

Republic of the Philippines
POSITION DESCRIPTION FORM
DBM-CSC Form No. 1

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

Internal Auditor I

2. ITEM NUMBER

IAUD1-13-2023

3. SALARY GRADE

11

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 UNIVERSITIES & COLLEGES

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

INTERNAL AUDIT SERVICE

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT

N/A

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

₱28,512.00

12. OTHER COMPENSATION

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

INTERNAL AUDITOR I

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

INTERNAL AUDITOR IV

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

OFFICE TABLE/CUBICLE, DESKTOP COMPUTER WITH LICENSED SOFTWARE, SPEAKERS, WEBCAMERA AND HEADPHONES WITH MIC, UPS, PRINTER WITH COPIER, CAMERA, VOICE RECORDER

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive / Managerial

☐

☒

General Public

☒

☐

Supervisors

☐

☒

Other Agencies

☒

☐

Non-Supervisors

☐

☒

Others (Please Specify):

Staff

☐

☒

18. WORKING CONDITION

Office Work

☐

☒

Other/s (Please Specify)

Field Work

☐

☒

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

Provides support services to the President by assessing the efficiency and effectiveness of existing internal controls thru the conduct of audit

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

Reviews agency organizational structure, staffing, administrative systems and procedure; conducts research and drafts audit report.

21. QUALIFICATION STANDARDS

21a. Education

21b. Experience

21c. Training

21d. Eligibility

Bachelor's degree relevant to the job

None Required

None Required

**Career Service (Professional)
Secondary Level Eligibility**

21e. Core Competencies

Competency Level

1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office



2

2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction

2

3. Communication Savy - Effectively delivers messages that simply focus on facts or information;

2

4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results	2																					
5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.	2																					
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems	1																					
21f. Functional Competencies	Competency Level																					
1. Administrative Services Management- Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university in general and of the different offices/colleges/departments/centers in particular	2																					
2. Documents and Records Management- Applies and adapts records management standards related to the cycle of records in the university which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the university operations.	3																					
3. Use of Information and Communications Technology (ICT)- Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholder.	2																					
4. Process Management - Develops, formulates and reviews for enhancement processes, policies and procedures which govern the execution of tasks, activities, or projects, in order to ensure work is accomplished and required results are delivered effectively and efficiently; adopt measures to drive compliance; be proactive in responding to opportunities for improving/streamlining based on experience, feedback, emerging technologies and new direction.	3																					
5. Monitoring and Evaluation - Gathers and analyzes the detailed status of the program in order to determine if its ongoing activities are still aligned with the intended direction of achieving the set goals and objectives.	3																					
6. Fiscal Management - Applies the protocols required to safeguard and effectively utilize financial resources to attain university mandate and use said resources economically by ensuring decisions and operations are implemented in compliance with applicable laws, policies, procedures, standards, and regulations	3																					
7. ACCOUNTING MANAGEMENT- Manages the processing of financial transactions according to COA and DBM rules and regulations, maintaining the books of accounts, analyzing accounts and timely preparation and submission of required reports; manages the preparation of cheques and disbursements, replenishment, and liquidation of cash advances, petty cash, and other personnel cash emoluments, and receives collectibles/	2																					
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level																					
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23. ACKNOWLEDGMENT AND ACCEPTANCE:																						
I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.																						
 MARVIN B. BANDALAN 2/3/2025 Employee's Name, Date and Signature		 MARIA TERESA A. CRUZ 1/21/2025 Supervisor's Name, Date and Signature																				