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Republic of the Philippines  
**COOPERATIVE DEVELOPMENT AUTHORITY**  
Request for Publication of Vacant Positions

Date of Publication

Electronic copy to be submitted to the CSC FO must  
be in MS Word format

16 MAY 2025

To: CIVIL SERVICE COMMISSION (CSC)

CSC - FO Office of the President

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the COOPERATIVE DEVELOPMENT AUTHORITY in the CSC website:

JONNIE D. BAYSA  
OID Chief, HRDD

Date: May 16, 2025

| No. | Position Title<br>(Parenthetical Title, if applicable) | Plantilla Item No.  | Salary/<br>Job/<br>Pay | Monthly<br>Salary | Qualification Standards  |                              |                                |   | Competency<br>(if applicable) | Place of Assignment          |
|-----|--|---------------------|------------------------|-------------------|--|------------------------------|--------------------------------|---|-------------------------------|------------------------------|
|     |  |                     |                        |                   | Education  | Training                     | Experience                     | Eligibility   |                               |                              |
| 1   | Senior Cooperatives Development Specialist             | CDAB-SRCDS-61-2017  | 18                     | 51304             | Bachelor's degree relevant to the job  | 8 hours of relevant training | 2 years of relevant experience | Career Service (Professional) Second Level Eligibility                              | n/a                           | Region VIII Extension Office |
| 2   | Cooperatives Development Specialist I                  | CDAB-CODES1-26-2018 | 11                     | 30024             | Bachelor's degree relevant to the job  | None required                | None required                  | Career Service (Professional) Second Level Eligibility                              | n/a                           | Region VIII Extension Office |
| 3   | Administrative Assistant II                            | CDAB-ADAS2-58-2017  | 8                      | 21448             | Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course | 4 hours of relevant training | 1 year of relevant experience  | Relevant MC 11, s. 1996, Career Service (Subprofessional) / First Level Eligibility | n/a                           | Region VIII Extension Office |

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than May 26, 2025.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records;
5. Duly accomplished CS Form No. 212 Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
6. Photocopy of Employment Certificates or equivalent documents reflecting the years of experience as stated in the PDS, or as required by the position applying for;
7. Photocopy of Training Certificates or equivalent documents reflecting the hours of relevant training as stated in the PDS, or as required by the position applying for; and
8. Position Description Form, duly signed document providing the duties and responsibilities in current agency/office/company, or equivalent document.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**VENUS M. JORNALES**

Regional Director

Abucay, 6500 Tacloban City

[Region VIII Extension Office <r8.hr@cda.gov.ph>ension Office](mailto:RegionVIII.ExtensionOffice@cda.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**



Republic of the Philippines

## COOPERATIVE DEVELOPMENT AUTHORITY

Region VIII Extension Office – New Bus Terminal Compound, Brgy. 91 Abucay,  
Tacloban City



Interested applicants may send their applications to [r8.hr@cda.gov.ph](mailto:r8.hr@cda.gov.ph)

Documentary Requirements (scanned or photocopy):

- Application letter  
*Indicate specific item number & addressed to:*

**VENUS M. JORNALES**  
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**  
Item Number : **CDAB-ADAS2-58-2017**  
Assignment : **Region VIII Extension Office**  
Salary Grade : **SG 8 (P 21,448.00)**  
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 : **Relevant MC 11, s. 1996, Career Service (Subprofessional) First Level Eligibility**

### Duties and Responsibilities of the Position

|     |  |
|-----|--|
| 30% | 1. Performs frontline services for the Office of the Regional Director, including, but not limited to the accommodation of visitors, management of scheduled appointments, and answering of phone calls; |
| 20% | 2. Drafts relevant routine correspondences, transactions and requests;   |
| 20% | 3. Performs various technical and administrative duties such as preparation of reports, and other presentation materials;  |
| 20% | 4. Manage and distribute information within the office, file/ maintain memorandum and other files;   |
| 10% | 4. Performs other related duties that assigned from time to time.  |

Posting Start Date : **May 16, 2025**

Deadline of Submission of Applications: : **May 26, 2025**



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## NOTICE OF VACANCY

Position Title : **Cooperatives Development Specialist I**

Item Number : **CDAB-CODES1-26-2018**

Assignment : **Region VIII Extension Office**

Salary Grade : **SG 11 (P 30,024.00)**

Status : **Permanent**

### Qualification Standards

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

Experience : **None Required**

Training : **None Required**

Eligibility : **Career Service (Professional) Second Level Eligibility**

### Duties and Responsibilities of the Position

|     |  |
|-----|--|
| 20% | 1. Perform general supervision, shall provide administrative services to the Section such as keeping of incoming and outgoing documents.               |
| 10% | 2. Accepts and acknowledges receipt of the CSF documents and evaluate the completeness of the same.  |
| 10% | 3. Keeps, maintains and updates the membership registry of CSF cooperatives.   |
| 15% | 4. Assists in the conduct of regular inspection and/or examination of CSF cooperatives.  |
| 10% | 5. Prepares and submits report relative to the inspections and examinations conducted.   |
| 10% | 6. Assists in the provision of technical assistance and in proposing for the needed training programs, learning interventions and advocacy activities. |
| 10% | 7. Reviews documents required for the issuance of Certificate of Compliance.   |
| 10% | 8. Acts as custodian of all documents and records of CSF cooperatives.   |
| 5%  | 9. Performs other relevant duties and responsibilities assigned from time to time.   |

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## NOTICE OF VACANCY

Position Title : **Senior Cooperatives Development Specialist**  
Item Number : **CDAB-SRCDS-61-2017**  
Assignment : **Region VIII Extension Office**  
Salary Grade : **SG 18 (P 51,304.00)**  
Status : **Permanent**

### Qualification Standards

Education : **Bachelor's Degree relevant to the job**  
Experience : **2 years of relevant experience**  
Training : **8 hours of relevant training**  
Eligibility : **Career Service (Professional) Second Level Eligibility**

### Duties and Responsibilities of the Position

|     |  |
|-----|--|
| 30% | 1. Under general supervision, assists in providing efficient and accurate assessing and processing of applications and other documents for registration in accordance with the policies, procedures and standards of the agency. |
| 10% | 2. Recommends improvement of guidelines and processes on registration;   |
| 30% | 3. Perform a full range of administrative functions on registration including handling inquiries:  |
|     | a. Provides technical assistance to clients and agencies;  |
|     | b. Coordinates the conduct of Pre- Registration Orientation Seminar to proposed cooperatives;  |
|     | c. Prepares reply to inquiries received and acknowledgement of communications received;  |
|     | d. Prepares Training Designs on proposed seminar, conferences, workshops and training of the personnel assign in the registration division;  |
|     | f. Assists in the preparation of work and financial plan;  |
|     | g. Provides assistance on the requested certified true copy of registration documents.   |
|     | h. Supervises the performance of direct reports;   |
| 20% | 4. Update the registry of cooperatives monthly;  |
| 10% | 5. Performs other duties assigned from time to time.   |

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