



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



NOTICE OF VACANCIES

03 OCTOBER 2022

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:
The 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 must send their credentials to ichrdhiring@insurance.gov.ph and/or ichrdhiring@gmail.com (for large attachments) in a single "Portable Document Format" or PDF File. **Refrain from sending media files, such as .jpeg/.mpegs, etc. or compressed files, such as .zip/.rar, etc.**

Email subject format should be:

Application for (Position title), (Division/Office)

(e.g., Application for IC Administrative Officer II, Human Resource Division)

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 13 October 2022.** Applications received beyond the deadline shall not be acted upon.
8. For the **IC APPLICATION FORM AND WORK EXPERIENCE SHEET**, you may visit the website of the Insurance Commission: <https://www.insurance.gov.ph/icappforms>. For further inquiries, you may please contact the **HRD** at Telephone Number (02) 85238461 local 106.
9. 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.
10. Due to the volume of applications received, the HRD may only be able to contact the shortlisted applicants.

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards				Place of Assignment
				Education	Training	Experience	Eligibility	
1	IC Administrative Officer III	IC-AD03-7-2015	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	Human Resource Division
2	IC Administrative Officer III	IC-AD03-1-2012	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	Human Resource Division
3	IC Administrative Aide I (Driver)	IC-ADA1-5-2012	1	High School Graduate	None required	None required	Professional Driver's License (MC 11,s. 1996, as amended-Cat IV)	Administrative Division