



Republic of the Philippines

## COOPERATIVE DEVELOPMENT AUTHORITY

Region IX Extension Office - 2/F, BANCE BLDG., URRO ST., SAN JOSE DISTRICT,  
7016 PAGADIAN CITY

Interested applicants may send their applications to [r9.hr@cda.gov.ph](mailto:r9.hr@cda.gov.ph)

Documentary Requirements (scanned or photocopy):

- Application letter / Intent Letter  
*Indicate specific position & addressed to:*

**DIR. RUBEN L. CUNANAN, JD**  
Regional Director

- Duly accomplished Personal Data Sheet (CSC Form) and attached Work Experience Sheet
- Updated CV/Resume
- Transcript of Records or Diploma\*
- Employment Certificate/s, for relevant experience\*
- Training Certificate/s, for relevant training\*
- Most recent performance rating, if applicable\*\*

*\*Must reflect credentials that meet minimum qualification standards*

*\*\*If previously employed in the government/private*

**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 : **Monitoring and Evaluation (M&E) Officer**  
Nature of Employment : **Job Order** (Contract of Service for the said position is for a period of six (6) months)  
Assignment : **Region IX Extension Office - CPDAS**  
Salary : **Php 27,000.00 / monthly (inclusive of 20% premium)**

#### Qualification Standards

Education : **Bachelor's Degree relevant to the job**  
Experience : **Six (6) months to one (1) year of relevant experience**  
Training : **At least four (4) hours of relevant training**  
Eligibility : **None Required**

#### **Duties and Responsibilities of the Position**

1	Conduct the monitoring and evaluation activities for the Coconut Farmers and Industry Development Plan (CFIDP) Implementation, under the supervision, management, and coordination with the Authority;
2	Coordinate with the cooperative/s the conduct of the monitoring and evaluation activities of the CFIDP;
3	Gather data and provide initial analyses as inputs to technical assistance needs and plans for the development, or improved access to, monitoring and evaluation tools in relation to the CFIDP implementation;
4	Prepare and consolidates reports of monitoring and evaluation data and activities , as instructed;
5	Assist in developing, upkeeping, and updating the monitoring and evaluation tools and systems for the Authority;
6	Organize the CFIDP monitoring and evaluation forms/tools physically and electronically so that they are easy for users to find. Build serial recording, prepare bibliographies, and other lists of reference, as deemed fit;
7	Recommend and Implement strategies on the use of an online system for CFIDP records/files;
8	Upon Official Instructions, participate/attend on-site and off-site activities of the Authority relative to his/her assignment for the covered period of service, with entitlement on travel and transportation expense claims based on the 2025 Annual Operations Plan (AOP) for monitoring and evaluation activities, subject government accounting and auditing rules and regulations; and
9	Performs other functions assigned from time to time.

Posting Start Date : **APRIL 24, 2025**

Deadline of Submission of Applications: : **MAY 8, 2025**