

Republic of the Philippines  
POSITION DESCRIPTION FORM  
DBM-CSC Form No. 1  
(Revised Version No. 1, s. 2017)

1. POSITION TITLE (as approved by authorized agency)  
with parenthetical title

INTERNAL AUDITOR II

2. ITEM NUMBER

IAUD2-14-2023

3. SALARY GRADE

15

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS

☐ Province  
☒ City  
☐ Municipality

☐ 1st Class  
☐ 2nd Class  
☐ 3rd Class  
☐ 4th Class

☐ 5th Class  
☐ 6th Class  
☐ Special

5. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT

STATE UNIVERISTY AND COLLEGES

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

INTERNAL AUDIT SERVICES

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

NA

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

HEAD, INTERNAL AUDIT SERVICE

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

OFFICE OF THE PRESIDENT

15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED

(if more than seven (7) list only by their item numbers and titles)

POSITION TITLE

ITEM NUMBER

16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK

Desktop computer, printer, photocopier, scanner, and other equipment needed for clerical functions

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive / Managerial  
Supervisors  
Non-Supervisors  
Staff

☐  
☐  
☒  
☒

☒  
☒  
☐  
☐

General Public  
Other Agencies  
Others (Please Specify):

☒  
☒

☐  
☐

18. WORKING CONDITION

Office Work  
Field Work

☒  
☒

☐  
☐

Other/s (Please Specify)

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

The general function of the IAS is to provide independent assurance that VSU's risk management, governance, and internal control processes are functioning effectively.