



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION



**NOTICE OF VACANCIES
30 JULY 2018**

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. Applications shall be accepted on or before the deadline set. Applications received beyond the deadline shall not be acted upon. **The deadline of submission of application is on 09 AUGUST 2018.**
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** (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/PROFESSIONAL CERTIFICATE**

Incomplete application shall be excluded in the screening.
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, 1071 United Nations Avenue, 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 AND WORK EXPERIENCE SHEET**, 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 106.

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

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.

Position Title	:	IC Senior Insurance Specialist (republication)
Pay Grade	:	PG 11
Division/s	:	Non-Life Division; Pre-Need Division; Brokers Division
Item No/s	:	IC-SRIS-1-2012; IC-SRIS-3-2012; IC-SRIS-4-2012; IC-SRIS-34-2014; IC-SRIS-41-2014; IC-SRIS-13-2012
No. of Vacancies	:	6
Job Qualifications	:	

- Bachelor's degree in Accountancy/ Commerce or Business Administration major in Accounting
- **RA 1080 (Certified Public Accountant)**
- 3 years of practice of accountancy/ audit/ insurance management/ financial management
- 24 hours of technical training on insurance management/ accounting/ auditing/ financial management or Continuing Professional Education for Accountants or Technical Training on Accountancy or other related courses
- Strong communications and presentation skills
- Fieldwork required

Important Reminder: Applications will be accepted only **from 30 July 2018 to 09 August 2018**.

Position Title : **IC Insurance Specialist II** (*republication*)
Pay Grade : PG 9
Division : Life/MBAs/Trust Division
Item No/s : IC-INS2-9-2012
No. of Vacancies : **1**
Job Qualifications :

- Bachelor's degree in Accountancy/ Commerce or Business Administration major in Accounting
- **RA 1080 (Certified Public Accountant)**
- 2 years of practice of accountancy/ audit/ insurance management/ financial management
- 16 hours of technical training on insurance management/ accounting/ auditing/ financial management or Continuing Professional Education for Accountants or Technical Training on Accountancy or other related courses
- Strong communications and presentation skills
- Fieldwork required

Important Reminder: Applications will be accepted only **from 30 July 2018 to 09 August 2018**.

Position Title : **IC Insurance Specialist II**
Pay Grade : PG 9
Division : Non-Life Division
Item No/s : IC-INS2-4-2012
No. of Vacancies : **1**
Job Qualifications :

- Bachelor's degree in Accountancy/ Commerce or Business Administration major in Accounting
- **RA 1080 (Certified Public Accountant)**
- 2 years of practice of accountancy/ audit/ insurance management/ financial management
- 16 hours of technical training on insurance management/ accounting/ auditing/ financial management or Continuing Professional Education for Accountants or Technical Training on Accountancy or other related courses
- Strong communications and presentation skills
- Fieldwork required

Important Reminder: Applications will be accepted only **from 30 July 2018 to 09 August 2018**.

Position Title : **IC Insurance Specialist I** (*republication*)
Pay Grade : PG 7
Division : Non-Life Division; Pre-Need Division
Item No/s : IC-INS1-1-2012; IC-INS1-5-2012
No. of Vacancies : **2**
Job Qualifications :

- Bachelor's degree in Accountancy/ Commerce or Business Administration major in Accounting
- **RA 1080 (Certified Public Accountant)**
- At least 6 months experience in audit
- Strong communications and presentation skills
- Fieldwork required

Important Reminder: Applications will be accepted only **from 30 July 2018 to 09 August 2018**.

Position Title : **IC Insurance Specialist II (Actuarial Examination)** (*republication*)
Pay Grade : PG 9
Division : Life/MBAs/Trust Division; Pre-Need Division
Item No/s : IC-INS2-25-2012; IC-INS2-24-2012
No. of Vacancies : **2**
Job Qualifications :

- Bachelor's degree relevant to the job
- **Career Services Professional or 2nd Level Eligibility**
- 2 years of experience in auditing/ actuarial or financial management

- 16 hours of technical training on insurance management/ actuarial science/ accounting/ auditing/ financial management or other related courses
- Strong communications and presentation skills

Important Reminder: Applications will be accepted only from **30 July 2018 to 09 August 2018**.

Position Title : **IC Supervising Insurance Specialist**
Pay Grade : PG 13
Division : Anti-Money Laundering and Corporate Governance Division
Item No/s : IC-SVIS-27-2018
No. of Vacancies : 1

Job Qualifications :

- Bachelor's degree relevant to the job
- **Career Services Professional or 2nd Level Eligibility**
- 3 years of experience in insurance management/ financial management/ legal management/ anti-money laundering/ corporate governance; and 1 year experience in position/s involving supervisory functions
- 32 hours of technical training on insurance management/ accounting/ auditing/ financial management or insurance law/ legal writing/ substantive and procedural laws/ legal ethics/trial or pre-trial skills or other related courses; and 8 hours of supervisory/ leadership or management training
- Strong communications and presentation skills

Important Reminder: Applications will be accepted only from **30 July 2018 to 09 August 2018**.

Position Title : **IC Supervising Insurance Specialist (republication)**
Pay Grade : PG 13
Division : Actuarial Division; Reinsurance Division; Statistics and Research Division
Item No/s : IC-SVIS-14-2012; IC-SVIS-31-2015; IC-SVIS-20-2012; IC-SVIS-22-2012
No. of Vacancies : 4

Job Qualifications :

- Bachelor's degree relevant to the job
- **Career Services Professional or 2nd Level Eligibility**
- 3 years of experience in insurance management/ financial management/ legal management/ anti-money laundering/ corporate governance; and 1 year experience in position/s involving supervisory functions
- 32 hours of technical training on insurance management/ accounting/ auditing/ financial management or insurance law/ legal writing/ substantive and procedural laws/ legal ethics/trial or pre-trial skills or other related courses; and 8 hours of supervisory/ leadership or management training
- *For the Actuarial Division, must have passed professional – level examinations (Actuarial) from recognized institutions, such as the Society of Actuaries (SOA)*
- Strong communications and presentation skills

Important Reminder: Applications will be accepted only from **30 July 2018 to 09 August 2018**.

Position Title : **IC Senior Insurance Specialist (republication)**
Pay Grade : PG 11
Division : Microinsurance Division; Anti-Money Laundering and Corporate Governance Division; Statistics and Research Division
Item No/s : IC-SRIS-43-2015; IC-SRIS-39-2014; IC-SRIS-45-2015; IC-SRIS-46-2015
No. of Vacancies : 4

Job Qualifications :

- Bachelor's degree relevant to the job
- **Career Services Professional or 2nd Level Eligibility**
- 3 years of experience in insurance management/ financial management/ legal management
- 24 hours of technical training on insurance management/ accounting/ auditing/ financial management or insurance law/ legal writing/ substantive and procedural laws/ legal ethics/trial or pre-trial skills or other related courses
- Strong communications and presentation skills

Important Reminder: Applications will be accepted only from **30 July 2018 to 09 August 2018**.

Position Title : **IC Insurance Specialist II**
Pay Grade : PG 9
Division : Anti-Money Laundering and Corporate Governance Division; Regulation, Enforcement and Prosecution Division (Suretyship Section)
Item No/s : IC-INS2-66-2018; IC-INS2-67-2018
No. of Vacancies : 2

Job Qualifications :

- Bachelor's degree relevant to the job

- **Career Services Professional or 2nd Level Eligibility**
- 2 years of experience in insurance management/ financial management/ legal management/ anti-money laundering/ corporate governance/ suretyship
- 16 hours of technical training on insurance management/ accounting/ auditing/ financial management or insurance law/ legal writing/ substantive and procedural laws/ legal ethics/trial or pre-trial skills or other related courses
- Strong communications and presentation skills

Important Reminder: Applications will be accepted only **30 July 2018 to 09 August 2018**.

Position Title : **IC Insurance Specialist II** (*republication*)
Pay Grade : PG 9
Division : Microinsurance Division; Anti-Money Laundering and Corporate Governance Division; Actuarial Division; Rating Division; Statistics and Research Division; Licensing Division
Item No/s : IC-INS2-55-2014; IC-INS2-58-2015; IC-INS2-56-2014; IC-INS2-27-2012; IC-INS2-59-2015; IC-INS2-40-2012; IC-INS2-42-2012; IC-INS2-51-2012

No. of Vacancies : **8**

Job Qualifications :

- Bachelor's degree relevant to the job
- **Career Services Professional or 2nd Level Eligibility**
- 2 years of experience in insurance management/ financial management/ legal management/ anti-money laundering/ corporate governance/ suretyship
- 16 hours of technical training on insurance management/ accounting/ auditing/ financial management or insurance law/ legal writing/ substantive and procedural laws/ legal ethics/trial or pre-trial skills or other related courses
- *For the Actuarial Division, must have passed professional – level examinations (Actuarial) from recognized institutions, such as the Society of Actuaries (SOA)*
- Strong communications and presentation skills

Important Reminder: Applications will be accepted only **from 30 July 2018 to 09 August 2018**.

Position Title : **IC Insurance Specialist II**
Pay Grade : PG 9
Division : Actuarial Division
Item No/s : IC-INS2-26-2012

No. of Vacancies : **1**

Job Qualifications :

- Bachelor's degree relevant to the job
- **Career Services Professional or 2nd Level Eligibility**
- 2 years of experience in insurance management/ financial management/ legal management/ anti-money laundering/ corporate governance/ suretyship
- 16 hours of technical training on insurance management/ accounting/ auditing/ financial management or insurance law/ legal writing/ substantive and procedural laws/ legal ethics/trial or pre-trial skills or other related courses
- *For the Actuarial Division, must have passed professional – level examinations (Actuarial) from recognized institutions, such as the Society of Actuaries (SOA)*
- Strong communications and presentation skills

Important Reminder: Applications will be accepted only **from 30 July 2018 to 09 August 2018**.

Position Title : **IC Insurance Specialist I**
Pay Grade : PG 7
Division : Anti-Money Laundering and Corporate Governance Division; Regulation, Enforcement and Prosecution Division (Suretyship Section)
Item No/s : IC-INS1-26-2018; IC-INS1-28-2018

No. of Vacancies : **2**

Job Qualifications :

- Bachelor's degree relevant to the job
- **Career Services Professional or 2nd Level Eligibility**
- Strong communications and presentation skills

Important Reminder: Applications will be accepted only **from 30 July 2018 to 09 August 2018**.

Position Title : **IC Insurance Specialist I** (*republication*)
Pay Grade : PG 7
Division : Microinsurance Division; Rating Division
Item No/s : IC-INS1-20-2014; IC-INS1-11-2012; IC-INS1-19-2012
No. of Vacancies : **3**

Job Qualifications :

- Bachelor's degree relevant to the job
- **Career Services Professional or 2nd Level Eligibility**
- Strong communications and presentation skills

Important Reminder: Applications will be accepted only **30 July 2018 to 09 August 2018**.

Position Title : IC Attorney I
Pay Grade : PG 12
Division : Regulation, Enforcement and Prosecution Division (Suretyship Section)
Item No/s : IC-ATY1-11-2018
No. of Vacancies : 1

Job Qualifications :

- Bachelor of Laws
- 2 years of experience in position/s involving legal management or practice of law/ litigation
- 24 hours of training on insurance law/ legal writing/ substantive and procedural laws/ legal ethics/ trial techniques or Mandatory Continuing Legal Education (MCLE) or other related courses
- **RA 1080 (BAR)**

Important Reminder: Applications will be accepted only **from 30 July 2018 to 09 August 2018**.

Position Title : IC Attorney I (*republication*)
Pay Grade : PG 12
Division : Regulation, Enforcement and Prosecution Division; Licensing Division; Conservatorship, Receivership and Liquidation Division; Claims Adjudication Division
Item No/s : IC-ATY1-1-2012; IC-ATY1-6-2014; IC-ATY1-3-2012; IC-ATY1-4-2012; IC-ATY1-5-2012
No. of Vacancies : 5

Job Qualifications :

- Bachelor of Laws
- 2 years of experience in position/s involving legal management or practice of law/ litigation
- 24 hours of training on insurance law/ legal writing/ substantive and procedural laws/ legal ethics/ trial techniques or Mandatory Continuing Legal Education (MCLE) or other related courses
- **RA 1080 (BAR)**

Important Reminder: Applications will be accepted only **from 30 July 2018 to 09 August 2018**.

Position Title : IC Insurance Specialist II
Pay Grade : PG 9
Division : Public Assistance and Mediation Division
Item No/s : IC-INS2-48-2012
No. of Vacancies : 1

Job Qualifications :

- Bachelor's degree relevant to the job
- **Career Services Professional or 2nd Level Eligibility**
- 2 years of experience in insurance management/ financial management/ legal management/ anti-money laundering/ corporate governance/ suretyship
- 16 hours of technical training on insurance management/ accounting/ auditing/ financial management or insurance law/ legal writing/ substantive and procedural laws/ legal ethics/trial or pre-trial skills or other related courses
- Strong communications and presentation skills

Important Reminder: Applications will be accepted only **from 30 July 2018 to 09 August 2018**.

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

Job Qualifications :

- Bachelor's degree relevant to the job
- **Career Service Professional or 2nd Level Eligibility**
- Strong communications and presentation skills

Important Reminder: Applications will be accepted only **from 30 July 2018 to 09 August 2018**.

Position Title : IC Administrative Assistant III (*republication*)

Pay Grade : PG 5
Division : Claims Adjudication Division
Item No/s : IC-ADAS3-1-2012
No. of Vacancies : 1
Job Qualifications :

- Associate Secretarial Course or at least 2 years of college studies with a course on steno typing
- 1 year of experience in position/s involving stenographic writing or typing/ records management/ office administration/ building administration/ property or supply management
- 4 hours of training on stenographic writing or typing/ office operations administration/ records management/ property or supply management/ basic writing skills/ basic MS office applications/ effective presentation skills or other related courses
- **Career Service Sub-Professional or Stenographer Eligibility**

Important Reminder: Applications will be accepted only from **30 July 2018 to 09 August 2018**.

Position Title : **IC Administrative Assistant I** (*republication*)
Pay Grade : PG 3
Division : Conservatorship, Receivership and Liquidation Division
Item No/s : IC-ADAS1-5-2012
No. of Vacancies : 1
Job Qualifications :

- Completion of at least 2 years college studies
- **Career Service Sub-Professional or 1st Level Eligibility**

Important Reminder: Applications will be accepted only from **30 July 2018 to 09 August 2018**.

Position Title : **IC Administrative Aide II** (*republication*)
Pay Grade : PG 2
Division : Claims Adjudication Division
Item No/s : IC-ADA2-8-2012
No. of Vacancies : 1
Job Qualifications :

- Completion of at least 2 years college studies

Important Reminder: Applications will be accepted only from **30 July 2018 to 09 August 2018**.

Position Title : **IC Administrative Aide I** (*republication*)
Pay Grade : PG 1
Division : Administrative Division (General Services Section, Cashier Section);
Item No/s : IC-ADA1-18-2012; IC-ADA1-13-2012; IC-ADA1-20-2012; IC-ADA1-15-2012
No. of Vacancies : 4
Job Qualifications :

- Completion of at least 2 years college studies

Important Reminder: Applications will be accepted only **30 July 2018 to 09 August 2018**.

Position Title : **IC Administrative Officer II** (*republication*)
Pay Grade : PG 8
Division : Administrative Division (Records Section, Supply Section)
Item No/s : IC-ADO2-5-2015; IC-ADO2-6-2015; IC-ADO2-7-2015
No. of Vacancies : 3
Job Qualifications :

- Bachelor's degree relevant to the job
- 2 years of experience in position/s involving office systems management/ human resource management and development/ administration
- 16 hours of training on office systems management or administration/ records management/ property and supply management/ human resource management and development/ fiscal or financial administration/ organizational development or other related courses
- **Career Service Professional or 2nd Level Eligibility**
- Strong communications and presentation skills

Important Reminder: Applications will be accepted only from **30 July 2018 to 09 August 2018**.

Position Title : **IC Administrative Officer I** (*republication*)
Pay Grade : PG 6
Division : Human Resource Division

Item No/s : IC-ADO1-6-2012
No. of Vacancies : 1
Job Qualifications :

- Bachelor's degree relevant to the job
- **Career Service Professional or 2nd Level Eligibility**
- Strong communications and presentation skills

Important Reminder: Applications will be accepted only from 30 July 2018 to 09 August 2018.

Position Title : **IC Administrative Officer I**
Pay Grade : PG 6
Division : Human Resource Division
Item No/s : IC-ADO1-9-2015
No. of Vacancies : 1
Job Qualifications :

- Bachelor's degree relevant to the job
- **Career Service Professional or 2nd Level Eligibility**
- Strong communications and presentation skills

Important Reminder: Applications will be accepted only from 30 July 2018 to 09 August 2018.

Position Title : **IC Information Technology Officer I** (*republication*)
Pay Grade : PG 13
Division : Information Technology Division; Information Systems Division
Item No/s : IC-ITO1-1-2014; IC-ITO1-5-2014
No. of Vacancies : 2
Job Qualifications :

- Bachelor's degree relevant to the job
- 2 years of experience in database design/ information systems development/ infrastructure management; and 1 year of experience in position/s with supervisory functions
- 32 hours of technical training in systems design and development/ database management/ IT resources management and other related information technology courses; and 8 hours of supervisory/ leadership or management training
- **Career Service Professional or 2nd Level Eligibility**
- Strong communications and presentation skills

Important Reminder: Applications will be accepted only from 30 July 2018 to 09 August 2018.

Position Title : **IC Information Data Analyst I** (*republication*)
Pay Grade : PG 7
Division : Information Technology Division
Item No/s : IC-IDA1-1-2016
No. of Vacancies : 1
Job Qualifications :

- Bachelor's degree preferably in computer science/ computer engineering/ electronics engineering/ engineering science/ electronics and computer engineering/ information technology/ information systems/ technology management
- **Career Service Professional or 2nd Level Eligibility**

Important Reminder: Applications will be accepted only from 30 July 2018 to 09 August 2018.

Position Title : **IC Computer Operator** (*republication*)
Pay Grade : PG 4
Division : Information Technology Division
Item No/s : IC-CO-1-2012
No. of Vacancies : 1
Job Qualifications :

- Completion of at least 2 years college studies
- 1 year of experience in position/s involving troubleshooting/ use of MS Office applications/ IT resources maintenance or management
- 4 hours of technical training on troubleshooting/ IT resources management/ MS Office applications or other related courses
- **Career Service Sub-Professional or 1st Level Eligibility**

Important Reminder: Applications will be accepted only from 30 July 2018 to 09 August 2018.

Position Title : **IC Planning Officer II** (*republication*)
Pay Grade : PG 8

Division : Planning and Management Division
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 on organization planning and development/ program and project development and management/ policy analysis and implementation, and other courses
- **Career Service Professional or 2nd Level Eligibility**

Important Reminder: Applications will be accepted only from **30 July 2018 to 09 August 2018**.

Position Title : **IC Planning Officer II**
Pay Grade : PG 8
Division : Planning and Management Division
Item No/s : IC-PO2-1-2012
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 on organization planning and development/ program and project development and management/ policy analysis and implementation, and other courses
- **Career Service Professional or 2nd Level Eligibility**

Important Reminder: Applications will be accepted only from **30 July 2018 to 09 August 2018**.

Position Title : **IC Planning Officer I (republication)**
Pay Grade : PG 6
Division : Planning and Management Division
Item No/s : IC-PO1-1-2012
No. of Vacancies : 1
Job Qualifications :

- Bachelor's degree relevant to the job
- **Career Service Professional or 2nd Level Eligibility**

Important Reminder: Applications will be accepted only from **30 July 2018 to 09 August 2018**.

Position Title : **IC Accountant I**
Pay Grade : PG 7
Division : Accounting Division
Item No/s : IC-A1-1-2012
No. of Vacancies : 1
Job Qualifications :

- Bachelor's degree in Accountancy/Commerce or Business Administration major in Accounting
- **RA 1080 (Certified Public Accountant)**

Important Reminder: Applications will be accepted only from **30 July 2018 to 09 August 2018**.
