



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



NOTICE OF VACANCIES

11 FEBRUARY 2020

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 21 February 2020.** 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.

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 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
- Strong communications and presentation skills

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; IC-ADO3-1-2012; IC-0ADO3-8-2015
No. of Vacancies : **4**
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
- 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 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

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 1st 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 : Administrative Division – General Services Section;
Human Resource Division
Item No/s : IC-ADAS1-7-2012; IC-ADAS1-6-2012
No. of Vacancies : **2**
Job Qualifications :

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

Position Title : **IC Administrative Aide I**
Pay Grade : PG 1
Division : Administrative Division
Item No/s : IC-ADA1-18-2012; IC-ADA1-20-2012; IC-ADA1-15-2012;
IC-ADA1-22-2012
No. of Vacancies : **4**
Job Qualifications :

- Completion of at least 2 years college studies
