



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 [hr\\_recruitment@cda.gov.ph](mailto:hr_recruitment@cda.gov.ph)

Documentary Requirements (scanned or photocopy):

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

**ENGR. SANTIAGO S. LIM**  
Administrator

- 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 : **Director III**  
 Item Number : **CDAB-DIR3-13-2021**  
 Assignment : **Region V Extension Office**  
 Salary Grade : **SG 27 (₱ 131,124.00)**  
 Status : **Permanent**

### Qualification Standards

Education : **Master's Degree or Certificate in Leadership and Management from the CSC**  
 Experience : **5 years of supervisory/management experience**  
 Training : **120 hours of supervisory/management learning and development intervention**  
 Eligibility : **Career Service Professional/Second level eligibility**

### Duties and Responsibilities of the Position

30%	1. Exercise administrative and functional supervision over-all Regional Office personnel;
15%	2. Plans, implements and monitors the programs/projects in line with National Goals and objectives of the CDA;
5%	3. Directs the planning of programs and activities relative to the various programs and resources required for their efficient and effective execution;
5%	4. Exercises general control and is accountable for all funds and properties of the Regional Office;
15%	5. Enforces all laws, administrative orders, rules and regulations affecting the cooperative programs of the Regional Office;
5%	6. Recommends and implements measures for the effective and efficient Regional Office operations;
5%	7. Coordinates with local government units and other instrumentalities in the area in relation to cooperative development and other related projects of the Regional Office;
5%	8. Represents the Chairman, Board Member or Administrator, Deputy Administrator, as the case may be, on official function within the area;
10%	9. Represents the Regional Office in the coordination of programs and activities with other regional offices of agencies in the region; and
5%	10. Performs such duties and responsibilities that may be assigned from time to time.

Posting Start Date : **February 2, 2024**

Deadline of Submission of Applications: : **February 12, 2024**