

# Sandiganbayan

QUEZON CITY

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Pursuant to the provisions of RA 7041, as implemented by the Civil Service Commission through its Memorandum Circular No. 27 dated July 2, 1991 and Memorandum Circular No. 03,s.2001, NOTICE is hereby given that vacant positions in the SANDIGANBAYAN have been authorized to be filled by the Honorable Presiding Justice, to wit:

PLACE OF ASSIGNMENT	POSITION TITLE	SALARY GRADE
Internal Audit Service	INTERNAL AUDITOR III	18

The deadline of submission to the Personnel Section shall not be later than September 23, 2022.

**Sandiganbayan is a gender-fair and disability-inclusive employer. Any qualified person may apply.**

Quezon City, September 5, 2022.

  
**RITCHELLE M. DESINGAÑO-YRAÑELA**  
Chief Judicial Staff Officer  
Administrative Division

## Internal Audit Service \*

Position: **INTERNAL AUDITOR III**

Salary Grade : **18**

Monthly Salary : **PHP 45,203.00**

### Duties and Responsibilities:

- Under general supervision, reviews agency reorganization structure, staffing, administrative systems and procedures and other relevant information to determine its internal audit needs and objectives;
- Assigns and clarifies work assignments of members of audit team;
- Discusses internal audit scope and objectives with affected agency personnel prior to conduct of audit;
- Leads an internal audit team in the conduct of financial and/or operations audit;
- Reviews findings and recommendations of audit team for completeness and conformance to audit plan, standards and guidelines;
- Drafts the consolidated internal audit report;
- Discusses audit results with auditee/s before the draft to the report is finalized;
- Follows-up actions to determine if audit recommendations have been carried out or not and to inquire for the reasons for non-implementation;
- Conducts investigations of anomalies discovered in audits and submits reports and recommendations on investigations completed;
- Conducts special audits as assigned; and
- Does related work

### Qualification Standards

Education : Bachelor's Degree relevant to the job

Training : 8 hours of relevant training

Experience : 2 years of relevant experience

Eligibility : CS Professional or Second Level Eligibility

Republic of the Philippines  
**SANDIGANBAYAN**  
Request for Publication of Vacant Positions

CIVIL SERVICE **MANILA FIELD OFFICE** **NCI**  
Electronic copy to be submitted to the CSC FO must be in MS Excel format

**RECEIVED**  
SEP 08 2022

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the SANDIGANBAYAN in the CSC website:

By: \_\_\_\_\_

**AMPARO M. CABOTAJE-TANG**  
Presiding Justice

9-8-22

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	INTERNAL AUDITOR III	SBB-IAUD3-5-2004	18	45,203.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional or Second Level Eligibility		Internal Audit Service

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 23, 2022.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph) (**NOTARIZED**);
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to send through online their application to:

**Hon. AMPARO M. CABOTAJE-TANG**

Presiding Justice

Sandiganbayan Centennial Building, Commonwealth Avenue corner IBP Road, Quezon City  
[sbpersonnel.application@yahoo.com](mailto:sbpersonnel.application@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.