NOTICE OF VACANCIES
14 OCTOBER 2022

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:
    The 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 PASSPORTSIZED 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 must send their credentials to *ichrdhiring@insurance.gov.ph* and/or *ichrdhiring@gmail.com* (for large attachments) in a single "Portable Document Format" or PDF File. **Refrain from sending media files, such as .jpeg/.mpegs, etc. or compressed files, such as .zip/.rar, etc.**

    Email subject format should be:

    Application for (Position title), (Division/Office)
    (e.g., Application for IC Administrative Officer II, Human Resource Division)

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 28 October 2022.** Applications received beyond the deadline shall not be acted upon.

8. For the **IC APPLICATION FORM AND WORK EXPERIENCE SHEET**, you may visit the website of the Insurance Commission: **https://www.insurance.gov.ph/icappforms**. For further inquiries, you may please contact the **HRD** at Telephone Number (02) 85238461 local 106.

9. 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.

10. Due to the volume of applications received, the HRD may only be able to contact the shortlisted applicants.

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards				Place of Assignment
				Education	Training	Experience	Eligibility	
1	IC Information Systems Analyst I	IC-ISA1-2-2015	9	Bachelor's degree in Computer science/ computer engineering/ electronics engineering/ engineering science/ electronics and computer engineering/ information technology/ information systems/ technology management	16 hours of technical training in systems design and development/ database management/ IT resources management or other related courses	1 year of experience in information systems development/ infrastructure management/ network administration or maintenance	Career Service Professional or 2nd Level Eligibility	Information Systems Division
2	IC Computer Programmer	IC-CP-1-2012	9	Bachelor's degree relevant to the job	16 hours of technical training on programming languages/ systems design and development/ IT resources management or other related courses	1 year of experience in programming/ systems development/ network administration or maintenance	Career Service Professional or 2nd Level Eligibility	Information Systems Division