

Republic of the Philippines  
**COMMISSION ON AUDIT**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the COMMISSION ON AUDIT in the CSC website:

**Director MARIE MACEL O. TEJADA**  
**HRMO**

Date: OCTOBER 29, 2018

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	DIRECTOR IV	P14-RB14-0055	28	114,981.00	<p>Master's degree or Certificate in Leadership and Management from the CSC</p> <p>For positions the duties and responsibilities of which involve practice of profession: Bachelor's degree relevant to the job, preferably BS Accountancy/BSC Accounting with appropriate RA 1080</p> <p>For positions the duties and responsibilities of which does not involve practice of profession: Bachelor's degree relevant to the job, preferably BS Accountancy/BSC Accounting with Master's degree/Bachelor of Laws /Certificate of Leadership from the CSC</p>	<p>120 hours of supervisory/management learning and development intervention undertaken within the last 5 years</p> <p>Preferably with Senior Executive Development Program (SEDP) training</p>	<p>5 years of supervisory/management experience</p>	<p>Career Service Professional/Second level eligibility</p>		CPASSS

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2	DIRECTOR III	P14-RB13-0032	27	102,910.00	Master's degree or Certificate in Leadership and Management from the CSC  For positions the duties and responsibilities of which involve practice of profession: Bachelor's degree relevant to the job, preferably BS Accountancy/BSC Accounting with appropriate RA 1080  For positions the duties and responsibilities of which does not involve practice of profession: Bachelor's degree relevant to the job, preferably BS Accountancy/BSC Accounting with Master's degree/Bachelor of Laws /Certificate of Leadership from the CSC	120 hours of supervisory/management learning and development intervention undertaken within the last 5 years  Preferably with Senior Executive Development Program (SEDP) training	5 years of supervisory/management experience	Career Service Professional/Second level eligibility		LSS

The COA selection process is compliant with existing laws on Anti-Discrimination and Equal Employment Opportunities.

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 November 30, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the **last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**DIR. MARIE MACEL O. TEJADA**  
 Director III, Officer-in-Charge  
 Human Resource Management Office,  
 Commission on Audit, Commonwealth  
 Avenue, Quezon City  
[careers@coa.gov.ph](mailto:careers@coa.gov.ph)

For the complete list of documentary requirements for application for recruitment and promotion, visit the COA website at [www.coa.gov.ph](http://www.coa.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

CSC PUBLICATION DATE: OCTOBER 30, 2018