



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



## **NOTICE OF VACANCIES**

**14 OCTOBER 2021**

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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. 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](mailto:jobs@insurance.gov.ph) and/or [ichrdhiring@gmail.com](mailto:ichrdhiring@gmail.com) (for large attachments).
  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 25 October 2021.** 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](http://www.insurance.gov.ph). For further inquiries, you may please contact the **HRD** at Telephone Number (02) 85238461 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.

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No.	Position Title <b>(Parenthetical Title, if applicable)</b>	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards				Place of Assignment
				Education	Training	Experience	Eligibility	
1	IC Division Manager	IC-DM-28-2018	PG 15	Master's degree or Certificate in Leadership and Management from the Civil Service Commission (CSC)	24 hours of technical training on insurance management/ accounting/ auditing/ financial management or Continuing Professional Education/ Development (CPE/CPD) or technical training on Accountancy or other related courses, and 40 hours of supervision/ leadership or management training taken within the last 5 years	5 years in position/s involving management and supervision	RA 1080 (CPA)	Health Maintenance Organizations (HMO) Division
2	IC Supervising Insurance Specialist	IC-SVIS-8-2012	PG 13	Bachelor's degree in Accountancy/ Commerce or Business Administration major in Accounting	32 hours of technical training on insurance management/ accounting/auditing/ financial management or Continuing Professional Education for Accountants or Technical Training on Accountancy or other related courses; and 8 hours of supervisory/ leadership or management training	3 years practice of accountancy/ audit/ insurance management/ financial management; and 1 year experience in position/s involving supervisory functions	RA 1080 (CPA)	Health Maintenance Organizations (HMO) Division
3	IC Insurance Specialist II	IC-INS2-18-2012	PG 9	Bachelor's degree in Accountancy/ Commerce or Business Administration major in Accounting	16 hours of technical training on insurance management/ accounting/auditing/ financial management or Continuing Professional Education for Accountants or Technical Training on Accountancy or other related courses	2 years practice of accountancy/ audit/ insurance management/ financial management	RA 1080 (CPA)	Health Maintenance Organizations (HMO) Division
4	IC Supervising Insurance Specialist	IC-SVIS-7-2012	PG 13	Bachelor's degree in Accountancy/ Commerce or Business Administration major in Accounting	32 hours of technical training on insurance management/ accounting/auditing/ financial management or Continuing Professional Education for Accountants or Technical Training on Accountancy or other related courses; and 8 hours of supervisory/ leadership or management training	3 years practice of accountancy/ audit/ insurance management/ financial management; and 1 year experience in position/s involving supervisory functions	RA 1080 (CPA)	Life/MBAs/Trust Division
5	IC Senior Insurance Specialist	IC-SRIS-6-2012	PG 11	Bachelor's degree in Accountancy/ Commerce or Business Administration major in Accounting	24 hours of technical training on insurance management/ accounting/auditing/ financial management or Continuing Professional Education for Accountants or Technical Training on Accountancy or other related courses	3 years practice of accountancy/ audit/ insurance management/ financial management	RA 1080 (CPA)	Life/MBAs/Trust Division

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6	IC Senior Insurance Specialist	IC-SRIS-7-2012	PG 11	Bachelor's degree in Accountancy/ Commerce or Business Administration major in Accounting	24 hours of technical training on insurance management/ accounting/auditing/ financial management or Continuing Professional Education for Accountants or Technical Training on Accountancy or other related courses	3 years practice of accountancy/ audit/ insurance management/ financial management	RA 1080 (CPA)	Life/MBAs/Trust Division
7	IC Senior Insurance Specialist	IC-SRIS-9-2012	PG 11	Bachelor's degree in Accountancy/ Commerce or Business Administration major in Accounting	24 hours of technical training on insurance management/ accounting/auditing/ financial management or Continuing Professional Education for Accountants or Technical Training on Accountancy or other related courses	3 years practice of accountancy/ audit/ insurance management/ financial management	RA 1080 (CPA)	Life/MBAs/Trust Division
8	IC Insurance Specialist II	IC-INS2-10-2012	PG 9	Bachelor's degree in Accountancy/ Commerce or Business Administration major in Accounting	16 hours of technical training on insurance management/ accounting/auditing/ financial management or Continuing Professional Education for Accountants or Technical Training on Accountancy or other related courses	2 years practice of accountancy/ audit/ insurance management/ financial management	RA 1080 (CPA)	Life/MBAs/Trust Division
9	IC Insurance Specialist II	IC-INS2-12-2012	PG 9	Bachelor's degree in Accountancy/ Commerce or Business Administration major in Accounting	16 hours of technical training on insurance management/ accounting/auditing/ financial management or Continuing Professional Education for Accountants or Technical Training on Accountancy or other related courses	2 years practice of accountancy/ audit/ insurance management/ financial management	RA 1080 (CPA)	Life/MBAs/Trust Division
10	IC Insurance Specialist II	IC-INS2-15-2012	PG 9	Bachelor's degree in Accountancy/ Commerce or Business Administration major in Accounting	16 hours of technical training on insurance management/ accounting/auditing/ financial management or Continuing Professional Education for Accountants or Technical Training on Accountancy or other related courses	2 years practice of accountancy/ audit/ insurance management/ financial management	RA 1080 (CPA)	Life/MBAs/Trust Division
11	IC Insurance Specialist I	IC-INS1-3-2012	PG 7	Bachelor's degree in Accountancy/ Commerce or Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Life/MBAs/Trust Division

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12	IC Insurance Specialist I	IC-INS1-4-2012	PG 7	Bachelor's degree in Accountancy/ Commerce or Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Life/MBAs/Trust Division
13	IC Division Manager	IC-DM-15-2016	PG 15	Bachelor of Laws	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	5 years in position/s involving management and supervision	RA 1080 (BAR)	Licensing Division
14	IC Attorney II	IC-ATY2-6-2014	PG 14	Bachelor of Laws	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	3 years of experience in position/s involving legal management or practice of law/litigation	RA 1080 (BAR)	Conservatorship, Receivership and Liquidation Division
15	IC Attorney I	IC-ATY1-4-2012	PG 12	Bachelor of Laws	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	2 years of experience in position/s involving legal management or practice of law/litigation	RA 1080 (BAR)	Conservatorship, Receivership and Liquidation Division
16	IC Senior Insurance Specialist	IC-SRIS-14-2012	PG 11	Bachelor's degree relevant to the job	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	3 years of experience in insurance management/ financial management/ legal management	Career Service Professional or 2nd Level Eligibility	Conservatorship, Receivership and Liquidation Division
17	IC Insurance Specialist II	IC-INS2-54-2012	PG 9	Bachelor's degree relevant to the job	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	2 years of experience in insurance management/ financial management/ legal management	Career Service Professional or 2nd Level Eligibility	Conservatorship, Receivership and Liquidation Division
18	IC Insurance Specialist I	IC-INS1-16-2012	PG 7	Bachelor's degree relevant to the job	None required	None required	Career Service Professional or 2nd Level Eligibility	Conservatorship, Receivership and Liquidation Division

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				Education	Training	Experience	Eligibility	
19	IC Attorney II	IC-ATY2-1-2012	PG 14	Bachelor of Laws	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	3 years of experience in position/s involving legal management or practice of law/litigation	RA 1080 (BAR)	Claims Adjudication Division
20	IC Attorney II	IC-ATY2-7-2014	PG 14	Bachelor of Laws	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	3 years of experience in position/s involving legal management or practice of law/litigation	RA 1080 (BAR)	Claims Adjudication Division
21	IC Attorney I	IC-ATY1-7-2014	PG 12	Bachelor of Laws	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	2 years of experience in position/s involving legal management or practice of law/litigation	RA 1080 (BAR)	Claims Adjudication Division
22	IC Attorney I	IC-ATY1-5-2012	PG 12	Bachelor of Laws	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	2 years of experience in position/s involving legal management or practice of law/litigation	RA 1080 (BAR)	Claims Adjudication Division
23	IC Legal Assistant	IC-LEA1-3-2012	PG 5	Bachelor's degree relevant to the job	None required	None required	Career Service Professional or 2nd Level Eligibility	Claims Adjudication Division
24	IC Supervising Insurance Specialist	IC-SVIS-14-2012	PG 13	Bachelor's degree relevant to the job	32 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; and 8 hours of supervisory/ leadership or management training	3 years of experience in insurance management/ financial management/legal management; and 1 year experience in position/s involving supervisory functions	Career Service Professional or 2nd Level Eligibility	Actuarial Division

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				Education	Training	Experience	Eligibility	
25	IC Senior Insurance Specialist	IC-SRIS-16-2012	PG 11	Bachelor's degree relevant to the job	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	3 years of experience in insurance management/ financial management/ legal management	Career Service Professional or 2nd Level Eligibility	Actuarial Division
26	IC Insurance Specialist II	IC-INS2-26-2012	PG 9	Bachelor's degree relevant to the job	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	2 years of experience in insurance management/ financial management/ legal management	Career Service Professional or 2nd Level Eligibility	Actuarial Division
27	IC Insurance Specialist I	IC-INS1-7-2012	PG 7	Bachelor's degree relevant to the job	None required	None required	Career Service Professional or 2nd Level Eligibility	Actuarial Division
28	IC Insurance Specialist I	IC-INS1-8-2012	PG 7	Bachelor's degree relevant to the job	None required	None required	Career Service Professional or 2nd Level Eligibility	Actuarial Division
29	IC Insurance Specialist I	IC-INS1-23-2015	PG 7	Bachelor's degree relevant to the job	None required	None required	Career Service Professional or 2nd Level Eligibility	Actuarial Division
30	IC Supervising Administrative Officer	IC-SAO-3-2015	PG 13	Bachelor's degree relevant to the job	32 hours of training on office systems management or administration/ records management/ property and supply management and development/ fiscal or financial administration/ organizational development or other related courses; and 8 hours of supervisory/ leadership or management training	3 years of experience in position/s involving office systems management/ administration; and 1 year of experience in position/s with supervisory functions	Career Service Professional or 2nd Level Eligibility	Human Resource Division
31	IC Administrative Officer II	IC-ADO2-1-2012	PG 8	Bachelor's degree relevant to the job	16 hours of training on office systems management or administration/ records management/ property and supply management and development/ fiscal or financial administration/ organizational development or other related courses	2 years of experience in position/s involving office systems management/ administration	Career Service Professional or 2nd Level Eligibility	Human Resource Division

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				Education	Training	Experience	Eligibility	
32	IC Administrative Officer II	IC-ADO2-8-2015	PG 8	Bachelor's degree relevant to the job	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	2 years of experience in position/s involving office systems management/ administration	Career Service Professional or 2nd Level Eligibility	Human Resource Division
33	IC Administrative Officer II	IC-ADO2-9-2015	PG 8	Bachelor's degree relevant to the job	16 hours of training on office systems management or administration/ records management/ property and supply management and development/ fiscal or financial administration/ organizational development or other related courses	2 years of experience in position/s involving office systems management/ administration	Career Service Professional or 2nd Level Eligibility	Human Resource Division
34	IC Supervising Administrative Officer	IC-SAO-2-2012	PG 13	Bachelor's degree relevant to the job	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	3 years of experience in position/s involving office systems management/ administration; and 1 year of experience in position/s with supervisory functions	Career Service Professional or 2nd Level Eligibility	Budget Division
35	IC Administrative Officer II	IC-ADO2-2-2012	PG 8	Bachelor's degree relevant to the job	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	2 years of experience in position/s involving office systems management/ administration	Career Service Professional or 2nd Level Eligibility	Budget Division
36	IC Administrative Officer III	IC-ADO3-3-2012	PG 10	Bachelor's degree relevant to the job	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	3 years of experience in position/s involving office systems management/ administration	Career Service Professional or 2nd Level Eligibility	Administrative Division - Casheiring Section

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				Education	Training	Experience	Eligibility	
37	IC Administrative Officer II	IC-ADO2-4-2015	PG 8	Bachelor's degree relevant to the job	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	2 years of experience in position/s involving office systems management/ administration	Career Service Professional or 2nd Level Eligibility	Administrative Division - Casheiring Section
38	IC Administrative Officer I	IC-ADO1-5-2012	PG 6	Bachelors degree relevant to the job	None required	None required	Career Service Professional or 2nd Level Eligibility	Administrative Division - Supply Section
39	IC Administrative Aide I	IC-ADA1-21-2012	PG 1	Completion of at least 2 years college studies	None required	None required	None required	Administrative Division - Records Section
40	IC Administrative Aide II	IC-ADA2-10-2012	PG 2	Completion of at least 2 years college studies	None required	None required	None required	Administrative Division - General Services Section
41	IC Administrative Aide II	IC-ADA2-7-2012	PG 2	Completion of at least 2 years college studies	None required	None required	None required	Administrative Division - General Services Section
42	IC Administrative Aide I	IC-ADA1-13-2012	PG 1	Completion of at least 2 years college studies	None required	None required	None required	Administrative Division - General Services Section
43	IC Administrative Aide I (Driver)	IC-ADA1-5-2012	PG 1	High School Graduate	None required	None required	Professional Driver's License (MC 11, s. 1996, as amended — Cat IV)	Administrative Division - General Services Section
44	IC Division Manager	IC-DM-26-2016	PG 15	Bachelor of Laws	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	5 years in position/s involving management and supervision	RA 1080 (BAR)	Cebu District Office
45	IC Attorney I	IC-ATY1-9-2015	PG 12	Bachelor of Laws	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	2 years of experience in position/s involving legal management or practice of law/litigation	RA 1080 (BAR)	Cebu District Office



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				Education	Training	Experience	Eligibility	
46	IC Senior Insurance Specialist	IC-SRIS-49-2015	PG 11	Bachelor's degree relevant to the job	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	3 years of experience in insurance management/ financial management/ legal management	Career Service Professional or 2nd Level Eligibility	Cebu District Office
47	IC Insurance Specialist II	IC-INS2-63-2015	PG 9	Bachelor's degree relevant to the job	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	2 years of experience in insurance management/ financial management/ legal management	Career Service Professional or 2nd Level Eligibility	Cebu District Office
48	IC Insurance Specialist I	IC-INS1-18-2012	PG 7	Bachelor's degree relevant to the job	None required	None required	Career Service Professional or 2nd Level Eligibility	Cebu District Office
49	IC Attorney II	IC-ATY2-9-2015	PG 14	Bachelor of Laws	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	3 years of experience in position/s involving legal management or practice of law/litigation	RA 1080 (BAR)	Davao District Office
50	IC Attorney I	IC-ATY1-10-2015	PG 12	Bachelor of Laws	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	2 years of experience in position/s involving legal management or practice of law/litigation	RA 1080 (BAR)	Davao District Office
51	IC Insurance Specialist II	IC-INS2-65-2015	PG 9	Bachelor's degree relevant to the job	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	2 years of experience in insurance management/ financial management/ legal management	Career Service Professional or 2nd Level Eligibility	Davao District Office
52	IC Insurance Specialist II	IC-INS2-64-2015	PG 9	Bachelor's degree relevant to the job	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	2 years of experience in insurance management/ financial management/ legal management	Career Service Professional or 2nd Level Eligibility	Davao District Office

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53	IC Insurance Specialist I	IC-INS1-19-2012	PG 7	Bachelor's degree relevant to the job	None required	None required	Career Service Professional or 2nd Level Eligibility	Davao District Office
54	IC Administrative Aide I	IC-ADA1-25-2012	PG 1	Completion of at least 2 years college studies	None required	None required	None required	Davao District Office