



Republic of the Philippines

COOPERATIVE DEVELOPMENT AUTHORITY

Region V Extension Office – Civic Center Compound, Maria Cristina St., Dayang-dang, Naga City, Bicol, 4400



Interested applicants may send their applications to

Documentary Requirements (scanned or photocopy):

- Application letter
Indicate specific item number & addressed to:

ATTY. EMILIO D. ESCUETA, III
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 ASSISTANT II (HUMAN RESOURCE MANAGEMENT ASSISTANT)**

Item Number : **CDAB-ADAS2-51-2017**

Assignment : **REGION V EXTENSION OFFICE**

Salary Grade : **SG 8 (P 20,534.00)**

Status : **PERMANENT**

Qualification Standards

Education : **Completion of 2 years studies in College**

Experience : **1 year of relevant experience**

Training : **4 hours of relevant training**

Eligibility : **Career Service (Sub-Professional) First Level Eligibility**

Duties and Responsibilities of the Position

10%	1. Under general supervision, reviews appointment papers as to the correctness and completeness of the documents;
20%	2. Prepares payroll, vouchers and list of employees deductions for remittances;
20%	3. Updates, secure and maintain 201 File, DTR, leave credits, IDPs, etc. by all personnel;
5%	4. Prepare, conduct and monitor annual Learning Development program;
5%	5. Acts as liaison to CSC and responsible on posting of vacancies, authentication of documents prior to issuance of appointment;
5%	6. Submission of appointments to Head Office with supporting documents and transmittal;
5%	7. Keeps and maintains records of data files stored on a removable media and kept in library for historical purposes or subsequent processing cycles;
5%	8. Records and forwards outgoing/incoming communications;
10%	9. Assist in the processes of application for leave, retirement, insurance and fringe benefits for property and legality;
5%	10. Computes amounts due and prepares action for approval and signature of higher officials;
5%	11. Prepares necessary reports; and
5%	12. Performs other related duties that assigned from time to time.

Posting Start Date : **January 10, 2025**

Deadline of Submission of Applications: : **January 23, 2025**