

PUBLICATION OF VACANT POSITIONS
As of August 15, 2017

POSITION TITLE : **DIRECTOR IV**
SALARY GRADE : 28
OFFICE : NGS-CLUSTER I-1

ITEM NUMBER/S : P14RB140001

QUALIFICATION :

- Education : Bachelor's degree with appropriate RA 1080 for positions the duties and responsibilities of which involve practice of profession or If without appropriate RA 1080 for positions the duties and responsibilities of which do not involve practice of profession;
Bachelor's degree with Master's Degree or
Bachelor's degree with Bachelor of Laws or
Bachelor's degree with Certificate in Leadership and Management from the CSC
- Experience : At least 5 years of highly technical functions and/or responsibilities involving study and recommendation of policies, at least 1 year of which involved policy functions at the level of head of a section, audit team, or equivalent unit;
- Training : Completion of COA's Senior Executive Development Program within the last five years;
Completion of COA's SEDP supplemented by 120 hours of supervisory management learning and development intervention undertaken within the last five years reckoned from the date of assessment (if SEDP was taken more than five years ago)
- Eligibility : Appropriate RA 1080 for positions involving practice of profession or Career Service Professional or Second Level eligibility

POSITION TITLE : **DIRECTOR III**
SALARY GRADE : 27
OFFICE : NGS-CLUSTER 6-1

ITEM NUMBER/S : P14RB130007

QUALIFICATIONS

- Education : Bachelor's degree with appropriate RA 1080 for positions the duties and responsibilities of which involve practice of profession or If without appropriate RA 1080 for positions the duties and responsibilities of which do not involve practice of profession;
Bachelor's degree with Master's Degree or
Bachelor's degree with Bachelor of Laws or
Bachelor's degree with Certificate in Leadership and Management from the CSC
- Experience : At least 5 years of highly technical functions and/or responsibilities involving study and recommendation of policies, at least 1 year of which involved policy functions at the level of head of a section, audit team, or equivalent unit;
- Training : Completion of COA's Senior Executive Development Program within the last five years;
Completion of COA's SEDP supplemented by 120 hours of supervisory management learning and development intervention undertaken within the last five years reckoned from the date of assessment (if SEDP was taken more than five years ago)
- Eligibility : Appropriate RA 1080 for positions involving practice of profession or Career Service

ELIGIBILITY : RA 1080 (CPA)/ Career Service Professional/Second Level Eligibility

POSITION TITLE : **CHIEF TECHNICAL AUDIT SPECIALIST**
SALARY GRADE : 24
OFFICE : TSO-1

ITEM NUMBER/S : P14BC250047

QUALIFICATION :

Education : Bachelor's degree relevant to the job with appropriate RA 1080 for positions the duties and responsibilities of which involve practice of profession or If without 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 or
Bachelor's degree relevant to the job with Bachelor of Laws or
Bachelor's degree relevant to the job with Certificate in Leadership and Management from the CSC
Experience : 4 years of supervisory/ management experience
Training : 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years reckoned from the date of assessment
Eligibility : Appropriate RA 1080 for positions involving practice of profession or CS Professional/Second Level Eligibility

POSITION TITLE : **ATTORNEY IV**
SALARY GRADE : 23
OFFICE : COA Regional Office No. I-1 COA Regional Office No. IX-1 LAO-LSS-1
COA Regional Office No. II-1 FAO-SSS NGS-2
CGS-2 OAC-CPASSSS-1 LGS-1

ITEM NUMBER/S : P14OA240137 P14OA240219 P14OA240139 P14OA240114
P14OA240075 P14OA240013 P14OA240005 P14OA240092
P14OA240332 P14OA240298 P14OA240054

QUALIFICATION :

Education : Bachelor of Laws;
Experience : 2 years of relevant experience;
Training : 8 hours of relevant training;
Eligibility : RA 1080 (BAR)

POSITION TITLE : **STATE AUDITOR III**
SALARY GRADE : 22
OFFICE : COA Regional Office No. I-1

ITEM NUMBER/S : P14BB230632

QUALIFICATION :

Education : BS Accountancy/BSC-Accounting
Experience : 3 years of relevant experience;
Training : 16 hours of relevant training;
Eligibility : RA 1080 (CPA)/Career Service (Professional)/Second Level Eligibility

POSITION TITLE : **STATE AUDITOR II**
SALARY GRADE : 19
OFFICE : LGS-NCR-5

ITEM NUMBER/S : P14BB220953 P14BB220960 P14BB221907 P14BB221908
P14BB220956

QUALIFICATION :
Education : BS Accountancy/BSC-Accounting
Experience : 2 years of relevant experience;
Training : 8 hours of relevant training;
Eligibility : RA 1080 (CPA)/Career Service (Professional)/Second Level Eligibility

POSITION TITLE : **STATE AUDITOR I**
SALARY GRADE : 16
OFFICE : COA Regional Office No. I-50 COA Regional Office No. IX-29 GAS-2

ITEM NUMBER/S : P14BB210338 P14BB211341 P14BB211395 P14BB211403
P14BB210339 P14BB211342 P14BB211396 P14BB211335
P14BB210571 P14BB210590 P14BB211397 P14BB211337
P14BB210572 P14BB210591 P14BB211398 P14BB211338
P14BB210573 P14BB210592 P14BB211399 P14BB211339
P14BB210582 P14BB210593 P14BB210603 P14BB210616
P14BB210583 P14BB210594 P14BB210604 P14BB210617
P14BB210584 P14BB210595 P14BB210605 P14BB210618
P14BB210585 P14BB210596 P14BB210606 P14BB210619
P14BB210586 P14BB210597 P14BB210607 P14BB210620
P14BB210587 P14BB210598 P14BB210608 P14BB210621
P14BB210588 P14BB210599 P14BB210609 P14BB210622
P14BB210589 P14BB210600 P14BB210610 P14BB210623
P14BB211332 P14BB210601 P14BB210611 P14BB210624
P14BB211336 P14BB210602 P14BB210612 P14BB210625
P14BB211323 P14BB211347 P14BB210613 P14BB210626
P14BB211330 P14BB211348 P14BB210614 P14BB210627
P14BB211331 P14BB211390 P14BB210615 P14BB210628
P14BB211334 P14BB211392 P14BB211400 P14BB211393
P14BB211340 P14BB211401 P14BB211391 P14BB211394
P14BB211402

QUALIFICATION :
Education : BS Accountancy (for recruitment)
BS Accountancy/BSC-Accounting (for promotion)
Experience : 1 year of relevant experience;
Training : 4 hours of relevant training;
Eligibility : RA 1080 (CPA)/CS Professional, Second Level Eligibility (for promotion)
RA 1080 (CPA) (for recruitment)

POSITION TITLE : **STATE AUDITING EXAMINER II**
SALARY GRADE : 13
OFFICE : COA Regional Office No. XIII-1

ITEM NUMBERS : P14BB121482

QUALIFICATION :
Education BS Accountancy (For recruitment)
BS Accountancy/BSC Accounting(for promotion)
Experience None required;
Training None required;
Eligibility RA 1080 (CPA) CS Professional, Second Level Eligibility
RA 1080 (CPA) (for recruitment)

POSITION TITLE : **ADMINISTRATIVE OFFICER II**
SALARY GRADE : 11
OFFICE COA Regional Office No.I-1

ITEM NUMBER : P14AA620002
QUALIFICATION :
Education Bachelor's Degree relevant to the job;
Experience None required;
Training None required;
Eligibility Career Service (Professional)/Second Level Eligibility

POSITION TITLE : **TRAINING SPECIALIST I**
SALARY GRADE : 11
OFFICE PRIDO-PIDS-2

ITEM NUMBER/S : P14AF210027 P14AF210028

QUALIFICATION :
Education Bachelor's Degree relevant to the job;
Experience None required;
Training None required;
Eligibility Career Service (Professional)/Second Level Eligibility

POSITION TITLE : **SPECIAL INVESTIGATOR I**
SALARY GRADE : 11
OFFICE LGS-NCR-1

ITEM NUMBER/S : P14NA210042

QUALIFICATION : Bachelor's Degree relevant to the job; Experience and training none required Career Service (Professional)/Second Level Eligibility

POSITION TITLE : **ADMINISTRATIVE ASSISTANT III**
SALARY GRADE : 09
OFFICE NCGS-CLUSTER 5-1 PFMS-1 COA-ARMM-1

ITEM NUMBER/S : P14AA430036 P14AA430125 P14AA430278

QUALIFICATION :
Education Completion of two-year studies in college
Experience 1 year of relevant experience;
Training 4 hours of relevant training;
Eligibility Career Service (Sub-Professional)/First Level Eligibility

POSITION TITLE : **ADMINISTRATIVE AIDE VI**
SALARY GRADE : 06
OFFICE ITAO-STSS-1 PDO-PIDS-1 COA Regional Office No. XIII-1

ITEM NUMBER/S : P14AA360332 P14AA360105 P14AA360218

QUALIFICATION :
Education *Must be able to read and write/Elementary School Graduate or
**High School Graduate or completion of relevant vocational/ trade course or
***Completion of two-year studies in college or High School Graduate with
relevant vocational/trade course;
Experience 1 year of relevant experience;
Training 4 hours of relevant training;
Eligibility Relevant MC 11, s. 1996; Career Service (Sub-professional)/First Level Eligibility.

POSITION TITLE : **ADMINISTRATIVE AIDE IV**
SALARY GRADE : 04
OFFICE COA Regional Office No. XIV-1

ITEM NUMBER/S : P14AA340240

QUALIFICATION :
Education *Must be able to read and write/Elementary School Graduate or
**High School Graduate or completion of relevant vocational/ trade course or
***Completion of two-year studies in college or High School Graduate with
relevant vocational/trade course;
Experience None required;
Training None required;
Eligibility Relevant MC 11, s. 1996