



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



NOTICE OF VACANCIES 21 NOVEMBER 2017

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. **CERTIFIED TRUE COPIES OF TRANSCRIPT OF RECORDS (TOR) AND DIPLOMA**
 - e. **CERTIFICATE OF SEMINARS/ TRAINING PROGRAMS ATTENDED**
 - f. **CERTIFICATE OF ELIGIBILITY/ PROFESSIONAL CERTIFICATE/ PROFESSIONAL LICENSE ID**

For the CSC Career Service Eligibility, the Certificate must be authenticated by the CSC Regional Office concerned.

For the Board Passers, the copy of Professional Certificate and Professional License ID issued must be authenticated by the Professional Regulation Commission (PRC).

Incomplete application shall be excluded in the screening.

5. Applicants may send their credentials to the above-mentioned address or through jobs@insurance.gov.ph. They may also submit the documents personally at the reception lobby of the IC Cebu District Office, 3rd Floor, Rm 34 Almase Building, 80 Osmeña Boulevard, Cebu City.
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. Philippine Statistics Authority (PSA) Authenticated Birth Certificate and Marriage Contract (if applicable)
 - d. NBI Clearance
 - e. Performance Appraisal for the last two (2) rating periods, if government employee

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 **HUMAN RESOURCE DIVISION (HRD)** at Telephone Numbers (02) 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 Insurance Specialist II**
Pay Grade : PG 9
Division : Cebu District Office
Item No/s : IC-INS2-62-2015
No. of Vacancies : 1
Job Qualifications :

- Bachelor's Degree relevant to the job
- **Career Service Professional or Second Level Eligibility**
- 2 years 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 or pretrial skills or other related courses

Important Reminder: Applications will only be accepted from 21 November to 01 December 2017.

Position Title : **IC Insurance Specialist I**
Pay Grade : PG 7
Division : Cebu District Office
Item No/s : IC-INS1-18-2012
No. of Vacancies : 1
Job Qualifications :

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

Important Reminder: Applications will only be accepted from 21 November to 01 December 2017.
