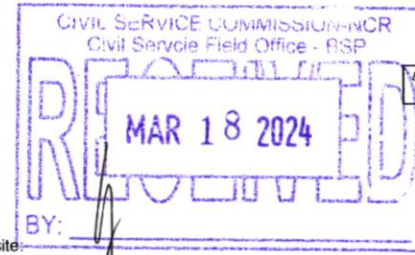


Republic of the Philippines
Insurance Commission
Request for Publication of Vacant Positions



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:

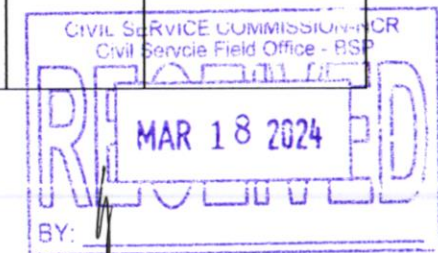
[Signature]
REVELYN R. MOJICA

Division Manager, Human Resource Division

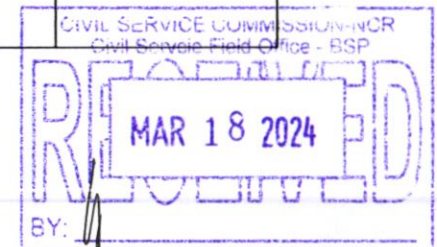
Date: 18 March 2024

| 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-INS2-1-2012 | 9 | ₱ 66,496.00 | 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 (CPE) for Accountants or Technical Training on Accountancy or other related courses | 2 years practice of accountancy/ audit/ insurance management/ financial management | RA 1080 (CPA) | | Non-Life Division |
| 2 | IC Insurance Specialist II | IC-INS2-3-2012 | 9 | ₱ 66,496.00 | 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 CPE for Accountants or Technical Training on Accountancy or other related courses | 2 years practice of accountancy/ audit/ insurance management/ financial management | RA 1080 (CPA) | | Non-Life Division |
| 3 | IC Insurance Specialist II | IC-INS2-8-2012 | 9 | ₱ 66,496.00 | 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 CPE for Accountants or Technical Training on Accountancy or other related courses | 2 years practice of accountancy/ audit/ insurance management/ financial management | RA 1080 (CPA) | | Non-Life Division |
| 4 | IC Insurance Specialist I | IC-INS1-1-2012 | 7 | ₱ 52,076.00 | Bachelor's degree in Accountancy/Commerce or Business Administration major in Accounting | None required | None required | RA 1080 (CPA) | | Non-Life Division |
| 5 | IC Insurance Specialist I | IC-INS1-2-2012 | 7 | ₱ 52,076.00 | Bachelor's degree in Accountancy/Commerce or Business Administration major in Accounting | None required | None required | RA 1080 (CPA) | | Non-Life Division |

| 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) | |
| 6 | IC Insurance Specialist II | IC-INS2-11-2012 | 9 | ₱ 66,496.00 | 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 CPE for Accountants or Technical Training on Accountancy or other related courses | 2 years practice of accountancy/ audit/ insurance management/ financial management | RA 1080 (CPA) | | Life/MBAs/Trust Division |
| 7 | IC Insurance Specialist II | IC-INS2-12-2012 | 9 | ₱ 66,496.00 | 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 CPE for Accountants or Technical Training on Accountancy or other related courses | 2 years practice of accountancy/ audit/ insurance management/ financial management | RA 1080 (CPA) | | Life/MBAs/Trust Division |
| 8 | IC Insurance Specialist II | IC-INS2-13-2012 | 9 | ₱ 66,496.00 | 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 CPE for Accountants or Technical Training on Accountancy or other related courses | 2 years practice of accountancy/ audit/ insurance management/ financial management | RA 1080 (CPA) | | Life/MBAs/Trust Division |
| 9 | IC Insurance Specialist II | IC-INS2-14-2012 | 9 | ₱ 66,496.00 | 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 CPE for Accountants or Technical Training on Accountancy or other related courses | 2 years practice of accountancy/ audit/ insurance management/ financial management | RA 1080 (CPA) | | Life/MBAs/Trust Division |
| 10 | IC Insurance Specialist II | IC-INS2-15-2012 | 9 | ₱ 66,496.00 | 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 CPE for Accountants or Technical Training on Accountancy or other related courses | 2 years practice of accountancy/ audit/ insurance management/ financial management | RA 1080 (CPA) | | Life/MBAs/Trust Division |
| 11 | IC Insurance Specialist II | IC-INS2-25-2012 | 9 | ₱ 66,496.00 | 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 CPE for Accountants or Technical Training on Accountancy or other related courses | 2 years practice of accountancy/ audit/ insurance management/ financial management | RA 1080 (CPA) | | Life/MBAs/Trust Division |
| 12 | IC Insurance Specialist I | IC-INS1-3-2012 | 7 | ₱ 52,076.00 | Bachelor's degree in Accountancy/Commerce or Business Administration major in Accounting | None required | None required | RA 1080 (CPA) | | Life/MBAs/Trust Division |
| 13 | IC Division Manager | IC-DM-4-2016 | 15 | ₱ 149,158.00 | Master's degree or Certificate in Leadership and Management from the Civil Service Commission (CSC) | 24 hours of technical training on insurance management / accounting / auditing / financial management or Continuing Professional Education/Development (CPE/CPD) or technical training on accountancy or other related courses; and 40 hours of supervision / leadership or management training taken within the last 5 years | 5 years in position/s involving management and supervision | RA 1080 (CPA) | | Pre-Need Division |



| 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) | |
| 14 | IC Insurance Specialist II | IC-INS2-24-2012 | 9 | ₱ 66,496.00 | 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 CPE for Accountants or Technical Training on Accountancy or other related courses | 2 years practice of accountancy/ audit/ insurance management/ financial management | RA 1080 (CPA) | | Pre-Need Division |
| 15 | IC Insurance Specialist I | IC-INS1-5-2012 | 7 | ₱ 52,076.00 | Bachelor's degree in Accountancy/Commerce or Business Administration major in Accounting | None required | None required | RA 1080 (CPA) | | Pre-Need Division |
| 16 | IC Insurance Specialist II | IC-INS2-23-2012 | 9 | ₱ 66,496.00 | 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 CPE for Accountants or Technical Training on Accountancy or other related courses | 2 years practice of accountancy/ audit/ insurance management/ financial management | RA 1080 (CPA) | | Brokers and Insurance Pools Division |
| 17 | IC Insurance Specialist I | IC-INS1-6-2012 | 7 | ₱ 52,076.00 | Bachelor's degree in Accountancy/Commerce or Business Administration major in Accounting | None required | None required | RA 1080 (CPA) | | Brokers and Insurance Pools Division |
| 18 | IC Insurance Specialist I | IC-INS1-27-2018 | 7 | ₱ 52,076.00 | Bachelor's degree in Accountancy/Commerce or Business Administration major in Accounting | None required | None required | RA 1080 (CPA) | | Health Maintenance Organizations Division |
| 19 | IC Division Manager | IC-DM-8-2016 | 15 | ₱ 149,158.00 | Master's degree or Certificate in Leadership and Management from the CSC | 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 | 5 years in position/s involving management and supervision | Career Service Professional or Second Level Eligibility | | Actuarial Division |
| 20 | IC Division Manager | IC-DM-21-2016 | 15 | ₱ 149,158.00 | Master's degree or Certificate in Leadership and Management from the CSC | 24 hours of technical training on government accounting or auditing / fiscal or financial administration or CPE/CPD or technical training on accountancy or other related courses; and 40 hours of supervision / leadership or management training taken within the last 5 years | 5 years in position/s involving management and supervision | RA 1080 (CPA) | | Accounting Division |



| 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) | |
| 21 | IC Accountant I | IC-A1-1-2012 | 7 | ₱ 52,076.00 | Bachelor's degree in Accountancy/Commerce or Business Administration major in Accounting | None required | None required | RA 1080 (CPA) | | Accounting Division |
| 22 | IC Administrative Assistant II | IC-ADAS2-1-2012 | 4 | ₱ 35,388.00 | Completion of at least 2 years college studies | 1 year experience in position/s involving records management / office operations / building administration / property or supply management | 4 hours of training in 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 First Level Eligibility | | Accounting Division |
| 23 | IC Division Manager | IC-DM-20-2016 | 15 | ₱ 149,158.00 | Master's degree or Certificate in Leadership and Management from the CSC | 24 hours of technical training on office systems management or administration / records management / property or supply management / human resource management and development / fiscal or financial administration / organization planning and development / program and project management / policy analysis and implementation, or other related courses; and 40 hours of supervision / leadership or management training taken within the last 5 years | 5 years in position/s involving management and supervision | Career Service Professional or Second Level Eligibility | | Budget Division |

Interested and qualified applicants should signify their interest in writing. Applicants are advised to send their application with the following documents to the address below **not later than 01 April 2024**.

1. Signed **APPLICATION LETTER**, indicating/specifying the position title applied for, pay grade, plantilla item number, and the place of assignment where the vacancy is, and addressed to:

REYNALDO A. REGALADO
Insurance Commissioner
Insurance Commission
2nd Floor, Insurance Commission Building
1071 United Nations Avenue, Ermita, Manila 1000

2. Duly accomplished **PERSONAL DATA SHEET** (CS Form No. 212, Revised 2017) with recent passport-sized ID picture and subscribed and sworn before an authorized administering officer (refer to Guide to Filling Out the Personal Data Sheet), which can be downloaded at www.csc.gov.ph.

Any inaccurate information that affects the qualification of the applicant to the position he/she is applying for, i.e., accomplishment of Part III (Educational Background), Part IV (Civil Service Eligibility), Part V (Work Experience), and Part VII (Learning and Development Interventions/Training Programs Attended), and absence of other substantial entries, i.e., signature of the applicant on each page and signature of the authorized person to administer the oath on page 4, which are not compliant with CSC Memorandum Circular No. 11, s. 2017, shall be grounds for exclusion from the recruitment process.

3. Signed **WORK EXPERIENCE SHEET** (as an attachment to CS Form No. 212, Revised 2017).
4. Photocopy of **DIPLOMA** and **TRANSCRIPT OF RECORDS**.



5. Photocopy of **CERTIFICATE/S OF TRAINING/SEMINAR** attended.
6. Photocopy of **CERTIFICATE OF EMPLOYMENT** with actual duties and responsibilities.
7. Photocopy of **AUTHENTICATED CERTIFICATE OF ELIGIBILITY OR BOARD RATING AND/OR LICENSE** issued by the CSC, Professional Regulation Commission, or Supreme Court, as applicable.
8. Photocopy of **INDIVIDUAL PERFORMANCE ACCOMPLISHMENT REPORT (IPAR)** or its equivalent for the last rating period, if applicable.

For internal applicants, photocopy of Diploma, Transcript of Records, Certificate/s of Training/Seminar, and/or Eligibility not yet submitted to the Human Resource Division (HRD), i.e., due to recent completion of academic/training program, passing of CSC/BOARD/BAR examination, must be attached to the application.

Applicants are also required to accomplish the **IC Online Application Form**: <https://tinyurl.com/IC-Online-Application-Form>.
Please copy-paste the link into the browser address bar.

Due to large volume of applications, only those who submitted the complete required documents, accomplished the IC Online Application Form, and met all the required qualification standards will be contacted.

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

The Office of the Insurance Commissioner
Insurance Commission
2nd Floor, Insurance Commission Building
1071 United Nations Avenue, Ermita, Manila

Email at recruitment@insurance.gov.ph

Email subject format should be:

[SURNAME, FIRST NAME] Application for (Position Title), Plantilla Item No. (Item No.), Place of Assignment

Example: [DELA CRUZ, JUAN] Application for IC Insurance Specialist I, Plantilla Item No. IC-INS1-1-2024, Actuarial Division

Please refrain from sending media files, such as .jpeg/.mpegs, etc., or compressed files, such as .zip/.rar, etc.

Submission of the required documents and/or information shall serve as the applicant's consent for the HRD to collect, record, organize, update, use, and consolidate their personal information in processing their application.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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:

[Signature]
REVELYN R. MOJICA

Division Manager, Human Resource Division

Date: 18 March 2024

| 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 Attorney I | IC-ATY1-5-2012 | 12 | ₱ 89,096.00 | Bachelor of Laws | 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 | 2 years of experience in position/s involving legal management or practice of law/ litigation | RA 1080 (BAR) | | Claims Adjudication Division |
| 2 | IC Attorney I | IC-ATY1-7-2014 | 12 | ₱ 89,096.00 | Bachelor of Laws | 24 hours of training on insurance law/ legal writing/ substantive and procedural laws/ legal ethics/ trial techniques or MCLE or other related courses | 2 years of experience in position/s involving legal management or practice of law/ litigation | RA 1080 (BAR) | | Claims Adjudication Division |
| 3 | IC Administrative Assistant III (Stenographic Reporter) | IC-ADAS3-1-2012 | 5 | ₱ 38,927.00 | Associate Secretarial Course or at least 2 years college studies with a course on stenography | 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 | 1 year of experience in position/s involving stenographic writing or typing/records management/ office operations/ building administration/ property or supply management | Career Service Sub-Professional or Stenographer Eligibility | | Claims Adjudication Division |
| 4 | IC Insurance Specialist II | IC-INS2-52-2012 | 9 | ₱ 66,496.00 | 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 Second Level Eligibility | | Licensing Division |
| 5 | IC Supervising Insurance Specialist | IC-SVIS-28-2014 | 13 | ₱ 100,677.00 | Bachelor's degree relevant to the job | 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 pretrial skills or other related courses; and 8 hours of supervisory/leadership or management training | 3 years of experience in insurance management/ financial management/ legal management; and 1 year experience in position/s involving supervisory functions | Career Service Professional or Second Level Eligibility | | Anti-Money Laundering and Corporate Governance Division |

| 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) | |
| 6 | IC Attorney II | IC-ATY2-6-2014 | 14 | ₱ 111,139.00 | Bachelor of Laws | 32 hours of training on insurance law/ legal writing/ substantive and procedural laws/ legal ethics/ trial techniques or MCLE or other related courses; and 8 hours of supervisory/leadership or management training | 3 years of experience in position/s involving legal management or practice of law/ litigation | RA 1080 (BAR) | | Conservatorship, Receivership and Liquidation Division |
| 7 | IC Supervising Insurance Specialist | IC-SVIS-26-2012 | 13 | ₱ 100,677.00 | Bachelor 's degree relevant to the job | 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 pretrial skills or other related courses; and 8 hours of supervisory/leadership or management training | 3 years of experience in insurance management/ financial management/ legal management; and 1 year experience in position/s involving supervisory functions | Career Service Professional or Second Level Eligibility | | Conservatorship, Receivership and Liquidation Division |
| 8 | IC Insurance Specialist II | IC-INS2-45-2012 | 9 | ₱ 66,496.00 | 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 Second Level Eligibility | | Regulation, Enforcement and Prosecution Division |
| 9 | IC Insurance Specialist I | IC-INS1-26-2018 | 7 | ₱ 52,076.00 | Bachelor 's degree relevant to the job | None required | None required | Career Service Professional or Second Level Eligibility | | Anti-Money Laundering and Corporate Governance Division |
| 10 | IC Insurance Specialist II | IC-INS2-31-2012 | 9 | ₱ 66,496.00 | 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 Second Level Eligibility | | Investments Service Division |
| 11 | IC Insurance Specialist II | IC-INS2-55-2014 | 9 | ₱ 66,496.00 | 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 Second Level Eligibility | | Microinsurance Division |



| 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) | |
| 12 | IC Internal Auditor II | IC-INS2-57-2014 | 9 | ₱ 66,496.00 | Bachelor's degree in Accountancy/Commerce or Business Administration major in Accounting, or other courses in finance, legal management/ services, information technology/ systems, organizational services | 16 hours of technical training on insurance management/ accounting/ auditing/ financial management/ information technology audit/ organizational management or Continuing Professional Education/Development (CPE/CPD) or other related courses | 2 years of experience in accountancy/ audit/ insurance management/ financial management/ information technology audit/ organizational management | Career Service Professional or Second Level Eligibility | | Internal Audit Division |
| 13 | IC Senior Insurance Specialist | IC-SRIS-35-2014 | 11 | ₱ 81,847.00 | Bachelor's degree in Accountancy/Commerce or Business Administration major in Accounting | 24 hours of technical training on insurance management/ accounting/ auditing/ financial management or CPE for Accountants or Technical Training on Accountancy or other related courses | 3 years practice of accountancy/ audit/ insurance management/ financial management | RA 1080 (CPA) | | Life/MBAs/Trust Division |
| 14 | IC Senior Insurance Specialist | IC-SRIS-9-2012 | 11 | ₱ 81,847.00 | Bachelor's degree in Accountancy/Commerce or Business Administration major in Accounting | 24 hours of technical training on insurance management/ accounting/ auditing/ financial management or CPE for Accountants or Technical Training on Accountancy or other related courses | 3 years practice of accountancy/ audit/ insurance management/ financial management | RA 1080 (CPA) | | Life/MBAs/Trust Division |
| 15 | IC Supervising Insurance Specialist | IC-SVIS-30-2015 | 13 | ₱ 100,677.00 | Bachelor's degree relevant to the job | 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 pretrial skills or other related courses; and 8 hours of supervisory/leadership or management training | 3 years of experience in insurance management/ financial management/ legal management; and 1 year experience in position/s involving supervisory functions | Career Service Professional or Second Level Eligibility | | Actuarial Division |
| 16 | IC Insurance Specialist II | IC-INS2-43-2012 | 9 | ₱ 66,496.00 | 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 Second Level Eligibility | | Statistics and Research Division |
| 17 | IC Information Data Analyst I | IC-IDA1-1-2016 | 7 | ₱ 52,076.00 | Bachelor's degree preferably in computer science/ computer engineering/ electronics engineering/ engineering science/ electronics and computer engineering/ information technology/ information systems/ technology management | None required | None required | Career Service Professional or Second Level Eligibility | | Information Technology Division |

CIVIL SERVICE COMMISSION-NCR
Civil Service Field Office - BSP

RECEIVED
MAR 18 2024

BY: _____

| 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) | |
| 18 | IC Administrative Officer III | IC-ADO3-3-2012 | 10 | ₱ 75,092.00 | Bachelor 's degree relevant to the job | 24 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 | 3 years of experience in position/s involving office systems management/ administration | Career Service Professional or Second Level Eligibility | | Administrative Division - Cashier Section |
| 19 | IC Administrative Officer III | IC-ADO3-4-2012 | 10 | ₱ 75,092.00 | Bachelor 's degree relevant to the job | 24 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 | 3 years of experience in position/s involving office systems management/ administration | Career Service Professional or Second Level Eligibility | | Administrative Division - Records Section |
| 20 | IC Administrative Aide I | IC-ADA1-16-2012 | 1 | ₱ 26,587.00 | Completion of at least 2 years college studies | None required | None required | None required | | Administrative Division - General Services Section |
| 21 | IC Administrative Aide I | IC-ADA1-13-2012 | 1 | ₱ 26,587.00 | Completion of at least 2 years college studies | None required | None required | None required | | Administrative Division - General Services Section |
| 22 | IC Supervising Administrative Officer | IC-SAO-1-2012 | 13 | ₱ 100,677.00 | Bachelor 's degree relevant to the job | 32 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; and 8 hours of supervisory/ leadership or management training | 3 years of experience in position/s involving office systems management/ administration; and 1 year of experience in position/s with supervisory functions | Career Service Professional or Second Level Eligibility | | Administrative Division |
| 23 | IC Administrative Officer II | IC-ADO2-9-2015 | 8 | ₱ 58,846.00 | Bachelor 's degree relevant to the job | 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 | 2 years of experience in position/s involving office systems management/ administration | Career Service Professional or Second Level Eligibility | | Human Resource Division |

Interested and qualified applicants should signify their interest in writing. Applicants are advised to send their application with the following documents to the address below **not later than 01 April 2024**.

1. Signed **APPLICATION LETTER**, indicating/specifying the position title applied for, pay grade, plantilla item number, and the place of assignment where the vacancy is, and addressed to:

REYNALDO A. REGALADO
Insurance Commissioner
Insurance Commission
2nd Floor, Insurance Commission Building
1071 United Nations Avenue, Ermita, Manila 1000



2. Duly accomplished PERSONAL DATA SHEET (CS Form No. 212, Revised 2017) with recent passport-sized ID picture and subscribed and sworn before an authorized administering officer (refer to Guide to Filling Out the Personal Data Sheet), which can be downloaded at www.csc.gov.ph.

Any inaccurate information that affects the qualification of the applicant to the position he/she is applying for, i.e., accomplishment of Part III (Educational Background), Part IV (Civil Service Eligibility), Part V (Work Experience), and Part VII (Learning and Development Interventions/Training Programs Attended), and absence of other substantial entries, i.e., signature of the applicant on each page and signature of the authorized person to administer the oath on page 4, which are not compliant with CSC Memorandum Circular No. 11, s. 2017, shall be grounds for exclusion from the recruitment process.

3. Signed **WORK EXPERIENCE SHEET** (as an attachment to CS Form No. 212, Revised 2017).

4. Photocopy of **DIPLOMA** and **TRANSCRIPT OF RECORDS**.

5. Photocopy of **CERTIFICATE/S OF TRAINING/SEMINAR** attended.

6. Photocopy of **CERTIFICATE OF EMPLOYMENT** with actual duties and responsibilities.

7. Photocopy of **AUTHENTICATED CERTIFICATE OF ELIGIBILITY OR BOARD RATING AND/OR LICENSE** issued by the CSC, Professional Regulation Commission, or Supreme Court, as applicable.

8. Photocopy of **INDIVIDUAL PERFORMANCE ACCOMPLISHMENT REPORT (IPAR)** or its equivalent for the last rating period, if applicable.

For internal applicants, photocopy of Diploma, Transcript of Records, Certificate/s of Training/Seminar, and/or Eligibility not yet submitted to the Human Resource Division (HRD), i.e., due to recent completion of academic/training program, passing of CSC/BOARD/BAR examination, must be attached to the application.

Applicants are also required to accomplish the **IC Online Application Form**: <https://tinyurl.com/IC-Online-Application-Form>.
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Due to large volume of applications, only those who submitted the complete required documents, accomplished the IC Online Application Form, and met all the required qualification standards will be contacted.

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The Office of the Insurance Commissioner
Insurance Commission
2nd Floor, Insurance Commission Building
1071 United Nations Avenue, Ermita, Manila

Email at recruitment@insurance.gov.ph
Email subject format should be:

[SURNAME, FIRST NAME] Application for (Position Title), Plantilla Item No. (Item No.), Place of Assignment
Example: [DELA CRUZ, JUAN] Application for IC Insurance Specialist I, Plantilla Item No. IC-INS1-1-2024, Actuarial Division

Please refrain from sending media files, such as .jpeg/.mpegs, etc., or compressed files, such as .zip/.rar, etc.

Submission of the required documents and/or information shall serve as the applicant's consent for the HRD to collect, record, organize, update, use, and consolidate their personal information in processing their application.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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.

