

REPUBLIC OF THE PHILIPPINES

Sandiganbayan

QUEZON CITY

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:

INTERNAL AUDIT SERVICE

One (1) Internal Auditor II – Salary Grade 15

The deadline of submission to the Personnel Section shall not be later than November 29, 2019.

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

Quezon City, November 13, 2019.


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

File

Republic of the Philippines
SANDIGANBAYAN
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 filed, at the SANDIGANBAYAN in the CSC website:

Electronic copy to be submitted to the CSC FO must be in MS-Excel format

RECEIVED
15 NOV 2019
CIVIL SERVICE COMMISSION
MANILA FIELD OFFICE

BY: AMPARO M. CABOTAJE-TANG
Presiding Justice
Date: 13-Nov-19

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	
1	Internal Auditor II	SBB-IAUD2-4-2004	15	30,531.00	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service 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 November 29, 2019.

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;
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 hand in or send through courier their application to:

Hon. AMPARO M. CABOTAJE-TANG
Presiding Justice
Sandiganbayan Centennial Building, Commonwealth Avenue
corner Batasan Road, Quezon City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

APPROVED FOR POSTING
MA. TERESA S. PABULAYAN
Executive Clerk of Court IV

INTERNAL AUDIT SERVICE

Internal Auditor II

Php, 30,531.00 (SG-15)

Duties and Responsibilities:

- * Under general supervision, drafts audit plans for review of immediate supervisor;
- * Discusses internal audit scope and objectives with affected agency personnel prior to conduct of audit;
- * Performs difficult financial and/or operations auditing work;
- * Drafts report on the results of the audit completed;
- * Discusses audit results with auditee/s before the draft of the report is finalized;
- * Makes appropriate recommendations based on the results of the audit;
- * Follows-up actions to determine if audit recommendations have been carried out or not and to inquire for the reasons for non-implementation; and
- * Does related work

Qualification Standards:

Education	:	Bachelor's Degree relevant to the job
Experience	:	1 year of relevant experience
Training	:	4 hours of relevant training
Eligibility	:	Career Service (Professional) or Second Level Eligibility