
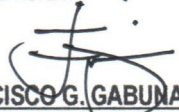


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 ,		1. POSITION TITLE (as authorized by DBM) INTERNAL AUDITOR 4	
2. ITEM NO.: VISCAB-IAUD4-4-2009		3. SALARY GRADE : 22	
LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 st class <input type="checkbox"/> 2 nd class <input type="checkbox"/> 3 rd class <input type="checkbox"/> 4 th class	
<input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY		VSU, Baybay City, Leyte	
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK	
Internal Audit Service Office		VSU , Baybay	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
		P 58,717.00/mo	ACA PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Executive Assistant		President	
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED			
Admin Aide VI			
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK			
Desktop computer, Printer, scanner, laptop, copier, calculator,			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial	()	()	General Public
Supervisors	(X)	(x)	Other Agencies
Non Supervisors	(X)	(x)	Others (Please specify:
Staff	(X)	(x)	Admin Offices
18. WORKING CONDITION			
Office Work	(x)	Other/s (Please Specify)	
Field Work	(x)		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Internal Audit			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Studies and reviews existing processes and procedures to ensure that internal check and balance is in place and functioning.			
21. QUALIFICATON STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
BS relevant to the job	3 years of relevant experience	16 hours of relevant training	C S (professional)2nd Level
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 and issues	1
21f. FUNCTIONAL COMPETENCIES	Competency Level
1. 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/ payments in accordance with relevant rules and regulations.	2
2. BUDGET MANAGEMENT- Packages and submits responsive budgetary proposal to finance programmed projects and activities for the following year and applies the protocols required for effective budgetary utilization by ensuring decisions and operations are implemented in compliance with applicable laws, policies, procedures, standards, and regulations.	2
3. 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.	2
4. RESOURCE MOBILIZATION MANAGEMENT - Allocates limited resources in an effective manner through efficient utilization of funds, time, human and other resources to deliver respective tasks and generate solutions to challenges in the workplace.	2
5. PROCESS IMPROVEMENT - Develops, formulates and reviews for enhancement processes, policies and procedures.	2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
20% 1. Ascertain the reliability and integrity of financial and operational information and the means used to identify, measure, classify and report such information.	2
20% 2. Ascertain the extent of compliance with government policies, plans and procedures, laws and regulations which have impact on operations.	2
20% 3. Ascertain the extent to which the assets and other resources of the institution are accounted for and safeguarded from losses of all kinds.	2
20% 4. Review and evaluate the soundness, adequacy and application of accounting and other operating controls and promote the most effective control at reasonable cost.	2
10% 5. Evaluate the quality of performance of groups/individuals in carrying out their assigned responsibilities.	2
10% 6. Recommend corrective actions on operational deficiencies observed.	2
23. ACKNOWLEDGMENT AND ACCEPTANCE	
I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.	
 MARIA TERESA A. CRUZ Employee's Name, Date and Signature	 FRANCISCO G. GABUNADA JR. Supervisor's Name, Date and Signature