



## NOTICE OF VACANCIES

04 APRIL 2023

### 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 17 April 2023.** 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<br>(Parenthetical Title, if applicable) | Plantilla Item No. | Salary/<br>Job/ Pay<br>Grade | Monthly Salary | Qualification Standards               |   |  |  |                               | Place of Assignment     |
|-----|--|--------------------|------------------------------|----------------|---------------------------------------|---|--|--|-------------------------------|-------------------------|
|     |  |                    |                              |                | Education                             | Training  | Experience   | Eligibility  | Competency<br>(if applicable) |                         |
| 1   | IC Attorney II   | IC-ATY2-5-2014     | 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)  |                               | Licensing Division      |
| 2   | IC Senior Insurance Specialist                         | IC-SRIS-30-2012    | 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 |                               | Licensing Division      |
| 3   | IC Administrative Officer III                          | IC-ADO3-8-2015     | 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 |                               | Human Resource Division |
| 4   | 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/ 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 |                               | Human Resource Division |

| No. | Position Title<br>(Parenthetical<br>Title, if<br>applicable) | Plantilla Item No. | Salary/<br>Job/ Pay<br>Grade | Monthly Salary | Qualification Standards  |  |  |   |                               | Place of Assignment        |
|-----|--|--------------------|------------------------------|----------------|--|--|--|---|-------------------------------|----------------------------|
|     |  |                    |                              |                | Education  | Training   | Experience   | Eligibility   | Competency<br>(if applicable) |                            |
| 5   | IC Division<br>Manager                                       | IC-DM-1-2016       | 15                           |                | Master's degree or<br>Certificate in Leadership and<br>Management from the CSC | 24 hours of technical training on<br>insurance management/ actuarial<br>science/ accounting/ auditing/<br>financial management or<br>CPE/CPD or Technical Training<br>on Accountancy or insurance law/<br>legal writing/ substantive and<br>procedural laws/ legal ethics/ trial<br>or pretrial skills or other related<br>courses, and 40 hours of<br>supervision/ leadership or<br>management training taken within<br>the last 5 years. | 5 years in position/s involving<br>management and<br>supervision | Career Service<br>Professional or<br>2nd Level<br>Eligibility |                               | Internal Audit<br>Division |