



Republic of the Philippines

COOPERATIVE DEVELOPMENT AUTHORITY

Region II Extension Office - No. 7 Dalan Na Pagayaya Corner, Puvvurulun,
Regional Government Center, Carig Sur, 3005 Tuguegarao City, Cagayan



Interested applicants may send their applications to r2.hr@cda.gov.ph

Documentary Requirements (scanned or photocopy):

- Application letter
Indicate specific item number & addressed to:

ATTY. JOVILYN M. GAFFUD-MARQUEZ
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-CODES2-32-2018**
 Assignment : **Region II Extension Office**
 Salary Grade : **SG 15 (₱ 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

15%	1. Assists in the implementation of the CSF Act, its Implementing Rules and Regulations, and other pertinent rules and regulations;
10%	2. Conducts evaluation and provides appropriate recommendation on the documents required to be submitted by CSF Cooperatives to ensure compliance with the CSF Act, its Implementing Rules and Regulations, and other rules and regulations of the CDA.
10%	3. Conducts evaluation and provides appropriate recommendation on the applications submitted for the issuance of Certificate of Compliance of CSF Cooperatives. (CSF IRR Rule 2 Sec. 4 a)
10%	4. Obtains data of each CSF Cooperative from the respective Board of Directors on the status of loan applications as reported in Loans Approved and Released Monitoring Sheet (LARIMS) (i.e., approved, released in process, amortizations, due date and status of loan payment; past due loans, financial statements which include trust fund and savings account balances, income and expenses and dividends payment, and other transactions.
10%	5. Obtains data of each CSF Cooperative from the Cooperatives/NGOs on the status of loans approved and released to them or their member-beneficiaries as reported in Sub-Borrowers Loans Approved and Released Monitoring Sheet (SBLARMS)
10%	6. Analyzes the data and seeks clarification from the Board of Directors of the CSF Cooperative or of the member Cooperative/NGO on issues, comments and errors noted, if any.
5%	7. Attends the Board of Directors meeting of the CSF Cooperative to present the status report on borrowings of the CSF Cooperative.
5%	8. Conducts regular inspection and/or examination of CSF Cooperatives, and if needed, up to the borrower's level to enforce and monitor compliance with the CSF Act, its Implementing Rules and Regulations and applicable guidelines as well as to determine the veracity of the allegations in complaints filed against the CSF Cooperative to promote the stability and sustainability of the CSF and the CSF Cooperative.
5%	9. Monitor the compliance of cooperatives on administrative requirements and recommends issuance of notice of non-compliance to the cooperatives.
5%	10. Identify cooperatives which will be issued with show cause order for non-submission of mandatory reports despite notice of non-submission or if found in violation of cooperative laws, rules and regulations
5%	11. Recommends the imposition of sanctions including the suspension of operations and/or cancellation of the Certificate of Registration of CSF Cooperatives for violation of laws, rules and orders when sufficient grounds exist and after due notice and hearing. (CSF IRR Rule 3 Sec.2 h)
5%	12. Prepares and submits reports relative to the inspections and examinations conducted.
5%	13. Performs other relevant duties and responsibilities assigned from time to time.

Posting Start Date : **February 27, 2024**

Deadline of Submission of Applications: : **March 8, 2024**