives.
5%	7. Supervises activities of the CSF to ensure compliance with the CSF Act and other rules; investigate and impose sanctions, including the suspension of operation of erring cooperatives, for violation of laws, rules and orders, and submit an annual status of each CSF Cooperatives to the DOF and BSP.
5%	8. Conducts regular examination or inspection of the above documents to validate reports submitted;
3%	9. Collaborates, networks and coordinates with concerned stakeholders in government on CSF matters;
5%	10. Reviews reports relative to the inspections and examinations conducted.
3%	11. Prepares and recommends issuance of notice of non-submission of mandatory reports of CSF Cooperatives including appropriate fines and penalties as provided for by laws to ensure that CSF Cooperatives abide with the Authority's rules and regulations;
3%	12. Prepares and submits status report of CSF cooperatives in accordance with RA 10744 and its IRR, and other pertinent laws and regulations to ensure development of CSF Cooperatives to Central Office;
3%	13. Recommends appropriate actions for the improvement of CSF Cooperative's compliance to enhance their performance and growth;
5%	14. Recommends the issuance of show cause order for non-submission of mandatory reports despite notice of non-submission or if found in violation of cooperatives laws, rules and regulation, to help ensure that the efficient regulation of CSF Cooperatives is being implemented;
5%	15. Provides technical assistance to CSF clients and personnel ;
5%	16. Supervises the performance of direct reports;
5%	17. Performs other duties assigned from time to time.

Posting Start Date : **January 3, 2024**

Deadline of Submission of Applications: : **January 13, 2024**