



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 : **SENIOR COOPERATIVES DEVELOPMENT SPECIALIST**

Item Number : **CDAB-SRCDS-54-2017**

Assignment : **REGION V EXTENSION OFFICE**

Salary Grade : **SG 18 (P 49,015.00)**

Status : **PERMANENT**

Qualification Standards

Education : **Bachelor's Degree relevant to the job**

Experience : **2 year 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 the general supervision, assists in the development and implementation of cooperative development programs concerning project and development assistance needed by cooperatives;
5%	2. Recommends cooperative approaches, techniques, guidelines and standards on project development;
10%	3. Collaborates with concerned agencies that can provide technical, professional, marketing assistance including trainings on transfer of technology and giving special concern to agrarian reform, agriculture, fishery and the economically depressed sectors;
10%	4. Coordinates with other government agencies, NGOs and foreign institutions for possible financial and other forms of assistance to promote the viability of cooperatives;
10%	5. Coordinate with the provincial, city, or municipal cooperative offices the adoption and implementation of national plans, programs and policies of cooperative development, and to establish partnership in the promotion organization, and development of cooperatives within the jurisdiction of the local government units;
5%	6. Coordinates with research personnel in the formulation of research problems and the utility of research studies evaluation on cooperative operations;
5%	7. Develops and recommends training for the improvement of managerial capabilities of cooperative officials;
5%	8. Reviews and Evaluates Feasibility Studies and Project Proposals;
10%	9. Monitors and assesses the implementation of f cooperative projects in the Region,
5%	10. Assists in the implementation and monitoring of the Philippine Cooperative Development Plan;
5%	11. Provides technical guidance and exercises supervision over subordinate personnel;
5%	12. Monitors personnel employee productivity and providing constructive feedback and coaching; and
5%	13. Performs such other duties assigned from time to time.

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

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