



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



NOTICE OF VACANCIES

30 JUNE 2023

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 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 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 10 July 2023.** 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.

Republic of the Philippines
Insurance Commission
Request for Publication of Vacant Positions



Electronic copy to be submitted to the CSC FO must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Insurance Commission in the CSC website:

REVELYN R. MOJICA

Division Manager, Human Resource Division

Date: 30 June 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	IC Insurance Specialist II	IC-INS2-18-2012	PG 9		Bachelor's degree in Accountancy/Commerce or Business Administration major in Accounting	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	2 years practice of accountancy/ audit/ insurance management/ financial management	RA 1080 (CPA)		Health Maintenance Organization Division
2	IC Insurance Specialist I	IC-INS1-27-2018	PG 7		Bachelor's degree in Accountancy/Commerce or Business Administration major in Accounting	None required	None required	RA 1080 (CPA)		Health Maintenance Organization Division
3	IC Division Manager	IC-DM-26-2016	PG 15		Bachelor of Laws	5 years in position/s involving management and supervision	24 hours of technical training on insurance law/ legal writing/ substantive and procedural laws/ legal ethics/ trial techniques or MCLE or other related courses; and 40 hours of supervision/ leadership or management training taken in the last 5 years	RA 1080 (BAR)		Cebu District Office
4	IC Attorney II	IC-ATY2-2-2012	PG 14		Bachelor of Laws	32 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; and 8 hours of supervision/leadership or management training	3 years of experience in position/s involving legal management or practice of law/litigation	RA 1080 (BAR)		Cebu District Office

5	IC Insurance Specialist II	IC-INS2-63-2015	PG 9		Bachelor's degree relevant to the job	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 pretrial skills or other related courses	2 years of experience in insurance management/financial management/legal management	Career Service Professional or 2nd Level Eligibility		Cebu District Office
6	IC Insurance Specialist II	IC-INS2-65-2015	PG 9		Bachelor's degree relevant to the job	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 pretrial skills or other related courses	2 years of experience in insurance management/financial management/legal management	Career Service Professional or 2nd Level Eligibility		Davao District Office
7	IC Insurance Specialist I	IC-INS1-25-2015	PG 7		Bachelor's degree relevant to the job	None required	None required	Career Service Professional or 2nd Level Eligibility		Davao District Office
8	IC Administrative Aide I	IC-ADA1-25-2012	PG 1		Completion of at least 2 years college studies	None required	None required	None required		Davao District Office

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than 10 July 2023.

1. Application Letter addressed to:

The Deputy Insurance Commissioner – Management Support Services
1071 United Nations Avenue, Manila 1000 Philippines

- Fully accomplished and notarized Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
- Performance rating **in the last rating period** (if applicable);
- Photocopy of Certificate of Eligibility/Rating/License; and
- Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

The Deputy Insurance Commissioner
Management Support Services Group
1071 United Nations Avenue, Ermita Manila
jobs@insurance.gov.ph/ichrdhiring@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

