

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

HRMO

Date: **February 7, 2019**

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	CDA-OEOB-CODES-2-305-2017	15	29,010.00	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
2	Administrative Aide VI (Clerk III)	CDA-OEOB-ADA6-36-2017	6	14,340.00	Completion of two (2) years in College	None required	None required	Career Service (Sub-Prof) 1st 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 15, 2019**.

1. Fully accomplished and updated Personal Data Sheet (PDS) with recent passport-sized picture (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; and
4. Original authenticated copy of Official Transcript of Records.
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.