



Republic of the Philippines

COOPERATIVE DEVELOPMENT AUTHORITY

Region XI Extension Office - SPMC Compound, Friendship Road, Dumanlas,
Buhangin, Davao City



Interested applicants may send their applications to r11.hr@cda.gov.ph

Documentary Requirements (scanned or photocopy):

- Application letter
Indicate specific item number & addressed to:

GLENN S. GARCIA
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 : **Administrative Officer III (Cashier II)**
 Item Number : **CDAB-ADOF3-5-2021**
 Assignment : **Region XI Extension Office**
 Salary Grade : **SG 14 (P 35,434.00)**
 Status : **Permanent**

Qualification Standards

Education : **Bachelor's degree**
 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

30%	1. Under general supervision; supervises, accounts for and is responsible for the receipt, custody and disbursement of funds and accountable forms;
20%	2. Receives and deposits all cash and cheque collection;
10%	3. Pay/remit obligations to payee
15%	4. Sign, endorse and approve the cashing and acceptances of commercial checks, treasury and warrant and money orders;
10%	5. Disburse funds or cash advances for the payment of salaries and other expenses;
10%	6. Reviews and submits all correspondence and reports of collections and disbursement; and
5%	7. Performs other related duties that assigned from time to time.

Posting Start Date : **September 5, 2024**

Deadline of Submission of Applications: : **September 15, 2024**