



NOTICE OF VACANCIES

17 NOVEMBER 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 PASSPORTSIZED 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 02 December 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 Attorney II	IC-ATY2-4-2014	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)	Public Assistance and Mediation Division
2	IC Attorney I	IC-ATY1-2-2012	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)	Public Assistance and Mediation Division
3	IC Senior Insurance Specialist	IC-SRIS-27-2012	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	Public Assistance and Mediation Division
4	IC Insurance Specialist II	IC-INS2-47-2012	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	Public Assistance and Mediation Division
5	IC Insurance Specialist II	IC-INS2-48-2012	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	Public Assistance and Mediation Division
6	IC Insurance Specialist II	IC-INS2-49-2012	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	Public Assistance and Mediation Division
7	IC Administrative Aide II	IC-ADA2-6-2012	2	Completion of at least 2 years college studies	None Required	None Required	None Required	Public Assistance and Mediation Division

8	IC Administrative Aide I	IC-ADA1-11-2012	1	Completion of at least 2 years college studies	None Required	None Required	None Required	Public Assistance and Mediation Division
9	IC Division Manager	IC-DM-26-2016	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
10	IC Administrative Officer I	IC-ADO1-4-2012	6	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional or 2nd Level Eligibility	Administrative Division - Records Section
11	IC Administrative Officer I	IC-ADO1-5-2012	6	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional or 2nd Level Eligibility	Administrative Division - Supply Section
12	IC Senior Insurance Specialist	IC-SRIS-9-2012	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, and Trust Division
13	IC Senior Insurance Specialist	IC-SRIS-6-2012	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, and Trust Division