



Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**



**NOTICE OF VACANCIES**  
**14 JUNE 2018**

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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. 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/BOARD RATING/PROFESSIONAL CERTIFICATE**
- Incomplete application shall be excluded in the screening.***
5. Applicants may send their credentials to the abovementioned address or through [jobs@insurance.gov.ph](mailto:jobs@insurance.gov.ph). They may also submit the documents personally at the reception lobby of the IC Building, 1071 United Nations Avenue, 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 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 **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 Division Manager** (*republication*)  
**Pay Grade** : PG 15  
**Division** : Microinsurance Division  
**Item No/s** : IC-DM-6-2016  
**No. of Vacancies** : **1**  
**Job Qualifications** :

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

**Important Reminder:** Applications will be accepted only from **14 June 2018 to 25 June 2018**.

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**Position Title** : **IC Division Manager** (*republication*)  
**Pay Grade** : PG 15  
**Division** : Public Assistance and Mediation Division  
**Item No/s** : IC-DM-14-2016  
**No. of Vacancies** : **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 management/ insurance law/ legal writing/ substantive and procedural laws/ legal ethics/ trial or pretrial skills or MCLE other related courses, and 40 hours of supervision/ leadership or management training taken within the last 5 years

**Important Reminder:** Applications will be accepted only from **14 June 2018 to 25 June 2018**.

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**Position Title** : **IC Division Manager** (*republication*)  
**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 Certificate in Leadership and Management from the CSC
- **CS 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 information technology/systems courses, and 40 hours of supervision/ leadership or management training taken within the last 5 years

**Important Reminder:** Applications will be accepted only from **14 June 2018 to 25 June 2018**.

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