



# INSURANCE COMMISSION

1071 United Nations Avenue, Manila



# WE ARE HIRING!

## NURSE

(Contract of Service)

**PLACE OF ASSIGNMENT:** Human Resource Division

## QUALIFICATIONS:



### EDUCATION

Bachelor of Science in Nursing



### TRAINING

Preferably with Basic Occupational Safety and Health; and Occupational First Aid and Basic Life Support - Cardiopulmonary Resuscitation (CPR) with Automated External Defibrillator Trainings



### EXPERIENCE

None required



### ELIGIBILITY

RA 1080 (Registered Nurse)

## JOB DESCRIPTION:

- Applies simple treatments and first aid as necessary; refers or recommends personnel needing medical check-ups and evaluations;
- Assesses, plans, manages, and monitors the health and welfare of all personnel, including taking medical histories, administering medications, managing dietary needs, reporting unusual symptoms, and performing various nursing procedures;
- Assists in monitoring inventory and maintenance of medicine cabinets, equipment, and facilities assigned;
- Assists and coordinates with the Medical Doctor and the IC Occupational Safety and Health Committee in conducting various health-related activities, such as immunizations and Annual Physical Examinations; and,
- Prepares and maintains the medical records of all IC personnel.

## JOIN OUR TEAM!

Interested applicants may send their accomplished Personal Data Sheet (PDS) with Work Experience Sheet (WES) to [recruitment@insurance.gov.ph](mailto:recruitment@insurance.gov.ph) and fill-out the IC Online Application Form (COS/SA): <https://tinyurl.com/IC-Online-Application-Form-COS> no later than **01 April 2024**.





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# WE ARE HIRING!

## MEDICAL OFFICER

(Contract of Service)

**PLACE OF ASSIGNMENT:** Human Resource Division

## QUALIFICATIONS:



### EDUCATION

Doctor of Medicine, preferably an Internal Medicine/ Family Medicine



### TRAINING

Preferably with Basic Occupational Safety and Health; and Occupational First Aid and Basic Life Support - Cardiopulmonary Resuscitation (CPR) with Automated External Defibrillator Trainings



### EXPERIENCE

One (1) year relevant experience



### ELIGIBILITY

RA 1080 (Registered Physician)

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## JOB DESCRIPTION:

- Conducts physical and medical examinations;
- Formulates medical evaluations of personnel based on the results of their medical check-ups;
- Makes necessary medical referrals and laboratory requests to appropriate agencies and/or hospitals;
- Certifies the physical fitness of personnel;
- Participates as a member of the IC Occupational Safety and Health Committee;
- Recommends and implements the Occupational Safety and Health Program for the agency;
- Reviews and recommends the approval of drug applications, conducts research, performs literature reviews, and/or peer reviews on drug product safety and efficacy; and,
- Provides technical supervision to the nurse.





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# WE ARE HIRING!

## ACCOUNTING STAFF

(Contract of Service)

PLACE OF ASSIGNMENT: Accounting Division

## QUALIFICATIONS:

- ✓ Must exhibit good organizational and document management skills;
- ✓ Proficient using Microsoft Windows, Word, Excel, Outlook, and similar software;
- ✓ Capable of delivering quality outputs while multitasking and working under pressure during tight deadlines, with minimal supervision;
- ✓ Preferably with prior work experience in a related field, and;
- ✓ Preferably with Civil Service Eligibility.

## JOB DESCRIPTION:

- Files disbursement vouchers, journal entry vouchers, and other supporting documents of the division;
- Scans disbursement vouchers, supporting documents, and official receipts;
- Sorts journal entry vouchers into Commission on Audit and Accounting Division copies;
- Updates employees' ledger cards;
- Receives, records, monitors, and releases disbursement vouchers;
- Remits check payments to the GSIS, PhilHealth, HDMF, and BIR; and,
- Organizes the division's files and identifies records that are due for disposal.

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# WE ARE HIRING!

## ACCOUNTING STAFF (CPA)

(Contract of Service)

PLACE OF ASSIGNMENT: Accounting Division

## QUALIFICATIONS:

- ✓ Must be a Certified Public Accountant (CPA)
- ✓ Must exhibit good organizational and document management skills;
- ✓ Proficient using Microsoft Windows, Word, Excel, Outlook, and similar software;
- ✓ Capable of delivering quality outputs while multitasking and working under pressure during tight deadlines, with minimal supervision; and,
- ✓ Preferably with prior work experience in a related field.



## JOB DESCRIPTION:

- Receives, records, and releases billing statements;
- Monitors the collection of billed penalties;
- Follows up on payments for billed supervision fees and penalties;
- Prepares working papers for collections and deposits;
- Reconciles the IC's Agency Books with the Bureau of the Treasury's Books for the IC's Special Accounts to the General Fund (SAGF);
- Reconciles prior years' premiums/ contributions with the records of the GSIS.

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# WE ARE HIRING!

## SURETYSHIP UNIT STAFF

(Contract of Service)

**PLACE OF ASSIGNMENT:** Office of the Commissioner - Suretyship Unit

## QUALIFICATIONS:

- ✓ Proficient using Microsoft Windows, Word, Excel, Outlook, and similar software;
- ✓ Must possess good communication skills;
- ✓ Capable of delivering quality outputs while multitasking and working under pressure during tight deadlines, with minimal supervision;
- ✓ Must be able to efficiently handle a high volume of requests for certifications;
- ✓ Preferably with prior work experience in a related field; and,
- ✓ Preferably with Civil Service Eligibility.



## JOB DESCRIPTION:

- Processes requests for approval of Bond Forms pursuant to Section 232 of the Republic Act No. 10607 (Amended Insurance Code);
- Processes request for Certificates of Compliance (COC), a court requirement pursuant to the "Guidelines on Corporate Surety Bonds" issued by the Supreme Court (A.M. No. 04-7-02-SC);
- Processes requests for certified true copies of COCs;
- Responds to emails and telephone calls from various stakeholders; and,
- Prepares formal correspondence as required.

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# WE ARE HIRING!

## AMLCGD STAFF

(Contract of Service)

**PLACE OF ASSIGNMENT:** Anti-Money Laundering & Corporate Governance Division (AMLCGD)

## QUALIFICATIONS:

- ✓ Must possess good analytical and problem-solving skills;
- ✓ Proficient using Microsoft Windows, Word, Excel, Outlook, and similar software;
- ✓ Capable of delivering quality outputs while multitasking and working under pressure during tight deadlines, with minimal supervision;
- ✓ Must be skilled in drafting formal correspondence and legal documents;
- ✓ Preferably with prior work experience in a related field, and;
- ✓ Preferably with Civil Service Eligibility.

## JOB DESCRIPTION:

- Conducts initial assessments of the Annual Corporate Governance Report (ACGR);
- Monitors the AMLCGD portal for the online submission of the Negative List of Officers and Employees;
- Monitors the submission of various corporate governance reportorial requirements;
- Assists in the conduct of the National Risk Assessment and Sectoral Risk Assessment on Money Laundering (ML) and Terrorism Financing (TF);
- Assists in the filing of various division documents; and,
- Assists in the conduct of the AML compliance checking.

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