



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION



CN: AJA16-0061

**REPUBLICATION OF VACANT POSITIONS
15 MARCH 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** ([Download it here](#)):
 - a. **APPLICATION LETTER** addressed to:
Deputy Insurance Commissioner – Management Support Services
1071 United Nations Avenue, Manila 1000 Philippines
 - b. **UPDATED CV/RESUME WITH PASSPORT-SIZED PHOTO**
 - c. **TRANSCRIPT OF RECORDS AND DIPLOMA**
 - d. **CERTIFICATE OF SEMINARS/ TRAINING PROGRAMS ATTENDED**
 - e. **CERTIFICATE OF ELIGIBILITY/ BOARD RATING**
For the CSC Career Service Eligibility, the Certificate must be authenticated by the CSC Regional Office concerned.

Incomplete application shall be excluded in the screening.

5. 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, 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**, 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 5243548 / 5238461-70 local 120.

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 Internal Auditor IV**
Pay Grade : PG 13
Division/s : Internal Audit Division (Compliance and Monitoring)
Item No/s : IC-SVIS-29-2014
No. of Vacancies : 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 Service Professional or Second Level Eligibility**
- 3 years practice of 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, or CPE/CPD or other related courses, and 8 hours of supervisory/leadership or management training
- Strong communication and presentation skills

Important Reminder: Applications will be accepted only from 16 March 2017 to 27 March 2017.

Position Title : **IC Internal Auditor III**
Pay Grade : PG 11
Division/s : Internal Audit Division (Compliance and Monitoring)
Item No/s : IC-SRIS-40-2014
No. of Vacancies : 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 Service Professional or Second Level Eligibility**
- 3 years practice of 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, or CPE/CPD or other related courses
- Strong communication and presentation skills

Important Reminder: Applications will be accepted only from 16 March 2017 to 27 March 2017.

Position Title : **IC Internal Auditor II**
Pay Grade : PG 9
Division/s : Internal Audit Division (Compliance and Monitoring)
Item No/s : IC-INS2-57-2014
No. of Vacancies : 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 Service Professional or Second Level Eligibility**
- 2 years practice of 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, or CPE/CPD or other related courses
- Strong communication and presentation skills

Important Reminder: Applications will be accepted only from 16 March 2017 to 27 March 2017.

Position Title : **IC Senior Insurance Specialist**
Pay Grade : PG 11
Division/s : Non- Life Division; Life/MBAs/Trust Division; Pre-Need Division; Brokers Division

Item No/s : IC-SRIS-4-2012, IC-SRIS-34-2014, IC-SRIS-35-2014,
IC-SRIS-41-2014, IC-SRIS-13-2012

No. of Vacancies : 5

Job Qualifications :

- Bachelor's Degree in Accountancy/ Commerce or Business Administration major in Accounting
- **Certified Public Accountant (CPA)**
- 3 years practice of accountancy/audit/insurance management/financial management
- 24 hours of technical training on insurance management/accounting/auditing/financial management or CPE for Accountants or other related courses
- Strong communication and presentation skills
- Fieldwork required

Important Reminder: Applications will be accepted only from 16 March 2017 to 27 March 2017.

Position Title : **IC Insurance Specialist II**

Pay Grade : PG 9

Division : Pre-Need Division; Brokers Division

Item No/s : IC-INS2-18-2012, IC-INS2-22-2012

No. of Vacancies : 2

Job Qualifications :

- Bachelor's Degree in Accountancy/ Commerce or Business Administration major in Accounting
- **Certified Public Accountant (CPA)**
- 2 years practice of accountancy/audit/insurance management/financial management
- 16 hours of technical training on insurance management/accounting/auditing/financial management or CPE for Accountants or other related courses
- Strong communication and presentation skills
- Fieldwork required

Important Reminder: Applications will be accepted only from 16 March 2017 to 27 March 2017.

Position Title : **IC Division Manager**

Pay Grade : PG 15

Division : Microinsurance Division

Item No/s : IC-DM-6-2016

No. of Vacancies : 1

Job Qualifications :

- Master's degree or Certification in Leadership and Management from the Civil Service Commission (CPro)
- **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 pre-trial skills or other related courses, and 40 hours of supervision/leadership or management training taken within the last 5 years
- Strong communication and presentation skills

Important Reminder: Applications will be accepted only from 16 March 2017 to 27 March 2017.

Position Title : **IC Senior Insurance Specialist**

Pay Grade : PG 11

Division : Microinsurance Division

Item No/s : IC-SRIS-43-2015

No. of Vacancies : 1

Job Qualifications :

- Bachelor's degree relevant to the job
- **Career Service Professional or Second Level Eligibility**
- 3 years experience in insurance management/financial management/legal management
- 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 pre-trial skills or other related courses

- Strong communication and presentation skills

Important Reminder: Applications will be accepted only from 16 March 2017 to 27 March 2017.

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 experience in insurance management/financial management/legal management
- 16 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 pre-trial skills or other related courses, and 40 hours of supervision/leadership or management training taken within the last 5 years
- Strong communication and presentation skills

Important Reminder: Applications will be accepted only from 16 March 2017 to 27 March 2017.

Position Title : **IC Insurance Specialist I**
Pay Grade : PG 7
Division : Microinsurance Division
Item No/s : IC-INS1-20-2014
No. of Vacancies : **1**
Job Qualifications :

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

Important Reminder: Applications will be accepted only from 16 March 2017 to 27 March 2017.

Position Title : **IC Supervising Insurance Specialist**
Pay Grade : PG 13
Division : Actuarial Division
Item No/s : IC-SVIS-31-2015
No. of Vacancies : **1**
Job Qualifications :

- Bachelor's Degree relevant to the job (Preferably graduate of Statistics, Actuarial Science, Applied Mathematics, Mathematics)
- **Career Service Professional or Second Level Eligibility**
- 3 years experience in insurance management/financial management or legal management, and 1 year experience in position/s involving supervisory functions
- 32 hours of technical training on insurance management/financial management or insurance law/legal writing/substantive and procedural laws/legal ethics or pretrial skills or other related courses, and 8 hours of supervisory/leadership or management training
- **Have passed professional – level examinations (Actuarial) from recognized institutions, such as the Society of Actuaries (SOA)**
- Strong communication and presentation skills
- Strong analytical skills and keen attention to details

Important Reminder: Applications will be accepted only from 16 March 2017 to 27 March 2017.

Position Title : **IC Insurance Specialist II**
Pay Grade : PG 9
Division : Actuarial Division
Item No/s : IC-INS2-27-2012, IC-INS2-59-2015
No. of Vacancies : **2**
Job Qualifications :

- Bachelor's Degree relevant to the job (Preferably graduate of Statistics, Actuarial Science, Applied Mathematics, Mathematics)
- **Career Service Professional or Second Level Eligibility**
- 2 years experience in insurance management/financial management or legal management
- 16 hours of technical training on insurance management/financial management or insurance law/legal writing/substantive and procedural laws/legal ethics or pretrial skills or other related courses
- **Have passed professional – level examinations (Actuarial) from recognized institutions, such as the Society of Actuaries (SOA)**
- Strong communication and presentation skills
- Strong analytical skills and keen attention to details

Important Reminder: Applications will be accepted only from 16 March 2017 to 27 March 2017.

Position Title : **IC Insurance Specialist I**
Pay Grade : PG 7
Division : Actuarial Division
Item No/s : IC-INS1-23-2015
No. of Vacancies : 1
Job Qualifications :

- Bachelor's Degree relevant to the job (Preferably graduate of Statistics, Actuarial Science, Applied Mathematics, Mathematics)
- **Career Service Professional or Second Level Eligibility**
- **Have passed professional – level examinations (Actuarial) from recognized institutions, such as the Society of Actuaries (SOA)**
- Strong communication and presentation skills
- Strong analytical skills and keen attention to details

Important Reminder: Applications will be accepted only from 16 March 2017 to 27 March 2017.

Position Title : **IC Supervising Insurance Specialist**
Pay Grade : PG 13
Division : Investments Service Division
Item No/s : IC-SVIS-15-2012
No. of Vacancies : 1
Job Qualifications :

- Bachelor's Degree relevant to the job
- **Career Service Professional or Second Level Eligibility**
- 3 years experience in insurance management/financial management or legal management, and 1 year experience in position/s involving supervisory functions
- 32 hours of technical training on insurance management/financial management or insurance law/legal writing/substantive and procedural laws/legal ethics or pretrial skills or other related courses, and 8 hours of supervisory/leadership or management training
- Strong communication and presentation skills

Important Reminder: Applications will be accepted only from 16 March 2017 to 27 March 2017.

Position Title : **IC Insurance Specialist II**
Pay Grade : PG 9
Division : Rating Division
Item No/s : IC-INS2-35-2012
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 or legal management
- 16 hours of technical training on insurance management/financial management or insurance law/legal writing/substantive and procedural laws/legal ethics or pretrial skills or other related courses
- Strong communication and presentation skills

Important Reminder: Applications will be accepted only from 16 March 2017 to 27 March 2017

Position Title : **IC Division Manager**
Pay Grade : PG 15
Division : Statistics and Research Division
Item No/s : IC-DM-8-2016;
No. of Vacancies : 1
Job Qualifications :

- Master's degree or Certification in Leadership and Management from the Civil Service Commission (CPro)
- **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 pre-trial skills or other related courses, and 40 hours of supervision/leadership or management training taken within the last 5 years
- Strong communication and presentation skills

Important Reminder: Applications will be accepted only from 16 March 2017 to 27 March 2017.

Position Title : **IC Senior Insurance Specialist**
Pay Grade : PG 11
Division : Statistics and Research Division
Item No/s : IC-SRIS-44-2015, IC-SRIS-45-2015
No. of Vacancies : 2
Job Qualifications :

- Bachelor's degree relevant to the job
- **Career Service Professional or Second Level Eligibility**
- 3 years 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 pre-trial skills or other related courses
- Strong communication and presentation skills

Important Reminder: Applications will be accepted only from 16 March 2017 to 27 March 2017.

Position Title : **IC Division Manager**
Pay Grade : PG 15
Division : Reinsurance Division
Item No/s : IC-DM-20-2016
No. of Vacancies : 1
Job Qualifications :

- Master's degree or Certification in Leadership and Management from the Civil Service Commission (CPro)
- **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 pre-trial skills or other related courses, and 40 hours of supervision/leadership or management training taken within the last 5 years
- Strong communication and presentation skills

Important Reminder: Applications will be accepted only from 16 March 2017 to 27 March 2017.

Position Title : **IC Attorney I**
Pay Grade : PG 12
Division : Regulation, Enforcement and Prosecution Division; Public Assistance and Mediation Division; Claims Adjudication Division

Item No/s : IC-ATY1-6-2014, IC-ATY1-2-2012, IC-ATY1-5-2012, IC-ATY1-7-2014
No. of Vacancies : 4
Job Qualifications :

- Bachelor of Laws
- **RA 1080 (BAR)**
- 2 years experience in position/s involving legal management or practice of law/litigation
- 24 hours of training on insurance law/legal writing/substantive or procedural laws/legal ethics/trial or pre-trial techniques or Mandatory Continuing Legal Education (MCLE) or other related courses

Important Reminder: Applications will be accepted only from 16 March 2017 to 27 March 2017.

Position Title : **IC Senior Insurance Specialist**
Pay Grade : PG 11
Division : Licensing Division
Item No/s : IC-SRIS-30-2012
No. of Vacancies : 1
Job Qualifications :

- Bachelor's degree relevant to the job
- **Career Service Professional or Second Level Eligibility**
- 3 years 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 pre-trial skills or other related courses
- Strong communication and presentation skills

Important Reminder: Applications will be accepted only from 16 March 2017 to 27 March 2017.

Position Title : **IC Administrative Officer III**
Pay Grade : PG 10
Division : Administrative Division (General Services, Cashiering, Records);
Human Resource Division
Item No/s : IC-ADO3-2-2012, IC-ADO3-3-2012, IC-ADO3-4-2012, IC-ADO3-8-2015
No. of Vacancies : 4
Job Qualifications :

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

Important Reminder: Applications will be accepted only from 16 March 2017 to 27 March 2017.

Position Title : **IC Administrative Officer II**
Pay Grade : PG 8
Division : Administrative Division (Records, Supply); Human Resource Division
Item No/s : IC-ADO2-6-2015, IC-ADO2-7-2015, IC-ADO2-8-2015, IC-ADO2-9-2015
No. of Vacancies : 4
Job Qualifications :

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

Important Reminder: Applications will be accepted only from 16 March 2017 to 27 March 2017.

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-ITO1-3-2014, 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 experience in database design/information systems development/infrastructure management, and 1 year 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 supervisor/leadership or management training

Important Reminder: Applications will be accepted only from 16 March 2017 to 27 March 2017.

Position Title : **IC Information Data Analyst**
Pay Grade : PG 7
Division : Information Technology Division
Item No/s : IC-IDA1-1-2016
No. of Vacancies : **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**

Important Reminder: Applications will be accepted only from 16 March 2017 to 27 March 2017.

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

- Completion of at least 2 years college studies
- **Career Service Sub-Professional or First 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

Important Reminder: Applications will be accepted only from 16 March 2017 to 27 March 2017.

Position Title : **IC Planning Officer I**
Pay Grade : PG 7
Division : Planning and Management Division
Item No/s : IC-PO1-1-2012
No. of Vacancies : **1**
Job Qualifications :

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

Important Reminder: Applications will be accepted only from 16 March 2017 to 27 March 2017.

Position Title : **IC Administrative Assistant I**
Pay Grade : PG 3
Division : Conservatorship, Receivership and Liquidation Division

Item No/s : IC-ADAS1-5-2012

No. of Vacancies : 1

Job Qualifications :

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

Important Reminder: Applications will be accepted only from 16 March 2017 to 27 March 2017.

Position Title : **IC Administrative Aide II**

Pay Grade : PG 2

Division : Office of the Deputy Insurance Commissioners (Financial Examination, Legal Services, Management Support Services), Claims Adjudication Division

Item No/s : IC-ADA2-2-2012, IC-ADA2-4-2012, IC-ADA2-5-2012, IC-ADA2-8-2012

No. of Vacancies : 4

Job Qualifications :

- Completion of at least 2 years college studies

Important Reminder: Applications will be accepted only from 16 March 2017 to 27 March 2017.

Position Title : **IC Administrative Aide I**

Pay Grade : PG 1

Division : Administrative Division (General Services, Cashiering); Non-Life Division; Investments Service Division; Rating Division; Regulation, Enforcement and Prosecution Division; Public Assistance and Mediation Division

Item No/s : IC-ADA1-19-2012, IC-ADA1-5-2012, IC-ADA1-8-2012, IC-ADA1-13-2012, IC-ADA1-20-2012, IC-ADA1-15-2012, IC-ADA1-1-2012, IC-ADA1-6-2012, IC-ADA1-7-2012, IC-ADA1-10-2012, IC-ADA1-11-2012

No. of Vacancies : 11

Job Qualifications :

- Completion of at least 2 years college studies

Important Reminder: Applications will be accepted only from 16 March 2017 to 27 March 2017.
