



REPUBLIC OF THE PHILIPPINES
SENATE ELECTORAL TRIBUNAL

NOTICE OF VACANCY

Place of Assignment	:	Internal Audit Unit
Position Title	:	Internal Auditor V
Plantilla Item Number	:	SETC-IAUD5-1-2016
Salary Grade	:	24
Monthly Salary	:	Php88,410.00
Eligibility	:	Career Service Professional/Second Level Eligibility
Education	:	Master's Degree relevant to the job
Training	:	40 hours of training in management and supervision
Experience	:	Four (4) years of in position/s involving management and supervision
Competencies	:	Core, Organizational and Technical Competencies
Basic Description of the General Function of the Position	:	Supervise the Internal Audit Unit; advise the Secretary of the Tribunal on all matters relating to management control and operations audit; review and appraise systems and procedures/processes, organizational structure, assets management practices, financial and management records.

The Senate Electoral Tribunal highly encourages all interested and qualified applicants including persons with disability (PWD) and members of the indigenous communities irrespective of sexual orientation and gender identities or expression to apply.

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 05 May 2022**:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and the required Work Experience Sheet. These may be downloaded at www.csc.gov.ph;
2. Transcript of Records;
3. Authenticated copy of Certificate of Eligibility/Rating;
4. Photocopy of certificate of trainings; and
5. Performance Rating in the present position for one (1) year (if applicable).

ATTY. CHRISTIANN LEONARD P. AGODON
Director
Senate Electoral Tribunal
6th Floor, Sugar Center Building, North Avenue, Diliman, Quezon City
hrms@set.gov.ph.
Contact Numbers: 8-4631085 / 09150967035 (Globe) / 09615865963 (Smart)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Approved for Posting:

Date posted: APR 11 2022


ATTY. CRISANTA V. VALERA
Secretary of the Tribunal

6th Floor, Sugar Center Building, North Avenue, Diliman, Quezon City