

Republic of the Philippines
COMMISSION ON AUDIT
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 filled, at the COMMISSION ON AUDIT in the CSC website:

DIR. MARIE MACEL O. TEJADA

HRMO

Date: September 13, 2019

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	DIRECTOR IV	P14-RB14-0049	28	137195	Master's degree or Certificate in Leadership and Management from the CSC For positions the duties and responsibilities of which involve practice of profession: Bachelor's degree relevant to the job with appropriate RA 1080 For positions the duties and responsibilities of which do not involve practice of profession: Bachelor's degree relevant to the job with Master's degree/Bachelor of Laws/ Certificate of Leadership from the CSC	120 hours of supervisory/management learning and development intervention undertaken within the last 5 years Preferably with Senior Executive Development Program (SEDP) training	5 years of supervisory/management experience	Career Service Professional/Second level eligibility		RRGION 12
2	DIRECTOR III	P14-RB13-0008	27	121411	Master's degree or Certificate in Leadership and Management from the CSC For positions the duties and responsibilities of which involve practice of profession: Bachelor's degree relevant to the job with appropriate RA 1080 For positions the duties and responsibilities of which do not involve practice of profession: Bachelor's degree relevant to the job with Master's degree/Bachelor of Laws/ Certificate of Leadership from the CSC	120 hours of supervisory/management learning and development intervention undertaken within the last 5 years Preferably with Senior Executive Development Program (SEDP) training	5 years of supervisory/management experience	Career Service Professional/Second level eligibility		NGS
3	ATTORNEY IV	P14-OA24-0146	23	73811	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (BAR)		REGION 2
4	STATE AUDITING EXAMINER II	P14-BB12-0332	13	25232	BS Accountancy (for recruitment) BS Accountancy/BSC Accounting (for promotion)	None required	None required	RA 1080 (CPA)(for recruitment) CS Professional Second Level Eligibility/RA 1080 (CPA) (for promotion)		CHO

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5	STATE AUDITING EXAMINER II	P14-BB12-0333	13	25232	BS Accountancy (for recruitment) BS Accountancy/BSC Accounting (for promotion)	None required	None required	RA 1080 (CPA)(for recruitment) CS Professional Second Level Eligibility/RA 1080 (CPA) (for promotion)		CHO
6	STATE AUDITING EXAMINER II	P14-BB12-0335	13	25232	BS Accountancy (for recruitment) BS Accountancy/BSC Accounting (for promotion)	None required	None required	RA 1080 (CPA)(for recruitment) CS Professional Second Level Eligibility/RA 1080 (CPA) (for promotion)		CHO
7	ADMINISTRATIVE AIDE VI	P14-AA36-0043	6	14847	Must be able to read and write/Elementary School Graduate (for simple, routinary, largely manual and repetitive work); or High School Graduate or completion of relevant vocational/ trade course (for mechanical/manipulation skills and coordination work);or Completion of two-year studies in college or High School Graduate with relevant vocational/trade course (for clerical/secretarial/stenographic work or for positions with small amount of clerical work)	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional)/First Level Eligibility		HRMO

The COA selection process is compliant with existing laws on Anti-Discrimination and Equal Employment Opportunities.

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 30, 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/email their application to:

DIR. MARIE MACEL O. TEJADA

Director III, Officer-in-Charge

Human Resource Management Office,
Commission on Audit, Commonwealth Avenue,
Quezon City

careers@coa.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

CSC PUBLICATION DATE: SEPTEMBER 17, 2019