

WE ARE HIRING

INTERNAL AUDIT ASSOCIATE

DEADLINE : 09 SEPTEMBER 2025

HRD-NOV-2025-164

Job Level 9, PhP833.04/day
Fixed-term Employment

Qualification Standards

Education: *Bachelor's Degree*

Experience: *Experience in Auditing-related activities is an advantage*

Training: *None required*

Other Requirements: *Well-versed in MS Office and other applications.*

Qualified applicants are requested to
PERSONALLY SUBMIT the following to the
HRD on or before 09 SEPTEMBER 2025:

1. Application letter
Addressed to the: President and CEO Manjit T. Singh Reandi
2. Barangay Certification (Residency and complaints, its nature, and status, if any
3. Diploma
4. NBI Clearance
5. Notarized Personal Data Sheet (PDS) with at least three (3) character reference with email addresses and contact numbers. **PRINTED BACK-TO-BACK and DO NOT LEAVE BLANK SPACES.** Write N/A if not applicable
6. Transcript of Records)
7. Copies of Training Certificates (2024 – 2020)

**LATE AND INCOMPLETE APPLICATIONS
SHALL NOT BE ENTERTAINED**

General Duties and Responsibilities

1. Supports the Internal Audit Team in its daily activities.
2. Collects data that supports the preparation of the working paper.
3. Performs analysis of data in on audit evidence/documents.
4. Documents all evidence in relation to the conduct of audit.
5. Maintains a systematic filing of all internal audit documents.
6. Prepares minutes of the meetings, such as pre – audit conference, exit conference and audit committee meetings.
7. Prepares a draft Internal Audit Program.
8. Liaises with other department in relation to the conduct of audit and other activities that maybe necessary.
9. Maintains and updates the monitoring of all Board-approved recommendations.
10. Maintains the records of supplies available for the Internal Audit Office.
11. Assists in the conduct of the Internal Control Assessment.
12. Assists in the conduct of risk assessment concerning the preparation of risk-based internal audit plan.
13. Performs other related functions assigned from time to time