



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



## **NOTICE OF VACANCIES**

**19 AUGUST 2021**

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### **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:  
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 may send their credentials to the abovementioned address or through [jobs@insurance.gov.ph](mailto:jobs@insurance.gov.ph) and/or [ichrdhiring@gmail.com](mailto:ichrdhiring@gmail.com) (for large attachments).
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 31 August 2021.** Applications received beyond the deadline shall not be acted upon.

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

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.

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No.	Position Title	Plantilla Item No.	Pay Grade	Qualification Standards				Division
				Education	Training	Experience	Eligibility	
1	IC Supervising Insurance Specialist	IC-SVIS-11-2012	PG 13	Bachelor's degree in Accountancy/ Commerce or Business Administration major in Accounting	32 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; and 8 hours of supervisory/ leadership or management training	3 years practice of accountancy/ audit/ insurance management/ financial management; and 1 year experience in position/s involving supervisory functions	RA 1080 (CPA)	Brokers and Insurance Pools Division
2	IC Senior Insurance Specialist	IC-SRIS-12-2012	PG 11	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 Continuing Professional Education for Accountants or Technical Training on Accountancy or other related courses	3 years practice of accountancy/ audit/ insurance management/ financial management	RA 1080 (CPA)	Brokers and Insurance Pools Division
3	IC Insurance Specialist II	IC-INS2-22-2012	PG 7	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)	Brokers and Insurance Pools Division
4	IC Insurance Specialist II	IC-INS2-23-2012	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)	Brokers and Insurance Pools Division

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5	IC Insurance Specialist I	IC-INS1-6-2012	PG 7	Bachelor's degree in Accountancy/ Commerce or Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Brokers and Insurance Pools Division
6	IC Supervising Insurance Specialist	IC-SVIS-3-2012	PG 13	Bachelor's degree in Accountancy/ Commerce or Business Administration major in Accounting	32 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; and 8 hours of supervisory/ leadership or management training	3 years practice of accountancy/ audit/ insurance management/ financial management; and 1 year experience in position/s involving supervisory functions	RA 1080 (CPA)	Non-Life Division
7	IC Supervising Insurance Specialist	IC-SVIS-2-2012	PG 13	Bachelor's degree in Accountancy/ Commerce or Business Administration major in Accounting	32 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; and 8 hours of supervisory/ leadership or management training	3 years practice of accountancy/ audit/ insurance management/ financial management; and 1 year experience in position/s involving supervisory functions	RA 1080 (CPA)	Non-Life Division
8	IC Senior Insurance Specialist	IC-SRIS-2-2012	PG 11	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 Continuing Professional Education for Accountants or Technical Training on Accountancy or other related courses	3 years practice of accountancy/ audit/ insurance management/ financial management	RA 1080 (CPA)	Non-Life Division

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9	IC Insurance Specialist II	IC-INS2-1-2012	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)	Non-Life Division
10	IC Insurance Specialist II	IC-INS2-3-2012	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)	Non-Life Division
11	IC Insurance Specialist II	IC-INS2-8-2012	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)	Non-Life Division
12	IC Insurance Specialist I	IC-INS1-2-2012	PG 7	Bachelor's degree in Accountancy/ Commerce or Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Non-Life Division
13	IC Administrative Aide I	IC-ADA1-1-2012	PG 1	Completion of at least 2 years college studies	None required	None required	None required	Non-Life Division

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14	IC Attorney II	IC-ATY2-4-2014	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)	Public Assistance and Mediation Division
15	IC Attorney I	IC-ATY1-2-2012	PG 12	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)	Public Assistance and Mediation Division
16	IC Senior Insurance Specialist	IC-SRIS-28-2012	PG 11	Bachelor's degree relevant to the job	24 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	3 years of experience in insurance management/ financial management/ legal management	Career Service Professional or 2nd Level Eligibility	Public Assistance and Mediation Division
17	IC Insurance Specialist II	IC-INS2-47-2012	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	Public Assistance and Mediation Division
18	IC Insurance Specialist II	IC-INS2-49-2012	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	Public Assistance and Mediation Division

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19	IC Administrative Assistant I	IC-ADAS1-2-2012	PG 3	Completion of at least 2 years college studies	None required	None required	Career Service Sub-Professional or 1st Level Eligibility	Public Assistance and Mediation Division
20	IC Administrative Aide I	IC-ADA1-11-2012	PG 1	Completion of at least 2 years college studies	None required	None required	None required	Public Assistance and Mediation Division
21	IC Attorney II	IC-ATY2-3-2014	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)	Regulation, Enforcement and Prosecution Division
22	IC Attorney I	IC-ATY1-6-2014	PG 12	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)	Regulation, Enforcement and Prosecution Division
23	IC Senior Insurance Specialist	IC-SRIS-26-2012	PG 11	Bachelor's degree relevant to the job	24 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	3 years of experience in insurance management/ financial management/ legal management	Career Service Professional or 2nd Level Eligibility	Regulation, Enforcement and Prosecution Division
24	IC Insurance Specialist II	IC-INS2-45-2012	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	Regulation, Enforcement and Prosecution Division

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				Education	Training	Experience	Eligibility	
25	IC Insurance Specialist I	IC-INS1-14-2012	PG 7	Bachelor's degree relevant to the job	None required	None required	Career Service Professional or 2nd Level Eligibility	Regulation, Enforcement and Prosecution Division
26	IC Administrative Aide I	IC-ADA1-10-2012	PG 1	Completion of at least 2 years college studies	None required	None required	None required	Regulation, Enforcement and Prosecution Division
27	IC Accountant III	IC-A3-3-2015	PG 11	Bachelor's degree in Accountancy/ Commerce or Business Administration Major in Accounting	24 hours of technical training on government accounting or auditing/fiscal or financial administration or Continuing Professional Education on Accountancy or other related course	3 years practice of accountancy/ auditing	RA 1080 (CPA)	Accounting Division
28	IC Accountant II	IC-A2-1-2012	PG 9	Bachelor's degree in Accountancy/ Commerce or Business Administration Major in Accounting	16 hours of technical training on government accounting or auditing/fiscal or financial administration or Continuing Professional Education on Accountancy or other related course	2 years practice of accountancy/ auditing	RA 1080 (CPA)	Accounting Division
29	IC Accountant I	IC-A1-1-2012	PG 7	Bachelor's degree in Accountancy/ Commerce or Business Administration Major in Accounting	None required	None required	RA 1080 (CPA)	Accounting Division
30	IC Information Systems Analyst II	IC-ISA2-1-2012	PG 11	Bachelor's degree relevant to the job	24 hours of technical training in systems design and development/ database management/ IT resources management or other related courses	2 years of experience in information systems development/ infrastructure management/ network administration or maintenance	Career Service Professional or 2nd Level Eligibility	Information Technology Division

No.	Position Title	Plantilla Item No.	Pay Grade	Qualification Standards				Division
				Education	Training	Experience	Eligibility	
31	IC Information Systems Analyst I	IC-ISA1-1-2015	PG 9	Bachelor's Degree preferably 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 Technology Division
32	IC Computer Operator	IC-CO-1-2012	PG 4	Bachelor's degree relevant to the job	4 hours of technical training on troubleshooting/IT resources management/MS Office applications or other related courses	1 year of experience in position/s involving troubleshooting/use of MS Office applications/IT resources maintenance or management	Career Service Sub-Professional or 1st Level Eligibility	Information Technology Division