



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



NOTICE OF VACANCIES

08 OCTOBER 2019

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, also known as the Data Privacy Act of 2012.
7. **Deadline of submission of application is on 18 OCTOBER 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. 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).

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 Division Manager**
Pay Grade : PG 15
Division/s : Baguio District Office
Item No/s : IC-DM-25-2016
No. of Vacancy : **1**
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

Position Title : **IC Attorney II**
Pay Grade : PG 14
Division/s : Baguio District Office
Item No/s : IC-ATY2-8-2015
No. of Vacancy : **1**
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

Position Title : **IC Attorney I**
Pay Grade : PG 12
Division/s : Baguio District Office
Item No/s : IC-ATY1-8-2015
No. of Vacancy : **1**
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

Position Title : **IC Senior Insurance Specialist**
Pay Grade : PG 11
Division/s : Baguio District Office
Item No/s : IC-SRIS-47-2015
No. of Vacancies : **1**
Job Qualifications :

- Bachelor's degree relevant to the job
- **Career Service Professional or 2nd 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

Position Title : **IC Insurance Specialist II**
Pay Grade : PG 9
Division/s : Baguio District Office
Item No/s : IC-INS2-60-2015; IC-INS2-61-2015
No. of Vacancies : **2**
Job Qualifications :

- Bachelor's degree relevant to the job
- **Career Service Professional or 2nd 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/s : Baguio District Office
Item No/s : IC-INS1-24-2015
No. of Vacancies : **1**
Job Qualifications :

- Bachelor's degree relevant to the job
- **Career Service Professional or 2nd Level Eligibility**
- Strong communications and presentation skills

Position Title : **IC Administrative Aide I**
Pay Grade : PG 1
Division : Baguio District Office
Item No/s : IC-ADA1-23-2012
No. of Vacancies : **1**
Job Qualifications :

- Completion of at least 2 years college studies
