

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

Sr. CDS / Acting HRMO

Date: _____

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	Cooperative Development Specialist II	CDAB-CODES2- 306-2017 (Old Item No. CDA-OEOB- CODES2-306-2017)	15	30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility		Tacloban Extension Office - Northern Samar Station

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 **September 16, 2019**.

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:

ARMONIO P. PAA

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.