



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION



NOTICE OF VACANCIES
04 DECEMBER 2017

We are pleased to inform that we are now accepting applications to the vacant positions indicated below. Please be reminded of the **Recruitment Policies**, as follows:

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.
 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**
- 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, 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**, 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 : Baguio District Office
Assignment : To perform functions pursuant to Title IV - **Suretyship**, Sections 177-180 of Republic Act No. 10607 (The Insurance Code of the Philippines, as Amended) and all other rules and regulations issued by the Insurance Commission relative thereto
Item No/s : IC-SRIS-46-2015
No. of Vacancies : **1**
Job Qualifications :

- Bachelor's degree relevant to the job
- **Career Service Professional or Second Level Eligibility**
- 3 years 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 or procedural laws/legal ethics/trial or pretrial skills or other related courses
- Strong communication and presentation skills

Important Reminder: Applications will be accepted only from 04 to 14 December 2017.

Position Title : **IC Division Manager**
Pay Grade : PG 15
Place of Assignment : Life/MBAs/Trust Division
Item No/s : IC-DM-10-2016
No. of Vacancies : **1**
Job Qualifications :

- Master's degree or Certification in Leadership and Management from the Civil Service Commission (CPro)
- **Certified Public Accountant (CPA)**
- 5 years in position/s involving management and supervision
- 24 hours of technical training on insurance management/accounting/auditing/financial management or Continuing Professional Education/Development (CPE/CPD) or other related courses, and 40 hours of supervision/leadership or management training taken within the last 5 years
- Strong communication and presentation skills

Important Reminder: Applications will be accepted only from 04 to 14 December 2017.

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-2-2012; IC-SRIS-4-2012; IC-SRIS-34-2014; IC-SRIS-41-2014;
IC-SRIS-13-2012
No. of Vacancies : **5**
Job Qualifications :

- Bachelor's Degree in Accountancy/ Commerce or Business Administration major in Accounting
- **Certified Public Accountant (CPA)**
- 3 years practice of accountancy/audit/insurance management/financial management
- 24 hours of technical training on insurance management/accounting/auditing/financial management or CPE for Accountants or other related courses
- Strong communication and presentation skills
- Fieldwork required

Important Reminder: Applications will be accepted only from 04 to 14 December 2017.

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

- Bachelor's Degree in Accountancy/ Commerce or Business Administration major in Accounting
- **Certified Public Accountant (CPA)**
- At least six (6) months experience in audit
- Strong communication and presentation skills
- Fieldwork required

Important Reminder: Applications will be accepted only from 04 to 14 December 2017.

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 Service Professional or Second Level Eligibility**
- 2 years practice 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 communication and presentation skills
- Fieldwork required

Important Reminder: Applications will be accepted only from 04 to 14 December 2017.

Position Title : **IC Supervising Insurance Specialist** (*republication*)

Pay Grade : PG 13

Division : Actuarial Division

Item No/s : IC-SVIS-31-2015

No. of Vacancies : 1

Job Qualifications :

- Bachelor's Degree relevant to the job, *preferably graduate of Statistics, Actuarial Science, Applied Mathematics, Mathematics*
- **Career Service Professional or Second Level Eligibility**
- 3 years experience in insurance management/financial management or legal management, and 1 year experience in position/s involving supervisory functions
- 32 hours of technical training on insurance management/financial management or insurance law/legal writing/substantive and procedural laws/legal ethics or pretrial skills or other related courses, and 8 hours of supervisory/leadership or management training
- *Must have passed professional – level examinations (Actuarial) from recognized institutions, such as the Society of Actuaries (SOA)*
- Strong communication and presentation skills

Important Reminder: Applications will be accepted only from 04 to 14 December 2017.

Position Title : **IC Senior Insurance Specialist** (*republication*)

Pay Grade : PG 11

Division : Actuarial Division

Item No/s : IC-SRIS-42-2014

No. of Vacancies : 1

Job Qualifications :

- Bachelor's degree relevant to the job, *preferably graduate of Statistics, Actuarial Science, Applied Mathematics, Mathematics*
- **Career Service Professional or Second Level Eligibility**
- 3 years experience in insurance management/financial management/legal management
- 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 pre-trial skills or other related courses
- *Must have passed professional – level examinations (Actuarial) from recognized institutions, such as the Society of Actuaries (SOA)*
- Strong communication and presentation skills

Important Reminder: Applications will be accepted only from 04 to 14 December 2017.

Position Title : **IC Insurance Specialist II** (*republication*)

Pay Grade : PG 9

Division : Actuarial Division

Item No/s : IC-INS2-27-2012; IC-INS2-59-2015

No. of Vacancies : 2

Job Qualifications :

- Bachelor's degree relevant to the job, *preferably graduate of Statistics, Actuarial Science, Applied Mathematics, Mathematics*
- **Career Service Professional or Second Level Eligibility**
- 2 years experience in insurance management/financial management/legal management
- 16 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 pre-trial skills or other related courses, and 40 hours of supervision/leadership or management training taken within the last 5 years
- *Must have passed professional – level examinations (Actuarial) from recognized institutions, such as the Society of Actuaries (SOA)*
- Strong communication and presentation skills

Important Reminder: Applications will be accepted only from 04 to 14 December 2017.

Position Title : **IC Insurance Specialist I** (*republication*)
Pay Grade : PG 7
Division : Actuarial Division
Item No/s : IC-INS1-23-2015
No. of Vacancies : **1**
Job Qualifications :

- Bachelor's degree relevant to the job, *preferably graduate of Statistics, Actuarial Science, Applied Mathematics, Mathematics*
- **Career Service Professional or Second Level Eligibility**
- *Must have passed professional – level examination (Actuarial) from recognized institutions, such as the Society of Actuaries (SOA)*
- Strong communication and presentation skills

Important Reminder: Applications will be accepted only from 04 to 14 December 2017.

Position Title : **IC Supervising Insurance Specialist** (*anticipated vacancy*)
Pay Grade : PG 13
Division : Reinsurance Division
Item No/s : IC-SVIS-20-2012
No. of Vacancies : **1**
Job Qualifications :

- Bachelor's Degree relevant to the job
- **Career Service Professional or Second Level Eligibility**
- 3 years experience in insurance management/financial management or legal management, 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 pretrial skills or other related courses, and 8 hours of supervisory/leadership or management training
- Strong communication and presentation skills

Important Reminder: Applications will be accepted only from 04 to 14 December 2017.

Position Title : **IC Administrative Officer III** (*republication*)
Pay Grade : PG 10
Division : Administrative Division (General Services, Cashiering, Records)
Item No/s : IC-ADO3-2-2012; IC-ADO3-3-2012; IC-ADO3-4-2012
No. of Vacancies : **3**
Job Qualifications :

- Bachelor's degree relevant to the job
- **Career Service Professional or Second Level Eligibility**
- 3 years experience in position/s involving office systems management/administration
- 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
- Strong communication and presentation skills

Important Reminder: Applications will be accepted only from 04 to 14 December 2017.

Position Title : **IC Accountant II** (*republication*)
Pay Grade : PG 9
Division : Accounting
Item No/s : IC-A2-1-2012
No. of Vacancies : **1**
Job Qualifications :

- Bachelor's Degree in Accountancy/ Commerce or Business Administration major in Accounting
- **Certified Public Accountant (CPA)**
- 2 years practice of accountancy / audit
- 16 hours of technical training on government accounting or auditing / fiscal or financial administration or CPE for Accountants or other related courses
- Strong communication and presentation skills

Important Reminder: Applications will be accepted only from 04 to 14 December 2017.

Position Title : **IC Division Manager**
Pay Grade : PG 15
Division : Information Systems Division
Item No/s : IC-DM-23-2016
No. of Vacancies : **1**
Job Qualifications :

- Master's degree or Certification in Leadership and Management from the Civil Service Commission (CPro)
- **Career Service Professional or Second Level Eligibility**
- 5 years in position/s involving management and supervision
- 24 hours of technical training on systems design and development/database management/IT resources management or other related courses, and 40 hours of supervision/leadership or management training taken within the last 5 years
- Strong communication and presentation skills

Important Reminder: Applications will be accepted only from 04 to 14 December 2017.

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-ITO1-3-2014
No. of Vacancies : **2**
Job Qualifications :

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

Important Reminder: Applications will be accepted only from 04 to 14 December 2017.

Position Title : **IC Computer Programmer**
Pay Grade : PG 9
Division : Information Systems Division
Item No/s : IC-CP-1-2012
No. of Vacancies : **1**
Job Qualifications :

- Bachelor's degree relevant to the job
- **Career Service Professional or Second Level Eligibility**
- 1 year experience in programming/systems development/network administration or maintenance
- 16 hours of technical training on programming languages/systems design and development/IT resources management or other related courses

Important Reminder: Applications will be accepted only from 04 to 14 December 2017.

Position Title : **IC Information Data Analyst** (*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 Second Level Eligibility**

Important Reminder: Applications will be accepted only from 04 to 14 December 2017.

Position Title : **IC Administrative Assistant I** (*republication*)
Pay Grade : PG 3
Division : Conservatorship, Receivership and Liquidation Division;
Administrative Division
(General Services)

Item No/s : IC-ADAS1-5-2012; IC-ADAS1-8-2012
No. of Vacancies : **2**
Job Qualifications :

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

Important Reminder: Applications will be accepted only from 04 to 14 December 2017.

Position Title : **IC Administrative Aide II**
Pay Grade : PG 2
Division : Administrative Division (General Services)
Item No/s : IC-ADA2-9-2012
No. of Vacancies : **1**
Job Qualifications :

- Completion of at least 2 years college studies

Important Reminder: Applications will be accepted only from 04 to 14 December 2017.

Position Title : **IC Administrative Aide I (Driver)**
Pay Grade : PG 1
Division : Administrative Division (General Services)
Item No/s : IC-ADA1-19-2012; IC-ADA1-5-2012; IC-ADA1-8-2012
No. of Vacancies : **3**
Job Qualifications :

- High School Graduate
- Professional Driver's License

Important Reminder: Applications will be accepted only from 04 to 14 December 2017.
