



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue
Manila



NOTICE OF VACANCIES 6 JULY 2017

INSURANCE COMMISSION'S RECRUITMENT POLICIES:

1. Applicants must meet the minimum Qualification Standards (QS) of the vacant position/s.
2. The **IC APPLICATION FORM (CLICK HERE TO DOWNLOAD)** should be answered completely and accurately. We require applicants to fill out all items (position, dates in the format of mm/dd/yyyy, etc.) or indicate N/A if item is not applicable in the application form. All information shall be treated with strictest confidentiality.
3. Applications shall be accepted on or before the deadline set. Applications received beyond the deadline shall not be acted upon.
4. Submit the following documents with your **IC APPLICATION FORM**:
 - a. **APPLICATION LETTER** addressed to:
Deputy Insurance Commissioner – Management Support Services
1071 United Nations Avenue, Manila 1000 Philippines
 - b. **UPDATED CV/RESUME/PERSONAL DATA SHEET** (CS Form No. 212, Revised 2017) **WITH PASSPORT-SIZED PHOTO**
 - c. **WORK EXPERIENCE SHEET (CLICK HERE TO DOWNLOAD)** (Attachment to CS Form No. 212, Revised 2017)
 - d. **TRANSCRIPT OF RECORDS AND DIPLOMA**
 - e. **CERTIFICATE OF SEMINARS/ TRAINING PROGRAMS ATTENDED**
 - f. **CERTIFICATE OF ELIGIBILITY/ BOARD RATING**
For the CSC Career Service Eligibility, *the Certificate must be authenticated by the CSC Regional Office concerned.*
5. Applicants may send their credentials to the abovementioned address or through jobs@insurance.gov.ph. They may also submit the documents personally at the reception lobby of the IC Building, Manila.
6. The documents listed below should be on hand and ready once requested:
 - a. Original copy for authentication: Transcript of Records, Diploma, Certificate of Seminars/Training Programs Attended and Certificate of Eligibility/ Board Rating
 - b. Certificate/s of Employment with Duties & Responsibilities
 - c. NSO copy of Birth Certificate and Marriage Contract (if applicable)
 - d. NBI Clearance

For the **IC APPLICATION FORM**, you may visit the website of the Insurance Commission: www.insurance.gov.ph. For further inquiries, you may please contact the **HUMAN RESOURCE DIVISION (HRD)** at Telephone Numbers 5243548 / 5238461-70 local 120.

Only applicants who are shortlisted shall be contacted to take the pre-employment assessments (interview and examination) to be scheduled and administered by HR.

Position Title : **IC Division Manager**
Pay Grade : PG 15
Division : Statistics and Research (*Place of Assignment*)
Item No/s : IC-DM-8-2016
No. of Vacancies : 1
Job Qualifications :

- Master's degree or Certificate in Leadership and Management from the Civil Service Commission (CPro)
- **Career Service Professional or Second Level Eligibility**
- 5 years in position/s involving management and supervision
- 24 hours of technical training on insurance management/actuarial science/accounting/auditing/financial management or CPE/CPD or Technical Training on Accountancy or insurance law/legal writing/substantive and procedural laws/legal ethics/trial or pre-trial skills or other related courses, and 40 hours of supervision/leadership or management training taken within the last 5 years
- Strong communication and presentation skills

Important Reminder: Applications will be accepted only from 6 July 2017 to 17 July 2017.

Position Title : **IC Supervising Insurance Specialist**
Pay Grade : PG 13
Division : Investments Service
Item No/s : IC-SVIS-15-2012
No. of Vacancies : 1
Job Qualifications :

- Bachelor's Degree relevant to the job
- **Career Service Professional or Second Level Eligibility**
- 3 years experience in insurance management/financial management or legal management, and 1 year experience in position/s involving supervisory functions
- 32 hours of technical training on insurance management/financial management or insurance law/legal writing/substantive and procedural laws/legal ethics or pretrial skills or other related courses, and 8 hours of supervisory/leadership or management training
- Strong analytical, communication and presentation skills

Important Reminder: Applications will be accepted only from 6 July 2017 to 17 July 2017.

Position Title : **IC Insurance Specialist I**
Pay Grade : PG 7
Division : Rating
Item No/s : IC-INS1-11-2012
No. of Vacancies : 1
Job Qualifications :

- Bachelor's Degree relevant to the job
- **Career Service Professional or Second Level Eligibility**
- Strong analytical, communication and presentation skills

Important Reminder: Applications will be accepted only from 6 July 2017 to 17 July 2017.

Position Title : **IC Insurance Specialist II ***
Pay Grade : PG 9
Division : Anti-Money Laundering / Davao District Office *
Item No/s : IC-INS2-56-2014 / *
No. of Vacancies : 2
Job Qualifications :

- Bachelor's Degree relevant to the job
- **Career Service Professional or Second Level Eligibility**
- 2 years experience in insurance management/financial management or legal management
- 16 hours of technical training on insurance management/financial management or insurance law/legal writing/substantive and procedural laws/legal ethics or pretrial skills or other related courses
- Strong communication and presentation skills

Important Reminder: Applications will be accepted only from 6 July 2017 to 17 July 2017.

**Anticipated vacancy in case of chain promotion.*

Position Title : **IC Legal Assistant**
Pay Grade : PG 5
Division : Public Assistance and Mediation
Item No/s : IC-LEA1-2-2012
No. of Vacancies : 1
Job Qualifications :

- Bachelor's Degree relevant to the job
- **Career Service Professional or Second Level Eligibility**
- Strong communication and presentation skills

Important Reminder: Applications will be accepted only from 6 July 2017 to 17 July 2017.

Position Title : **IC Insurance Specialist I ***
Pay Grade : PG 7
Division : Baguio District Office / Davao District Office *
Item No/s : IC-INS1-17-2012 / *
No. of Vacancies : 2
Job Qualifications :

- Bachelor's Degree relevant to the job
- **Career Service Professional or Second Level Eligibility**
- Strong analytical, communication and presentation skills

Important Reminder: Applications will be accepted only from 6 July 2017 to 17 July 2017.

**Anticipated vacancy in case of chain promotion.*

Position Title : **IC Insurance Specialist II**
Pay Grade : PG 9
Division : Brokers
Item No/s : IC-INS2-23-2012
No. of Vacancies : 1
Job Qualifications :

- Bachelor's Degree in Accountancy/ Commerce or Business Administration major in Accounting
- **Certified Public Accountant (CPA)**
- 2 years practice of accountancy/audit/insurance management/financial management
- 16 hours of technical training on insurance management/accounting/auditing/financial management or CPE for Accountants or other related courses
- Strong communication and presentation skills
- Fieldwork required

Important Reminder: Applications will be accepted only from 6 July 2017 to 17 July 2017.

Position Title : **IC Accountant II**
Pay Grade : PG 9
Division : Accounting
Item No/s : IC-A2-1-2012
No. of Vacancies : 1
Job Qualifications :

- Bachelor's Degree in Accountancy/ Commerce or Business Administration major in Accounting
- **Certified Public Accountant (CPA)**
- 2 years practice of accountancy / audit
- 16 hours of technical training on government accounting or auditing / fiscal or financial administration or CPE for Accountants or other related courses
- Strong communication and presentation skills

Important Reminder: Applications will be accepted only from 6 July 2017 to 17 July 2017.

Position Title : **IC Planning Officer II**
Pay Grade : PG 8
Division : Planning and Management
Item No/s : IC-PO2-2-2014
No. of Vacancies : 1
Job Qualifications :

- Bachelor's degree relevant to the job
- 2 years of experience in position/s involving organizational / project planning and management
- 16 hours of technical training in organizational planning and development / program and project development and management / policy analysis and implementation or other related courses
- **Career Service Professional or Second Level Eligibility**
- Strong communication and presentation skills

Important Reminder: Applications will be accepted only from 6 July 2017 to 17 July 2017.

Position Title : **IC Administrative Officer I**
Pay Grade : PG 6
Division : Human Resource
Item No/s : IC-ADO1-8-2015
No. of Vacancies : 1
Job Qualifications :

- Bachelor's degree relevant to the job
- **Career Service Professional or Second Level Eligibility**
- Strong communication and presentation skills

Important Reminder: Applications will be accepted only from 6 July 2017 to 17 July 2017.

Position Title : **IC Administrative Assistant I**
Pay Grade : PG 3
Division : Administrative (General Services)
Item No/s : IC-ADAS1-7-2012
No. of Vacancies : 1
Job Qualifications :

- Completion of at least 2 years college studies
- **Career Service Sub-Professional or First Level Eligibility**

Important Reminder: Applications will be accepted only from 6 July 2017 to 17 July 2017.

Position Title : **IC Administrative Aide II**
Pay Grade : PG 2
Division : Administrative (General Services)
Item No/s : IC-ADA2-9-2012
No. of Vacancies : 1
Job Qualifications :

- Completion of at least 2 years college studies

Important Reminder: Applications will be accepted only from 6 July 2017 to 17 July 2017.
