



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION



NOTICE OF VACANCIES
26 January 2017

We are pleased to inform that the Insurance Commission is now accepting applications to the following positions:

POSITION TITLE	DIVISION/ ITEM NUMBER	PAY GRADE	QUALIFICATION STANDARDS				ADDITIONAL SPECIFICATIONS
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
IC Executive Assistant I	Office of the DepCom – LSG IC-EXA1-6-2016	10	Bachelor's degree relevant to the job	Three (3) years of experience in position/s involving technical or proposal writing/ records management. office administration or management	Twenty-four (24) hours of training on effective business or technical writing/ records management/ office administration/ effective communication and presentation skills/ MS Office applications or other related courses	Career Service Professional or 2nd-level Eligibility	Strong communication and presentation skills
IC Division Manager	Public Assistance and Mediation IC-DM-14-2016	15	Bachelor of Laws	Five (5) years in position/s involving management and supervision	Twenty-four (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 forty (40) hours of supervision/ leadership or management training taken within the last five (5) years	RA 1080 (BAR)	<ul style="list-style-type: none"> • Experience in litigation and/or mediation is an advantage • Strong communication and presentation skills

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IC Attorney I	Regulation, Enforcement and Prosecution IC-ATY1-1-2012 IC-ATY1-6-2014 Public Assistance and Mediation IC-ATY1-2-2012 Claims Adjudication IC-ATY1-5-2012 IC-ATY1-7-2014	12	Bachelor of Laws	Two (2) years of experience in position/s involving legal management or practice of law/litigation	Twenty-four (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	RA 1080 (BAR)	Experience in litigation and/or mediation is an advantage
IC Attorney II	Licensing IC-ATY2-5-2014 IC-ATY2-2-2012	14	Bachelor of Laws	Three (3) years of experience in position/s involving legal management or practice of law/litigation	Thirty-two (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 eight (8) hours of supervision/leadership or management training	RA 1080 (BAR)	Experience in litigation is an advantage
IC Senior Insurance Specialist	Anti-Money Laundering IC-SRIS-39-2014 Licensing IC-SRIS-30-2012	11	Bachelor's degree relevant to the job	Three (3) years of experience in insurance management/ financial management/ legal management	Twenty-four (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	Career Service Professional or 2nd-level Eligibility	Strong communication and presentation skills

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IC Insurance Specialist II	Anti-Money Laundering IC-INS2-56-2014 Public Assistance and Mediation IC-INS2-48-2012 IC-INS2-49-2012 *Licensing	9	Bachelor's degree relevant to the job	Two (2) years of experience involving insurance management/ financial management/ legal management	Sixteen (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	Career Service Professional or 2nd-level Eligibility	Strong communication and presentation skills
IC Insurance Specialist I	Anti-Money Laundering IC-INS1-21-2014 Conservatorship, Receivership and Liquidation IC-INS1-16-2012 *Licensing	7	Bachelor's degree relevant to the job	None required	None required	Career Service Professional or 2nd-level Eligibility	Strong communication and presentation skills
IC Administrative Assistant I	Conservatorship, Receivership and Liquidation IC-ADAS1-5-2012	3	Completion of at least 2 years college studies	None required	None required	Career Service Sub-Professional or 1st Level Eligibility	
IC Senior Insurance Specialist	Non-Life IC-SRIS-1-2012 IC-SRIS-2-2012 IC-SRIS-4-2012 IC-SRIS-34-2014 Life/MBAs/Trust IC-SRIS-35-2014 Pre-Need IC-SRIS-41-2014	11	Bachelor's degree in Accountancy/ Commerce or Business Administration major in Accounting	Three (3) years practice of accountancy/ audit/ insurance management/ financial management	Twenty-four (24) hours of technical training on insurance management/ accounting/auditing/ financial management or Continuing Professional Education for Accountants or Technical Training on Accountancy	RA 1080 (Certified Public Accountant)	<ul style="list-style-type: none"> • Strong communication and presentation skills • Amenable to field works

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	Brokers IC-SRIS-12-2012 IC-SRIS-13-2012				or other related courses		
IC Insurance Specialist II	Life/MBAs/Trust IC-INS2-15-2012 Pre-Need IC-INS2-18-2012 Brokers IC-INS2-22-2012 *Non-Life *Brokers	9	Bachelor's degree in Accountancy/ Commerce or Business Administration major in Accounting	Two (2) years practice of accountancy/ audit/ insurance management/ financial management	Sixteen (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	RA 1080 (Certified Public Accountant)	<ul style="list-style-type: none"> • Strong communication and presentation skills • Amenable to field works
IC Insurance Specialist I	Life/MBAs/Trust IC-INS1-3-2012 IC-INS1-4-2012 Pre-Need IC-INS1-5-2012 Brokers IC-INS1-6-2012	7	Bachelor's degree in Accountancy/ Commerce or Business Administration major in Accounting	At least six (6) months experience in audit	None required	RA 1080 (Certified Public Accountant)	<ul style="list-style-type: none"> • Strong communication and presentation skills • Amenable to field works
IC Insurance Specialist II <i>(Actuarial Examination)</i>	Life/MBAs/Trust IC-INS2-25-2012 Pre-Need IC-INS2-24-2012	9	Bachelor's degree relevant to the job	Two (2) years of experience in auditing/ actuarial or financial management	Sixteen (16) hours of technical training on insurance management, actuarial science, accounting, auditing, financial management or other related courses	Career Service Professional or 2nd-level Eligibility	<ul style="list-style-type: none"> • Strong communication and presentation skills • Amenable to field works

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IC Supervising Insurance Specialist	Actuarial IC-SVIS-30-2015 IC-SVIS-31-2015	13	Bachelor's degree relevant to the job	Three (3) years of experience involving insurance management/ financial management/ legal management; and one (1) year experience in position/s involving supervisory functions	Thirty-two (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 pre-trial skills or other related courses; and eight (8) hours of supervisory/ leadership or management training	Career Service Professional or 2nd-level Eligibility	<ul style="list-style-type: none"> • Strong communication and presentation skills • Have passed professional – level examination/s (Actuarial) from recognized organizations, such as the Society of Actuaries (SOA).
IC Insurance Specialist II	Actuarial IC-INS2-27-2012 IC-INS2-59-2015	9	Bachelor's degree relevant to the job	Two (2) years of experience involving insurance management/ financial management/ legal management	Sixteen (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 pre-trial skills or other related courses	Career Service Professional or 2nd-level Eligibility	<ul style="list-style-type: none"> • Strong communication and presentation skills • Have passed professional – level examination/s (Actuarial) from recognized organizations, such as the Society of Actuaries (SOA).
IC Insurance Specialist I	Actuarial IC-INS1-23-2015	7	Bachelor's degree relevant to the job	None required	None required	Career Service Professional or 2nd-level Eligibility	<ul style="list-style-type: none"> • Strong communication and presentation skills • Have passed professional – level examination/s (Actuarial) from recognized organizations, such as the Society of Actuaries (SOA).

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IC Supervising Insurance Specialist	*Investments Service	13	Bachelor's degree relevant to the job	Three (3) years of experience involving insurance management/ financial management/ legal management; and one (1) year experience in position/s involving supervisory functions	Thirty-two (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 pre-trial skills or other related courses; and eight (8) hours of supervisory/ leadership or management training	Career Service Professional or 2nd-level Eligibility	<ul style="list-style-type: none"> • Strong communication and presentation skills • Proficiency in report writing and preparing computer-generated reports
IC Insurance Specialist II	Rating IC-INS2-35-2012	9	Bachelor's degree relevant to the job	Two (2) years of experience involving insurance management/ financial management/ legal management	Sixteen (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 pre-trial skills or other related courses	Career Service Professional or 2nd-level Eligibility	<ul style="list-style-type: none"> • Strong communication and presentation skills • Amenable to field works
IC Senior Insurance Specialist	Statistics and Research IC-SRIS-44-2015 IC-SRIS-45-2015	11	Bachelor's degree relevant to the job	Three (3) years of experience in insurance management, financial management, and legal management	Twenty-four (24) hours 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	Career Service Professional or 2nd-level Eligibility	<ul style="list-style-type: none"> • Strong communication and presentation skills • Proficiency in report writing and preparing computer-generated reports

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IC Administrative Officer II	Administrative IC-ADO2-5-2015 IC-ADO2-6-2015 Human Resource IC-ADO2-1-2012	8	Bachelor's degree relevant to the job	Two (2) years of experience in position/s involving office systems/ management/ administration	Sixteen (16) hours training on office systems management or administration/ records management/ human resource management/ organizational development or other related courses	Career Service Professional or 2nd-level Eligibility	Strong communication and presentation skills
IC Administrative Officer I	*Administrative *Human Resource *Budget	6	Bachelor's degree relevant to the job	None required	None required	Career Service Professional or 2nd-level Eligibility	Strong communication and presentation skills
IC Accountant III	Accounting IC-A3-3-2015	11	Bachelor's degree in Accountancy/ Commerce or Business Administration major in Accounting	Three (3) years practice of accountancy/ auditing	Twenty-four (24) hours of technical training on government accounting or auditing/fiscal or financial administration or Continuing Professional Education on Accountancy or other related courses	RA 1080 (CPA)	Strong communication and presentation skills • Proficiency in report writing and preparing computer-generated reports
IC Accountant I	*Accounting	7	Bachelor's degree in Accountancy/ Commerce or Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Strong communication and presentation skills • Proficiency in report writing and preparing computer-generated reports

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IC Planning Officer II	Planning and Management IC-PO2-1-2012	8	Bachelor's degree relevant to the job	Two (2) years of experience in position/s involving organizational/ project planning and management	Sixteen (16) hours of technical training in organization planning and development/ program and project development and management/ policy analysis and implementation or other related courses	Career Service Professional or 2nd-level Eligibility	<ul style="list-style-type: none"> • Strong communication and presentation skills • Proficiency in report writing and preparing computer-generated reports
IC Planning Officer I	Planning and Management IC-PO1-1-2012	6	Bachelor's degree relevant to the job	None required	None required	Career Service Professional or 2nd-level Eligibility	<ul style="list-style-type: none"> • Strong communication and presentation skills • Proficiency in report writing and preparing computer-generated reports
IC Information Technology Officer I	Information Technology IC-ITO1-1-2014 Information Systems IC-ITO1-3-2014	13	Bachelor's degree relevant to the job	Two (2) years of experience in database design/ information systems development/ infrastructure management; and one (1) year of experience in position/s involving supervisory functions	Thirty-two (32) hours of technical training in systems design and development/ database management/ IT resources management or other related information technology courses; and eight (8) hours of supervisory/ leadership or management training	Career Service Professional or 2nd-level Eligibility	Strong communication and presentation skills
IC Information Systems Analyst II	Information Technology IC-ISA-1-2012	11	Bachelor's degree relevant to the job	Two (2) year of experience in information systems development/ infrastructure management/ network administration or maintenance	Twenty-four (24) hours of technical training in systems design and development/ database management/ IT resources management or other related courses	Career Service Professional or 2nd-level Eligibility	Strong communication and presentation skills

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IC Computer Programmer	*Information Systems	9	Bachelor's degree relevant to the job	One (1) year of experience in programming/ systems development/ network administration or maintenance	Sixteen (16) hours of technical training on programming languages/ systems design and development/ IT resources management or other related courses	Career Service Professional or 2nd-level Eligibility	Strong communication and presentation skills
IC Information Data Analyst I	Information Technology IC-IDA1-1-2016	7	Bachelor's degree relevant to the job	None required	None required	Career Service Professional or 2nd-level Eligibility	
IC Computer Operator	Information Technology IC-CO-1-2012	4	Completion of at least 2 years college studies	One (1) year of experience in position/s involving troubleshooting/ use of MS Office applications/ IT resources maintenance or management	Four (4) hours of technical training on troubleshooting/ IT resources management/ MS Office applications or other related courses	Career Service Sub-Professional or 1st Level Eligibility	
Internal Auditor I	Compliance and Monitoring (Internal Audit) IC-INS1-22-2014	7	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	None required	None required	Career Service Professional or 2nd-level Eligibility	Strong communication and presentation skills

* Anticipated vacancy/ies

INSURANCE COMMISSION APPLICATION GUIDELINES

1. Applicants must meet the minimum Qualification Standards (QS) of the vacant position/s.
2. Applications shall be accepted on or before the deadline set. Applications received beyond the deadline shall not be acted upon.
3. **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** (WITHIN THE LAST 5 YEARS)
 - e. **CERTIFICATE OF ELIGIBILITY/ BOARD RATING**
4. 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 Building, 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
 - e. Performance Appraisal for the last two (2) rating periods, if government

INCOMPLETE APPLICATION SHALL BE EXCLUDED IN THE SCREENING. For the IC Application Form, you may visit the website of the Insurance Commission: www.insurance.gov.ph. Only applicants who are shortlisted shall be contacted to take the pre-employment assessments (interview and examination) to be scheduled and administered by the Human Resource Division (HRD).

For further inquiries, you may please contact the HRD at Telephone Numbers 5243548 / 5238461-70 local 106.

The deadline of submission of applications is on **6 February 2017**.