



# NOTICE OF VACANCY



Office/Campus	<b>Office of the University President</b>
Unit	<b>Internal Audit Unit</b>

<b>POSITION PROFILE</b>	
Position: <b>Internal Auditor II</b>	Salary Grade: <b>15</b> Monthly Salary: <b>Php 38,413.00</b>
Item No.: <b>DHVCATB-IAUD2-53-2022</b>	Employment Status: <b>Permanent</b>
<b>QUALIFICATIONS</b>	
Education:	<b>Bachelor's degree relevant to the job</b>
Experience:	<b>1 years of relevant experience</b>
Training:	<b>4 hours of relevant training</b>
Eligibility:	<b>Career Service (Professional)/Second Level Eligibility</b>
<b>DUTIES AND RESPONSIBILITIES</b>	
<ol style="list-style-type: none"> <li>1. Assist in the review of university policies and procedures according to regulatory requirements.</li> <li>2. Assist in the conduct of management and financial audit.</li> <li>3. Assist in the evaluation of audit findings and recommendation of improvement in university practices, processes, and controls to enhance efficiencies and reduce risks.</li> <li>4. Utilize innovative ideas and tools to enhance operational effectiveness and improve internal control across the organization.</li> <li>5. Prepare audit reports of findings and submit recommendations to top management.</li> <li>6. Ensure that operational and financial procedures are in compliance to the usual accounting and auditing rules and regulations.</li> <li>7. Assist in the drafting of audit plan, development of audit programs, and maintaining up-to-date knowledge about audit tools and techniques.</li> <li>8. Perform other related tasks as may be assigned by the immediate supervisor.</li> </ol>	
<b>REQUIREMENTS</b>	
<p>Interested and qualified applicants are required to submit the following at the Human Resource Management Unit, DHVSU Bacolor, Pampanga or thru our official email address at <a href="mailto:HR@dhvsu.edu.ph">HR@dhvsu.edu.ph</a>:</p> <ol style="list-style-type: none"> <li>1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>;</li> <li>2. Performance rating in the last rating period;</li> <li>3. Photocopy of certificate of eligibility/rating/license;</li> <li>4. Photocopy of certificate of trainings/seminars;</li> <li>5. Photocopy of outstanding accomplishments;</li> <li>6. Photocopy of Transcript of Records;</li> <li>7. Photocopy of Diploma;</li> <li>8. Work Experience Sheet (for positions requiring relevant experience); and</li> <li>9. Letter of Intent addressed to the University President.</li> </ol> <p>Deadline of submission: <b>January 24, 2025 (5:00 PM)</b></p>	

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

