



NOTICE OF VACANCY



Office/Campus	Office of the University President
Unit	Internal Audit Unit

POSITION PROFILE	
Position: Internal Auditor I	Salary Grade: 11 Monthly Salary: Php 30,024.00
Item No.: DHVCATB-IAUD1-51-2022	Employment Status: Permanent
QUALIFICATIONS	
Education:	Bachelor’s degree relevant to the job
Experience:	None required
Training:	None required
Eligibility:	Career Service (Professional) / Second Level Eligibility
DUTIES AND RESPONSIBILITIES	
<div>1. Assist in preparing the annual audit plan based on risk assessment.</div> <div>2. Coordinate the implementation of audit activities and ensure adherence to timelines and standards.</div> <div>3. Assist in analyzing and evaluating management deficiencies and in recommending courses of action.</div> <div>4. Assist in reviewing and evaluating the effectiveness of internal controls and recommend improvements.</div> <div>5. Assist the Internal Auditor III in doing simple to complex audit work or procedures.</div> <div>6. Recommend audit references based on audit work or procedures performed.</div> <div>7. Assist in reviewing audit reports, ensuring clarity, accuracy, and relevance.</div> <div>8. Ensure that the operations comply with government laws, rules, and regulations such as COA rules, GAA (General Appropriations Act), and Procurement Law.</div> <div>9. Performs other related functions as may be assigned by the immediate supervisor.</div>	
REQUIREMENTS	
<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 recruitment@dhvsu.edu.ph:</p> <div>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;</div> <div>2. Performance rating in the last rating period;</div> <div>3. Photocopy of certificate of eligibility/rating/license;</div> <div>4. Photocopy of certificate of trainings/seminars;</div> <div>5. Photocopy of outstanding accomplishments;</div> <div>6. Photocopy of Transcript of Records;</div> <div>7. Photocopy of Diploma;</div> <div>8. Work Experience Sheet (for positions requiring relevant experience); and</div> <div>9. Letter of Intent addressed to the University President.</div>	
Deadline of submission: JUNE 14, 2025 (5:00 PM)	

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

