



## **PUBLICATION OF VACANT POSITIONS**

(Pursuant to RA 7041)  
as of 05 October 2016

### **ADMINISTRATIVE SERVICE**

#### **Requirements:**

1. Application letter addressed to OIC-Director Dela Rosa indicating the position applied for and the item number.

**OIC-Director ROVELINDA A. DELA ROSA**

Internal Audit Service

4<sup>th</sup> Floor, DOLE Building, Intramuros, Manila

2. Duly accomplished Personal Data Sheet with latest passport size photo, sedula and thumb mark;
3. Copy of latest performance rating (for government employees);
4. Copy of TOR, Diploma and Certificate of Eligibility (CSC or RA 1080);
5. Certificate of Employment with actual duties and responsibilities (if applicable); and,
6. Certificate of seminars/trainings attended (if applicable).

**Note: Only qualified applicants with complete requirements will be processed.**

<b>Position Title</b>	:	<b>INTERNAL AUDITOR IV</b> Republication
<b>Item No/s.</b>	:	IAUD4-13-2009
<b>No. of Position/s</b>	:	1
<b>Division</b>	:	Management Audit Division
<b>Salary Grade</b>	:	22 (P 47,448)

**Job Qualifications**

- Education : Bachelor’s degree relevant to the job
- Experience : Three (3) years relevant experience involving internal auditing
- Training : Sixteen (16) hours relevant training involving internal auditing conducted by the Civil Service Commission-Accredited Training Institutions
- Eligibility : CS Professional of Second Level eligibility

**Brief Description of the Position**

Under direction, assists the Internal Auditor V to verify and analyze financial data to ascertain if attendant management information system generate data or reports that are accurate and valid.

**\*\*\*\*nothing follows\*\*\*\***