

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

To: CIVIL SERVICE COMMISSION (CSC)

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:

Irene R. Petilla
IRENE R. PETILLA

Sr. CDS / Acting HRMO

Date: **January 31, 2020**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide V (Audio Visual Equipment Operator II)	CDAB-ADA5-37-2017	5	14,641.00	- Must be able to read and write/ Elementary School Graduate - High School Graduate or Completion of relevant vocational/trade course - Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub- professional) / First Level Eligibility		Tacloban 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 **February 14, 2020**.

1. Fully accomplished and updated Personal Data Sheet (PDS) with recent passport-sized picture and attached Work Experience Sheet (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Original authenticated copy of certificate of eligibility/rating/license;
4. Original authenticated copy of Diploma / Official Transcript of Records; and
5. Photocopy of certificates of trainings attended

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

VENUS M. JORNALES

Acting Regional Director

Cooperative Development Authority

New Bus Terminal Compound, Brgy. 91 Abucay

Tacloban City

r8@cda.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.