



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Intramuros, Manila



Certificate Number: AJA15-0048

PUBLICATION OF VACANT POSITIONS

(Pursuant to RA 7041)
as of 28 December 2018

INTERNAL AUDIT SERVICE

Requirements:

1. Application letter addressed to Director Garcia indicating the position applied for and the item number.

Director NENITA O. GARCIA

Director, Internal Audit Service

5th Floor, DOLE Building, Intramuros, Manila

2. Duly accomplished Personal Data Sheet with latest passport size photo;
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);
6. Certificate of seminars/trainings attended (if applicable).

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

| | | |
|--------------------------|---|----------------------------|
| Position Title | : | INTERNAL AUDITOR IV |
| Item No/s. | : | IAUD4-1-2018 |
| No. of Position/s | : | 1 |
| Division | : | Operations Audit Division |
| Salary Grade | : | 22 (P 58,717.00) |

Job Qualifications

- Education : Bachelor's Degree relevant to the job
- Experience : Three (3) years of relevant experience
- Training : Sixteen (16) hours of relevant training conducted by the
Civil Service Commission- Accredited Training Institutions
- Eligibility : CS-Professional or 2nd 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 generates data or reports that are accurate and valid.

| | | |
|--------------------------|---|-----------------------------|
| Position Title | : | INTERNAL AUDITOR III |
| Item No/s. | : | IAUD3-3-2018 |
| No. of Position/s | : | 1 |
| Division | : | Management Audit Division |
| Salary Grade | : | 18 (P 38,085) |

Job Qualifications

- Education : Bachelor's degree relevant to the job
- Experience : Two (2) years relevant experience
- Training : Eight (8) hours relevant training conducted by the
Civil Service Commission- Accredited Training Institutions
- Eligibility : CS Professional or Second Level eligibility

Brief Description of the Position

Under general supervision, conducts researches to obtain background information on the activities to be audited.

| | | |
|--------------------------|---|----------------------------|
| Position Title | : | INTERNAL AUDITOR II |
| Item No/s. | : | IAUD2-2-2018 |
| No. of Position/s | : | 1 |
| Division | : | Operations Audit Division |
| Salary Grade | : | 15 (P 29,010) |

Job Qualifications

- Education : Bachelor's degree relevant to the job
- Experience : One (1) year relevant experience
- Training : Four (4) hours relevant training conducted by the
Civil Service Commission- Accredited Training Institutions
- Eligibility : CS Professional or Second Level eligibility

Brief Description of the Position

Under general supervision, conducts researches to obtain background information on the activities to be audited.

******nothing follows******