

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: **September 27, 2019**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assig
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Cooperative Development Specialist II	CDAB-CODES2-305-2017 (Old Item No. CDA-OEOB-CODES2-305-2017)	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 Exte Office - Northe 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 **October 11, 2019**.

1. Duly accomplished updated Personal Data Sheet (CS Form No. 212, Revised 2017);
2. Duly authenticated Transcript of Records (TOR);
3. Duly authenticated copy of Diploma;<sup>2</sup>
4. Duly authenticated copy of Civil Service Eligibility;
5. Duly authenticated copy of Board Examination Certificate/Rating, if applicable;
6. Original copy of training certificate, if any;
7. Copy of NBI clearance issued within the last six (6) months; and
8. Certified copy of Performance Rating for the last rating period.

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](mailto:r8@cda.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.