



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



## **NOTICE OF VACANCIES**

**06 MAY 2019**

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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**. They may also submit the documents personally at the reception lobby of the IC Building, 1071 United Nations Avenue, Manila.
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 17 MAY 2019.** 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 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 HRD from 20 to 24 May 2019.***

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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**Position Title** : **IC Division Manager**  
**Pay Grade** : PG 15  
**Division/s** : Microinsurance Division; Compliance and Monitoring Division  
**Item No/s** : IC-DM-6-2016; IC-DM-1-2016  
**No. of Vacancies** : **2**  
**Job Qualifications** :

- Master's Degree or Certificate in Leadership and Management from the CSC
  - **Career Service Professional or Second Level Eligibility**
  - 5 years in position/s involving management and supervision
  - 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
  - Strong communications and presentation skills
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**Position Title** : **IC Supervising Insurance Specialist**  
**Pay Grade** : PG 13  
**Division/s** : Microinsurance Division  
**Item No/s** : IC-SVIS-25-2014  
**No. of Vacancy** : **1**  
**Job Qualifications** :

- Bachelor's degree relevant to the job
  - **Career Service Professional or Second Level Eligibility**
  - 3 years of experience in insurance management/ financial management/ 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 communications and presentation skills
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**Position Title** : **IC Senior Insurance Specialist**  
**Pay Grade** : PG 11  
**Division** : Microinsurance Division  
**Item No/s** : IC-SRIS-43-2015  
**No. of Vacancy** : **1**  
**Job Qualifications** :

- Bachelor's degree relevant to the job
  - **Career Service Professional or Second Level Eligibility**
  - 3 years of 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 and procedural laws/ legal ethics/ trial or pretrial skills or other related courses
  - Strong communications and presentation skills
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**Position Title** : **IC Insurance Specialist II**  
**Pay Grade** : PG 9  
**Division** : Microinsurance Division  
**Item No/s** : IC-INS2-55-2014; IC-INS2-58-2015  
**No. of Vacancies** : **2**  
**Job Qualifications** :

- Bachelor's degree relevant to the job
  - **Career Service Professional or Second Level Eligibility**
  - 2 years of experience in insurance management/ financial management/ legal management
  - 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
  - Strong communications and presentation skills
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**Position Title** : **IC Insurance Specialist I**  
**Pay Grade** : PG 7  
**Division** : Microinsurance Division  
**Item No/s** : IC-INS1-6-2012  
**No. of Vacancy** : **1**

**Job Qualifications :**

- Bachelor's degree relevant to the job
  - **Career Service Professional or Second Level Eligibility**
  - Strong communications and presentation skills
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**Position Title :** IC Internal Auditor IV  
**Pay Grade :** PG 13  
**Division/s :** Compliance and Monitoring Division  
**Item No/s :** IC-SVIS-29-2014  
**No. of Vacancy :** 1  
**Job Qualifications :**

- 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
  - **Career Services Professional or 2nd Level Eligibility**
  - 3 years experience in accountancy/ audit/ insurance management/ financial management/ information technology audit/ organizational management, and 1 year experience in position/s involving supervisory functions
  - 32 hours of technical training on accounting/ auditing/ insurance management/ financial management/ information technology audit/ organizational management, CPE/CPD or other related courses, and 8 hours of supervisory/ leadership or management training
  - Strong communications and presentation skills
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**Position Title :** IC Internal Auditor III  
**Pay Grade :** PG 11  
**Division/s :** Compliance and Monitoring Division  
**Item No/s :** IC-SRIS-40-2014  
**No. of Vacancy :** 1  
**Job Qualifications :**

- 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
  - **Career Services Professional or 2nd Level Eligibility**
  - 3 years experience in accountancy/ audit/ insurance management/ financial management/ information technology audit/ organizational management
  - 24 hours of technical training on accounting/ auditing/ insurance management/ financial management/ information technology audit/ organizational management, CPE/CPD or other related courses
  - Strong communications and presentation skills
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**Position Title :** IC Internal Auditor II  
**Pay Grade :** PG 9  
**Division :** Compliance and Monitoring Division  
**Item No/s :** IC-INS2-57-2014  
**No. of Vacancy :** 1  
**Job Qualifications :**

- 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
  - **Career Services Professional or 2nd Level Eligibility**
  - 2 years experience in accountancy/ audit/ insurance management/ financial management/ information technology audit/ organizational management
  - 16 hours of technical training on accounting/ auditing/ insurance management/ financial management/ information technology audit/ organizational management, CPE/CPD or other related courses
  - Strong communications and presentation skills
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**Position Title :** IC Division Manager  
**Pay Grade :** PG 15  
**Division/s :** Life/MBAs/Trust Division; Health Maintenance Organizations (HMO) Division  
**Item No/s :** IC-DM-2-2016; IC-DM-28-2018  
**No. of Vacancies :** 2  
**Job Qualifications :**

- Master's Degree or Certificate in Leadership and Management from the CSC

- **RA 1080 (Certified Public Accountant)**
- 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 technical training on accountancy or other related courses, and 40 hours of supervision/ leadership or management training taken within the last 5 years
- Auditing experience in financial institutions preferred
- Strong communications and presentation skills

**Position Title** : **IC Supervising Insurance Specialist**  
**Pay Grade** : PG 13  
**Division/s** : Life/MBAs/Trust Division  
**Item No/s** : IC-SVIS-4-2012  
**No. of Vacancy** : **1**  
**Job Qualifications** :

- Bachelor's degree in Accountancy/ Commerce or Business Administration major in Accounting
- **RA 1080 (Certified Public Accountant)**
- 3 years practice of accountancy/ audit/ insurance management/ financial management, and 1 year experience in position/s involving supervisory functions.
- 32 hours of technical training on insurance management/ accounting/ auditing/ financial management or CPE/CPD for Accountants or Technical Training on Accountancy or other related courses; and 8 hours of supervisory/ leadership or management training
- Auditing experience in financial institutions preferred
- Strong communications and presentation skills
- Fieldwork required

**Position Title** : **IC Senior Insurance Specialist**  
**Pay Grade** : PG 11  
**Division** : Non-Life Division; Life/MBAs/Trust Division;  
Pre-Need Division; Brokers and Insurance Pools Division;  
Health Maintenance Organizations (HMO) Division  
**Item No/s** : IC-SRIS-1-2012; IC-SRIS-3-2012; IC-SRIS-4-2012;  
IC-SRIS-34-2014; IC-SRIS-5-2012; IC-SRIS-9-2012;  
IC-SRIS-41-2014; IC-SRIS-13-2012; IC-SRIS-52-2018  
**No. of Vacancies** : **9**  
**Job Qualifications** :

- Bachelor's degree in Accountancy/ Commerce or Business Administration major in Accounting
- **RA 1080 (Certified Public Accountant)**
- 3 years practice of accountancy/ audit/ insurance management/ financial management
- 24 hours of technical training on insurance management/ accounting/ auditing/ financial management or CPE/CPD for Accountants or Technical Training on Accountancy or other related courses
- Auditing experience in financial institutions preferred
- Strong communications and presentation skills
- Fieldwork required

**Position Title** : **IC Insurance Specialist II**  
**Pay Grade** : PG 9  
**Division** : Non-Life Division; Life/MBAs/Trust Division; Pre-Need Division  
**Item No/s** : IC-INS2-4-2012; IC-INS2-9-2012; IC-INS2-10-2012;  
IC-INS2-25-2012; IC-INS2-17-2012; IC-INS2-24-2012  
**No. of Vacancies** : **6**  
**Job Qualifications** :

- Bachelor's degree in Accountancy/ Commerce or Business Administration major in Accounting
- **RA 1080 (Certified Public Accountant)**
- 2 years practice of accountancy/ audit/ insurance management/ financial management
- 16 hours of technical training on insurance management/ accounting/ auditing/ financial management or CPE/CPD for Accountants or Technical Training on Accountancy or other related courses
- Auditing experience in financial institutions preferred
- Strong communications and presentation skills
- Fieldwork required

**Position Title** : **IC Insurance Specialist I**  
**Pay Grade** : PG 7  
**Division** : Non-Life Division; Pre-Need Division;  
Health Maintenance Organizations (HMO) Division

**Item No/s** : IC-INS1-1-2012; IC-INS1-5-2012; IC-INS1-27-2018  
**No. of Vacancies** : 3  
**Job Qualifications** :  

- Bachelor's degree in Accountancy/ Commerce or Business Administration major in Accounting
- **RA 1080 (Certified Public Accountant)**
- At least 6 months experience in auditing financial institutions
- Strong communications and presentation skills
- Fieldwork required

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**Position Title** : **IC Division Manager**  
**Pay Grade** : PG 15  
**Division/s** : Rating Division  
**Item No/s** : IC-DM-10-2016  
**No. of Vacancy** : 1  
**Job Qualifications** :  

- Master's Degree or Certificate in Leadership and Management from the CSC
- **Career Service Professional or Second Level Eligibility**
- 5 years in position/s involving management and supervision
- 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
- Strong communications and presentation skills

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**Position Title** : **IC Insurance Specialist II**  
**Pay Grade** : PG 9  
**Division** : Rating Division  
**Item No/s** : IC-INS2-40-2012  
**No. of Vacancy** : 1  
**Job Qualifications** :  

- Bachelor's degree relevant to the job
- **Career Service Professional or Second Level Eligibility**
- 2 years of experience in insurance management/ financial management/ legal management
- 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
- Computer programming/ knowledge of computer systems preferred
- Strong communications and presentation skills

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**Position Title** : **IC Division Manager**  
**Pay Grade** : PG 15  
**Division/s** : Statistics and Research Division  
**Item No/s** : IC-DM-12-2016  
**No. of Vacancy** : 1  
**Job Qualifications** :  

- Master's Degree or Certificate in Leadership and Management from the CSC
- **Career Service Professional or Second Level Eligibility**
- 5 years in position/s involving management and supervision
- 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 supervising/ leadership or management training taken within the last 5 years.
- Experience in statistical analysis and application of statistical programs preferred
- Strong communications and presentation skills

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**Position Title** : **IC Supervising Insurance Specialist**  
**Pay Grade** : PG 13  
**Division/s** : Statistics and Research Division  
**Item No/s** : IC-SVIS-22-2012  
**No. of Vacancy** : 1  
**Job Qualifications** :  

- Bachelor's degree relevant to the job
- **Career Service Professional or Second Level Eligibility**

- 3 years of experience in insurance management/ financial management/ 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
- Experience in statistical analysis and application of statistical programs preferred
- Computer programming/ knowledge of computer systems preferred
- Strong communications and presentation skills

**Position Title** : **IC Insurance Specialist II**  
**Pay Grade** : PG 9  
**Division** : Statistics and Research Division  
**Item No/s** : IC-INS2-44-2012; IC-INS2-43-2012 (*Anticipated Vacancy*)  
**No. of Vacancies** : **2**  
**Job Qualifications** :

- Bachelor's degree relevant to the job
- **Career Service Professional or Second Level Eligibility**
- 2 years of experience in insurance management/ financial management/ legal management
- 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
- Experience in statistical analysis and application of statistical programs/systems preferred
- Computer programming/ knowledge of computer systems preferred
- Strong communications and presentation skills

**Position Title** : **IC Insurance Specialist I**  
**Pay Grade** : PG 7  
**Division** : Statistics and Research Division  
**Item No/s** : IC-INS1-13-2012  
**No. of Vacancies** : **1**  
**Job Qualifications** :

- Bachelor's degree relevant to the job
- **Career Service Professional or Second Level Eligibility**
- Experience in statistical analysis and application of statistical programs/systems preferred
- Computer programming/ knowledge of computer systems preferred
- Strong communications and presentation skills

**Position Title** : **IC Supervising Insurance Specialist**  
**Pay Grade** : PG 13  
**Division/s** : Actuarial Division  
**Item No/s** : IC-SVIS-14-2012; IC-SVIS-31-2015  
**No. of Vacancies** : **2**  
**Job Qualifications** :

- Bachelor's degree relevant to the job
- **Career Service Professional or Second Level Eligibility**
- 3 years of experience in insurance management/ financial management/ 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
- Experience in actuarial science preferred
- *Those have passed professional – level examinations (Actuarial) from recognized institutions, such as the Society of Actuaries (SOA) preferred*
- Computer programming/ knowledge of computer systems preferred
- Strong communications and presentation skills

**Position Title** : **IC Insurance Specialist II**  
**Pay Grade** : PG 9  
**Division** : Actuarial Division  
**Item No/s** : IC-INS2-26-2012; IC-INS2-27-2012; IC-INS2-59-2015  
**No. of Vacancies** : **3**  
**Job Qualifications** :

- Bachelor's degree relevant to the job

- **Career Service Professional or Second Level Eligibility**
- 2 years of experience in insurance management/ financial management/ legal management
- 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
- Experience in actuarial science preferred
- *Those have passed professional – level examinations (Actuarial) from recognized institutions, such as the Society of Actuaries (SOA) preferred*
- Computer programming/ knowledge of computer systems preferred
- Strong communications and presentation skills

**Position Title** : **IC Supervising Insurance Specialist**  
**Pay Grade** : PG 13  
**Division/s** : Investments Service Division  
**Item No/s** : IC-SVIS-15-2012; IC-SVIS-16-2012  
**No. of Vacancies** : **2**  
**Job Qualifications** :

- Bachelor's degree relevant to the job
- **Career Service Professional or Second Level Eligibility**
- 3 years of experience in insurance management/ financial management/ 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
- Experience in investments management preferred
- Computer programming/ knowledge of computer systems preferred
- Strong communications and presentation skills

**Position Title** : **IC Senior Insurance Specialist**  
**Pay Grade** : PG 11  
**Division** : Investments Service Division  
**Item No/s** : IC-SRIS-19-2012  
**No. of Vacancy** : **1**  
**Job Qualifications** :

- Bachelor's degree relevant to the job
- **Career Service Professional or Second Level Eligibility**
- 3 years of 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 and procedural laws/ legal ethics/ trial or pretrial skills or other related courses
- Experience in investments management preferred
- Computer programming/ knowledge of computer systems preferred
- Strong communications and presentation skills

**Position Title** : **IC Insurance Specialist II**  
**Pay Grade** : PG 9  
**Division** : Investments Service Division  
**Item No/s** : IC-INS2-30-2012  
**No. of Vacancy** : **1**  
**Job Qualifications** :

- Bachelor's degree relevant to the job
- **Career Service Professional or Second Level Eligibility**
- 2 years of experience in insurance management/ financial management/ legal management
- 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
- Experience in investments management preferred
- Computer programming/ knowledge of computer systems preferred
- Strong communications and presentation skills

**Position Title** : **IC Supervising Insurance Specialist**  
**Pay Grade** : PG 13  
**Division/s** : Reinsurance Division  
**Item No/s** : IC-SVIS-20-2012  
**No. of Vacancy** : **1**

**Job Qualifications :**

- Bachelor's degree relevant to the job
  - **Career Service Professional or Second Level Eligibility**
  - 3 years of experience in insurance management/ financial management/ 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
  - Experience in reinsurance preferred
  - Computer programming/ knowledge of computer systems preferred
  - Strong communications and presentation skills
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**Position Title :** IC Senior Insurance Specialist  
**Pay Grade :** PG 11  
**Division :** Reinsurance Division  
**Item No/s :** IC-SRIS-24-2012; IC-SRIS-25-2012  
**No. of Vacancies :** 2  
**Job Qualifications :**

- Bachelor's degree relevant to the job
  - **Career Service Professional or Second Level Eligibility**
  - 3 years of 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 and procedural laws/ legal ethics/ trial or pretrial skills or other related courses
  - Experience in reinsurance preferred
  - Computer programming/ knowledge of computer systems preferred
  - Strong communications and presentation skills
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**Position Title :** IC Division Manager  
**Pay Grade :** PG 15  
**Division/s :** Regulation, Enforcement and Prosecution Division;  
Public Assistance and Mediation Division; Cebu District Office  
**Item No/s :** IC-DM-13-2016; IC-DM-14-2016; IC-DM-26-2016  
**No. of Vacancies :** 3  
**Job Qualifications :**

- Bachelor of Laws
  - **RA 1080 (BAR)**
  - 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 Mandatory Continuing Legal Education (MCLE) or other related courses, and 40 hours of supervision/ leadership or management training taken within the last 5 years
  - Strong communications and presentation skills
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**Position Title :** IC Attorney II  
**Pay Grade :** PG 14  
**Division/s :** Cebu District Office; Davao District Office  
**Item No/s :** IC-ATY2-2-2012; IC-ATY2-9-2015  
**No. of Vacancies :** 2  
**Job Qualifications :**

- Bachelor of Laws
  - **RA 1080 (BAR)**
  - 3 years of experience in position/s involving legal management or practice of law/litigation
  - 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
  - Strong communications and presentation skills
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**Position Title :** IC Attorney I  
**Pay Grade :** PG 12  
**Division/s :** Regulation, Enforcement and Prosecution Division;  
Conservatorship, Receivership and Liquidation Division; Licensing  
Division; Claims Adjudication Division; Cebu District Office;  
Davao District Office



**Item No/s** : IC-ATY1-1-2012; IC-ATY1-6-2014; IC-ATY1-4-2012; IC-ATY1-3-2012; IC-ATY1-11-2018; IC-ATY1-5-2012; IC-ATY1-9-2015; IC-ATY1-10-2015  
**No. of Vacancies** : **8**  
**Job Qualifications** :  

- Bachelor of Laws
- **RA 1080 (BAR)**
- 2 years of experience in position/s involving legal management or practice of law/litigation
- 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
- Strong communications and presentation skills

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**Position Title** : **IC Supervising Insurance Specialist**  
**Pay Grade** : PG 13  
**Division/s** : Anti-Money Laundering and Corporate Governance Division; Conservatorship, Receivership and Liquidation Division  
**Item No/s** : IC-SVIS-28-2014; IC-SVIS-27-2018; IC-SVIS-26-2012  
**No. of Vacancies** : **3**  
**Job Qualifications** :  

- Bachelor's degree relevant to the job
- **Career Service Professional or Second Level Eligibility**
- 3 years of experience in insurance management/ financial management/ 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 communications and presentation skills

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**Position Title** : **IC Senior Insurance Specialist**  
**Pay Grade** : PG 11  
**Division/s** : Conservatorship, Receivership and Liquidation Division; Cebu District Office; Davao District Office  
**Item No/s** : IC-SRIS-32-2012; IC-SRIS-48-2015; IC-SRIS-51-2015  
**No. of Vacancies** : **3**  
**Job Qualifications** :  

- Bachelor's degree relevant to the job
- **Career Service Professional or Second Level Eligibility**
- 3 years of experience in insurance management/ financial management/ legal management; and 1 year experience in position/s involving supervisory functions
- 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
- Strong communications and presentation skills

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**Position Title** : **IC Insurance Specialist II**  
**Pay Grade** : PG 9  
**Division** : Anti-Money Laundering and Corporate Governance Division; Regulation, Enforcement and Prosecution Division; Licensing Division; Public Assistance and Mediation Division; Cebu District Office; Davao District Office  
**Item No/s** : IC-INS2-56-2014; IC-INS2-66-2018; IC-INS2-45-2012; IC-INS2-67-2018; IC-INS2-51-2012; IC-INS2-53-2012; IC-INS2-48-2012; IC-INS2-62-2015; IC-INS2-63-2015; IC-INS2-64-2015  
**No. of Vacancies** : **10**  
**Job Qualifications** :  

- Bachelor's degree relevant to the job
- **Career Service Professional or Second Level Eligibility**
- 2 years of experience in insurance management/ financial management/ legal management
- 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
- Strong communications and presentation skills

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**Position Title** : **IC Insurance Specialist I**  
**Pay Grade** : PG 7  
**Division** : Regulation, Enforcement and Prosecution Division; Anti-Money Laundering and Corporate Governance Division; Davao District Office  
**Item No/s** : IC-INS1-28-2018; IC-INS1-26-2018; IC-INS1-19-2012  
**No. of Vacancies** : **3**  
**Job Qualifications** :  

- Bachelor's degree relevant to the job
- **Career Service Professional or Second Level Eligibility**
- Strong communications and presentation skills

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**Position Title** : **IC Legal Assistant**  
**Pay Grade** : PG 5  
**Division** : Public Assistance and Mediation Division  
**Item No/s** : IC-LEA1-2-2012  
**No. of Vacancies** : **1**  
**Job Qualifications** :  

- Bachelor's degree relevant to the job
- **Career Service Professional or Second Level Eligibility**
- Strong communications and presentation skills

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**Position Title** : **IC Administrative Assistant III (Stenographic Reporter)**  
**Pay Grade** : PG 5  
**Division** : Claims Adjudication Division  
**Item No/s** : IC-ADAS3-1-2012  
**No. of Vacancies** : **1**  
**Job Qualifications** :  

- Associate Secretarial Course or at least 2 years college studies with a course on steno typing
- **Career Service Sub-Professional or Stenographer Eligibility**
- 1 year experience in position/s involving stenographic writing or typing/ records management/ office operations/ building administration/ property or supply management
- 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
- Strong communications and presentation skills

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**Position Title** : **IC Supervising Administrative Officer**  
**Pay Grade** : PG 13  
**Division/s** : Human Resource Division  
**Item No/s** : IC-SAO-4-2015  
**No. of Vacancies** : **1**  
**Job Qualifications** :  

- Bachelor's degree relevant to the job
- **Career Service Professional or Second Level Eligibility**
- 3 years of experience in position/s involving office systems management/ administration; and 1 year of experience in position/s with supervisory functions
- 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
- Experience in managing learning and development programs (i.e., program design/development, implementation and evaluation) preferred
- Strong communications and presentation skills

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**Position Title** : **IC Administrative Officer III**  
**Pay Grade** : PG 10  
**Division/s** : Administrative Division – Cashier Section; Human Resource Division  
**Item No/s** : IC-ADO3-3-2012; IC-ADO3-7-2015  
**No. of Vacancies** : **2**  
**Job Qualifications** :  

- Bachelor's degree relevant to the job
- **Career Service Professional or Second Level Eligibility**

- 3 years of 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
- For HRD, advanced knowledge of Civil Service rules and regulations, particularly on PRIME-HRM, preferred
- Strong communications and presentation skills

**Position Title** : **IC Administrative Officer II**  
**Pay Grade** : PG 8  
**Division** : Administrative Division – Records Section; Administrative Division – Supply Section  
**Item No/s** : IC-ADO2-5-2015; IC-ADO2-7-2015  
**No. of Vacancies** : **2**  
**Job Qualifications** :

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

**Position Title** : **IC Administrative Officer I**  
**Pay Grade** : PG 6  
**Division** : Administrative Division – General Services Section; Administrative Division – Cashier Section; Administrative Division – Records Section; Human Resource Division  
**Item No/s** : IC-ADO1-2-2012; IC-ADO1-3-2012; IC-ADO1-7-2015; IC-ADO1-1-2012; IC-ADO1-9-2015  
**No. of Vacancies** : **5**  
**Job Qualifications** :

- Bachelor's degree relevant to the job
- **Career Service Professional or Second Level Eligibility**
- Strong communications and presentation skills

**Position Title** : **IC Executive Assistant I**  
**Pay Grade** : PG 10  
**Division/s** : Office of the Deputy Insurance Commissioner – Technical Services Group; Office of the Deputy Insurance Commissioner – Financial Examination Group  
**Item No/s** : IC-EXA1-3-2016; IC-EXA1-4-2016  
**No. of Vacancies** : **2**  
**Job Qualifications** :

- Bachelor's degree relevant to the job
- **Career Service Professional or Second Level Eligibility**
- 3 years of experience in position's involving technical or proposal writing/ records management/ office administration or management
- 24 hours of relevant training on effective business or technical writing/ records management/ office administration/effective communication and presentation skills/MS Office applications or other related courses
- Strong communications and presentation skills

**Position Title** : **IC Accountant III**  
**Pay Grade** : PG 11  
**Division** : Accounting Division  
**Item No/s** : IC-A3-2-2014  
**No. of Vacancy** : **1**  
**Job Qualifications** :

- Bachelor's degree in Accountancy/ Commerce or Business Administration major in Accounting
- **RA 1080 (Certified Public Accountant)**
- 3 years practice of accountancy/ auditing
- 24 hours of technical training on government accounting or auditing/ fiscal or financial administration or Continuing Professional Education on Accountancy or other related courses

- Strong communications and presentation skills

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**Position Title** : **IC Accountant I**  
**Pay Grade** : PG 7  
**Division** : Accounting Division  
**Item No/s** : IC-A1-1-2012  
**No. of Vacancy** : 1  
**Job Qualifications** :

- Bachelor's degree in Accountancy/ Commerce or Business Administration major in Accounting
- **RA 1080 (Certified Public Accountant)**
- Strong communications and presentation skills

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**Position Title** : **IC Planning Officer IV**  
**Pay Grade** : PG 13  
**Division** : Planning and Management Division  
**Item No/s** : IC-PO4-1-2014  
**No. of Vacancy** : 1  
**Job Qualifications** :

- Bachelor's degree relevant to the job
- **Career Service Professional or Second Level Eligibility**
- 3 years of experience in position/s involving organizational/ project planning and management; and 1 year of experience in position/s involving supervisory functions
- 32 hours of technical training in organizational planning and development/ program and project development and management/ policy analysis and implementation or other related courses; and 8 hours of supervisory/ leadership or management training
- Experience in strategic planning, work/systems improvement, quality management systems preferred
- Strong communications and presentation skills

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**Position Title** : **IC Planning Officer III**  
**Pay Grade** : PG 10  
**Division** : Planning and Management Division  
**Item No/s** : IC-PO3-1-2012  
**No. of Vacancy** : 1  
**Job Qualifications** :

- Bachelor's degree relevant to the job
- **Career Service Professional or Second Level Eligibility**
- 3 years of experience in position/s involving organizational/ project planning and management
- 24 hours of technical training in organizational planning and development/ program and project development and management/ policy analysis and implementation or other related courses
- Experience in strategic planning, work/systems improvement, quality management systems preferred
- Strong communications and presentation skills

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**Position Title** : **IC Planning Officer II**  
**Pay Grade** : PG 8  
**Division** : Planning and Management Division  
**Item No/s** : IC-PO2-1-2012  
**No. of Vacancy** : 1  
**Job Qualifications** :

- Bachelor's degree relevant to the job
- **Career Service Professional or Second Level Eligibility**
- 2 years of experience in position/s involving organizational/ project planning and management
- 16 hours of technical training in organizational planning and development/ program and project development and management/ policy analysis and implementation or other related courses
- Strong communications and presentation skills

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**Position Title** : **IC Planning Officer I**  
**Pay Grade** : PG 6  
**Division** : Planning and Management Division  
**Item No/s** : IC-PO1-1-2012  
**No. of Vacancy** : 1  
**Job Qualifications** :

- Bachelor's degree relevant to the job

- **Career Service Professional or Second Level Eligibility**
- Strong communications and presentation skills

**Position Title** : **IC Information Technology Officer I**  
**Pay Grade** : PG 13  
**Division** : Information Technology Division; Information Systems Division  
**Item No/s** : IC-ITO1-1-2014; IC-ITO1-2-2014; IC-ITO1-5-2014  
**No. of Vacancies** : **3**  
**Job Qualifications** :

- Bachelor's degree relevant to the job
- **Career Service Professional or Second Level Eligibility**
- 2 years of 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
- Background in information security and web development preferred
- Strong communications and presentation skills

**Position Title** : **IC Information Data Analyst I**  
**Pay Grade** : PG 7  
**Division** : Information Technology Division  
**Item No/s** : IC-IDA1-1-2016  
**No. of Vacancy** : **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**
- Strong communications and presentation skills

**Position Title** : **IC Computer Operator**  
**Pay Grade** : PG 4  
**Division** : Information Technology Division  
**Item No/s** : IC-CO-1-2012  
**No. of Vacancy** : **1**  
**Job Qualifications** :

- Completion of at least 2 years college studies
- **Career Service Sub-Professional or 1<sup>st</sup> Level Eligibility**
- 1 year of experience in position/s involving troubleshooting/ use of MS Office applications/ IT resources maintenance or management
- 4 hours of technical training on troubleshooting/ IT resources management/ MS Office applications or other related courses
- Strong communications and presentation skills

**Position Title** : **IC Administrative Assistant I**  
**Pay Grade** : PG 3  
**Division** : Conservatorship, Receivership and Liquidation Division;  
 Administrative Division – General Services Section;  
 Human Resource Division  
**Item No/s** : IC-ADAS1-5-2012; IC-ADAS1-7-2012; IC-ADAS1-6-2012  
**No. of Vacancies** : **3**  
**Job Qualifications** :

- Completion of at least 2 years college studies
- **Career Service Sub-Professional or 1<sup>st</sup> Level Eligibility**

**Position Title** : **IC Administrative Aide II**  
**Pay Grade** : PG 2  
**Division** : Claims Adjudication Division  
**Item No/s** : IC-ADA2-8-2012  
**No. of Vacancies** : **1**  
**Job Qualifications** :

- Completion of at least 2 years college studies

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**Position Title** : **IC Administrative Aide I**  
**Pay Grade** : PG 1  
**Division** : Administrative Division  
**Item No/s** : IC-ADA1-1-2012; IC-ADA1-6-2012; IC-ADA1-7-2012;  
IC-ADA1-10-2012; IC-ADA1-11-2012; IC-ADA1-18-2012;  
IC-ADA1-20-2012; IC-ADA1-15-2012; IC-ADA1-22-2012;  
IC-ADA1-23-2012; IC-ADA1-24-2012; IC-ADA1-25-2012  
**No. of Vacancies** : **12**  
**Job Qualifications** :  
• Completion of at least 2 years college studies

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