

Republic of the Philippines
CIVIL SERVICE COMMISSION
 Batasan Hills, Quezon City

Vacant Executive/Managerial Positions in the Second Level for Publication in the CSC Website

- Instructions :** 1. Use this Form for new publication of vacant Executive/Managerial positions in the second level.
 2. Use only the CSC prescribed electronic form downloadable from <http://www.csc.gov.ph>. All items on this Form should be completely filled and with no abbreviation.
 3. Submit duly accomplished electronic form to CSC-ERPO as an email attachment to: jobs@webmail.csc.gov.ph and cc: csc.erpo.psd@gmail.com.
 4. Confirm with CSC receipt of email at telephone numbers (02)9317939 / 9318092 local 713, or (02)9318163.

WARNING : Alteration of this electronic form will result to data loading problems in the CSC Central Vacancy Database. DO NOT ALTER the structure of this electronic form.

Date of Preparation	: 03/13/2018										
Name of Agency	: Philippine International Trading Corporation										
Mailing Address	: NDC Bldg. 116 Tordesillas Street, Salcedo Village, Makati City										
Name of Contact Person	: Irene G. Alayon										
Position Title	: Division Chief III										
Email Address	: ialayon.ptd@pitc.gov.ph										
Telephone Number	: 8189801 local 310										
DETAILS OF VACANCY (Entries should be one row per Plantilla Item Number.)											
Seq No.	Plantilla Item Number	Position Title	Salary/ Job Grade	Annual Salary (in PhP)	Qualification Standards				Other Requirements of the Position	Place of Assignment	
					Education	Training	Experience	Eligibility		Office/Dept./ Division	Geographical Region
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)
1	19	Department Manager II	25	989,268.00	Master's Degree	120 Hours of Managerial Training taken within the last five (5) years reckoned from the date of assessment	Five (5) years of supervisory experience	Career Service Professional / Second Level Eligibility	Leadership Competencies: Business Acumen, Leadership Disposition, Coaching & Mentoring, Conflict Management	Internal Control Office (Internal Audit Dept.)	NCR

Job Specifications:

This job is responsible for directing and coordinating the internal audit activities such as operational, financial and special audits within the company. Provides support to management for efficient and effective fiscal administration and risk management. Reviews and appraises systems and procedures, organizational structures, asset management practices, financial and management records, reports and performance standards.

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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 02 April 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;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records; and
5. Photocopy of Certificate of Trainings attended

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

ATTY. MARIA GUDELIA C. GUESE
Manager-Legal Affairs, HR & Admin.
3F, NDC Bldg., 116 Tordesillas St., Salcedo Village, Makati City
gguese@pitc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.