

Office of the Solicitor General

PUBLICATION OF VACANT LAWYER POSITION INTERNAL AUDIT DIVISION As of April 16, 2026

No.	Position Title (Parenthetical Title, if applicable)	Item Number	SG	No. of Vacancy/ies	Qualification Standards				Place of Assignment	End Date of Publication
					Education	Training	Experience	Eligibility		
1	Internal Auditor V	OSGB-IAUD5-10-2008	24	1	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	CS Professional/ Second Level Eligibility	Internal Audit Division	05/06/2026
Job Description: Under the direction of the Solicitor General and direct supervision of the Assistant Solicitors General in the performance of the functions and duties reposed by law in the OSG.					I. Mission and Function 1. Provide independent, objective assurance designed to add value and improve the agency's operations; 2. Helps accomplish the agency's objectives by brining a systematic, disciplined approach to evaluate and improve the effectiveness of governance, risk management, and control processes; 3. Conducts comprehensive audit of various agency activities, specifically: <ul style="list-style-type: none"> • Advise the Solicitor General on all matters relating to management control and operations audit; • Conduct management and operations performance audit of the agency and determine the degree of compliance with its mandate, policies, government regulations, established objectives, systems and procedures/processes and contractual obligations; • Review and appraise systems and procedures/processes, organizational structure, assets management practices, financial and management records, reports and performance standards of the office; • Analyze and evaluate management deficiencies and assist top management by recommending realistic courses of action; • Appraise procedures and related matters, including expressing an opinion as to the efficiency or adequacy of existing procedures; and appraising personnel efficiency; • Perform functions of protective nature, such as prevention and detection of fraud or dishonesty; review of cases involving misuse of agency property and checks transactions with outside parties; • Provide other services, including special investigations and assistance to outside contacts such as the COS and CSC; and • Perform such other related duties and responsibilities as may be assigned or delegated by the Solicitor General or as may be required by the law. 					

			<p>II. Responsibility:</p> <ol style="list-style-type: none"> 1. Develop a flexible annual audit plan using an appropriate risk-based methodology, including any risks or control concerns by the management), and review periodic updates for submission to the Solicitor General for approval prior to its implementation; 2. Implement the approved annual audit plan, including as appropriate, any special tasks or projects as requested by the Solicitor General; 3. Assist in the investigation of significant suspected fraudulent activities within the agency and notify the Solicitor General of the results; 4. Maintain a professional audit staff with sufficient knowledge, skills, experience, and professional certifications; 5. Issue periodic reports to the Solicitor General summarizing the results of audit activities; 6. Keep the Solicitor General informed of emerging trends and successful practices in internal auditing. 7. Conduct fact-finding investigations based on the documented reports/complaints as approved by the Solicitor General; 8. Conduct fact-finding investigations based on the documented reports/complaints as approved by the Solicitor General; 9. Consider the scope of work of COA auditors as appropriate, for the purpose of providing optimal audit coverage to the office at reasonable cost. 10. Maintain a professional audit staff with sufficient knowledge, skills, experience, and professional certifications; 11. Issue periodic reports to the Solicitor General summarizing the results of audit activities; 12. Keep the Solicitor General informed of emerging trends and successful practices in internal auditing; 13. Conduct fact-finding investigations based on the documented reports/complaints as approved by the Solicitor General; and 14. Consider the scope of work of COA auditors as appropriate, for the purpose of providing optimal audit coverage to the office at reasonable cost.
	TOTAL No. of Vacancies	1	

Interested and qualified applicants should signify their interest in writing by sending their documents via electronic mail at recruitment@osg.gov.ph indicating the **Position Applied For, Place of Assignment and Full Name** as email subject and submit the following documents not later than May 6, 2026.

1. Letter of Intent specifying the position applied for;
2. Fully accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with recent passport-sized picture (3.5cm x 4.5cm) and required Work Experience Sheet which can be downloaded at www.csc.gov.ph;
3. Performance rating **in the last rating period** (if applicable);
4. Certificate of Eligibility/Rating/License (if applicable);
5. Certificate of Membership to the Bar and Certificate of Bar Rating (For Lawyer Applicants only);
6. Transcript of Records;
7. Certificate/s of Training/ Seminars (For positions requiring relevant training/seminar); and
8. Certificate of Employment (For positions requiring relevant work experience).

QUALIFIED APPLICANTS are advised to email their application to:

EDITHA R. BUENDIA
Director IV-HRMAS
134 Amorsolo St., Legaspi Village, Makati City
recruitment@osg.gov.ph