



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



## **NOTICE OF VACANCIES**

15 APRIL 2021

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### **INSURANCE COMMISSION'S RECRUITMENT POLICIES:**

1. Applicants must meet the minimum Qualification Standards (QS) of the vacant position/s.
2. The **IC APPLICATION FORM** 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. 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** (Attachment to CS Form No. 212, Revised 2017)
  - d. **TRANSCRIPT OF RECORDS AND DIPLOMA**
  - e. **CERTIFICATE OF RELEVANT SEMINARS/ TRAINING PROGRAMS ATTENDED**
  - f. **CERTIFICATE OF ELIGIBILITY/BOARD RATING/PROFESSIONAL CERTIFICATE**
  - g. **LATEST INDIVIDUAL PERFORMANCE ASSESSMENT (IPA) FORM FOR GOVERNMENT PERSONNEL**

***Incomplete application shall be excluded in the screening.***
4. Applicants may send their credentials to the abovementioned address or through ***jobs@insurance.gov.ph*** and/or ***ichrdhiring@gmail.com*** (for large attachments).
5. 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
6. Submission of the required documents and/or information shall serve as the applicant's consent for the Human Resource Division (HRD) to collect, record, organize, update, use, and consolidate their personal information in processing their application for appointment in connection to Republic Act (RA) No. 10173 (Act), also known as the Data Privacy Act of 2012.
7. **Deadline of submission of application is on 26 April 2021.** Applications received beyond the deadline shall not be acted upon.

For the **IC APPLICATION FORM AND WORK EXPERIENCE SHEET**, you may visit the website of the Insurance Commission: [www.insurance.gov.ph](http://www.insurance.gov.ph). For further inquiries, you may please contact the **HRD** at Telephone Number 5238461 local 106.

The Insurance Commission encourages all interested and qualified applicants including persons with disability (PWD), members of Indigenous Communities, and those from any Sexual Orientation and Gender Identities (SOGI) to send their applications.

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**Position Title** : **IC Division Manager** (*republication*)  
**Pay Grade** : PG 15  
**Division/s** : Investments Service Division  
**Item No/s** : IC-DM-9-2016  
**No. of Vacancies** : **1**  
**Job Qualifications** :

- Master's degree or Certificate in Leadership and Management from the Civil Service Commission (CSC)
- **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 pretrial skills or other related courses, and 40 hours of supervision/ leadership or management training taken within the last 5 years
- Strong communications and presentation skills

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**Position Title** : **IC Administrative Aide II**  
**Pay Grade** : PG 2  
**Division** : Office of the Deputy Insurance Commissioner – Management Support Services Group  
**Item No/s** : IC-ADA2-5-2012  
**No. of Vacancies** : **1**  
**Job Qualifications** :

- Completion of at least 2 years college studies