



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



NOTICE OF VACANCIES

23 AUGUST 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/ NOTARIZED 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.**

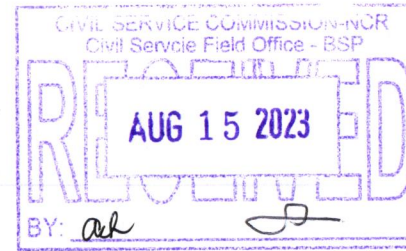
Email subject format should be:

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 01 September 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.

Republic of the Philippines
Insurance Commission
Request for Publication of Vacant Positions



Electronic copy to be submitted to the CSC FO must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Insurance Commission in the CSC website:

REVELYN R. MOJICA **SIGN HERE**

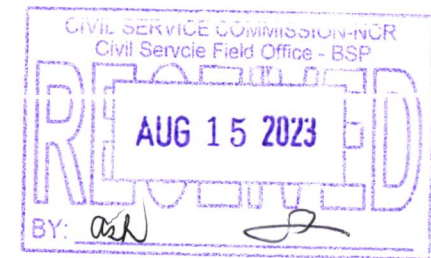
Division Manager, Human Resource Division

Date:

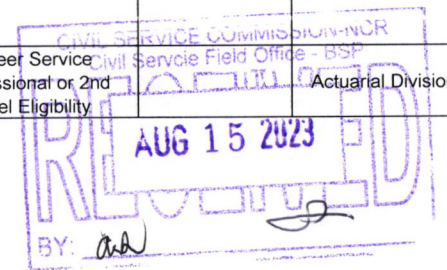
AUG 15 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	IC Executive Assistant I ✓	IC-EXA1-2-2014 ✓	10		Bachelor's degree relevant to the job	24 hours of relevant training on effective business or technical writing/ records management/ office administration/ effective communication and presentation skills/ MS Office applications or other related courses	3 years of experience in position/s involving technical or proposal writing/ records management/ office administration or management	Career Service Professional or 2nd Level Eligibility		Office of the Insurance Commissioner
2	IC Internal Auditor II ✓	IC-INS2-57-2014 ✓	9		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	16 hours of technical training on accounting/ auditing/ insurance management/ financial management/ information technology audit/ organizational management, CPE/CPD or other related courses	2 years experience in accountancy/ audit/ insurance management/ financial management/ information technology audit/ organizational management	Career Service Professional or 2nd Level Eligibility		Internal Audit Division
3	IC Insurance Specialist II ✓	IC-INS2-55-2014 ✓	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		Microinsurance Division
4	IC Supervising Insurance Specialist ✓	IC-SVIS-2-2012 ✓	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)		Non-Life Division
5	IC Senior Insurance Specialist ✓	IC-SRIS-2-2012 ✓	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)		Non-Life Division
6	IC Insurance Specialist II ✓	IC-INS2-4-2012 ✓	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)		Non-Life Division

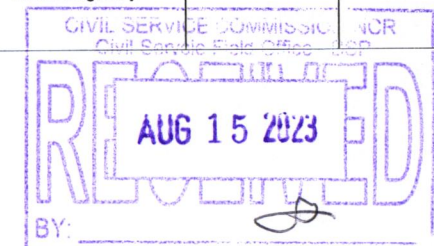
7	IC Insurance Specialist I ✓	IC-INS1-1-2012 ✓	7		Bachelor's degree in Accountancy/ Commerce or Business Administration major in Accounting	None required	None required	RA 1080 (CPA)		Non-Life Division
8	IC Administrative Aide I ✓	IC-ADA1-1-2012 ✓	1		Completion of at least 2 years college studies	None required	None required	None required		Non-Life Division
9	IC Supervising Insurance Specialist ✓	IC-SVIS-6-2012 ✓	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
10	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/Trust Division
11	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/Trust Division
12	IC Senior Insurance Specialist ✓	IC-SRIS-7-2012 ✓	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/Trust Division
13	IC Senior Insurance Specialist ✓	IC-SRIS-35-2014 ✓	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
14	IC Administrative Aide I ✓	IC-ADA1-2-2012 ✓	1		Completion of at least 2 years college studies	None required	None required	None required		Life/MBAs/Trust Division
15	IC Insurance Specialist II ✓	IC-INS2-17-2012 ✓	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)		Pre-Need Division
16	IC Senior Insurance Specialist ✓	IC-SRIS-13-2012 ✓	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)		Pre-Need Division
17	IC Senior Insurance Specialist ✓	IC-SRIS-11-2012 ✓	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)		Health Maintenance Organizations (HMO) Division



18	IC Senior Insurance Specialist ✓	IC-SRIS-52-2018 ✓	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)		Health Maintenance Organizations (HMO) Division
19	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
20	IC Attorney II ✓	IC-ATY2-7-2014 ✓	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)		Claims Adjudication Division
21	IC Administrative Aide II ✓	IC-ADA2-3-2012 ✓	2		Completion of at least 2 years college studies	None required	None required	None required		Office of the Deputy Insurance Commissioner - Technical Services Group
22	IC Supervising Insurance Specialist ✓	IC-SVIS-30-2015 ✓	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
23	IC Supervising Insurance Specialist ✓	IC-SVIS-31-2015 ✓	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
24	IC Senior Insurance Specialist ✓	IC-SRIS-15-2012 ✓	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		Actuarial Division
25	IC Insurance Specialist II ✓	IC-INS2-26-2012 ✓	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		Actuarial Division
26	IC Insurance Specialist I ✓	IC-INS1-8-2012 ✓	7		Bachelor's degree relevant to the job	None required	None required	Career Service Professional or 2nd Level Eligibility		Actuarial Division



27	IC Insurance Specialist I ✓	IC-INS1-23-2015 ✓	7		Bachelor's degree relevant to the job	None required	None required	Career Service Professional or 2nd Level Eligibility		Actuarial Division
28	IC Supervising Insurance Specialist ✓	IC-SVIS-16-2012 ✓	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		Investments Service Division
29	IC Insurance Specialist II ✓	IC-INS2-30-2012 ✓	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		Investments Service Division
30	IC Supervising Insurance Specialist ✓	IC-SVIS-18-2012 ✓	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		Rating Division
31	IC Senior Insurance Specialist ✓	IC-SRIS-22-2012 ✓	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		Rating Division
32	IC Insurance Specialist II ✓	IC-INS2-36-2012 ✓	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		Rating Division
33	IC Insurance Specialist I ✓	IC-INS1-11-2012 ✓	7		Bachelor's degree relevant to the job	None required	None required	Career Service Professional or 2nd Level Eligibility		Rating Division
34	IC Insurance Specialist I ✓	IC-INS1-12-2012 ✓	7		Bachelor's degree relevant to the job	None required	None required	Career Service Professional or 2nd Level Eligibility		Reinsurance Division
35	IC Supervising Insurance Specialist ✓	IC-SVIS-22-2012 ✓	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		Statistics and Research Division



36	IC Insurance Specialist II ✓	IC-INS2-43-2012 ✓	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		Statistics and Research Division
37	IC Insurance Specialist II ✓	IC-INS2-42-2012 ✓	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		Statistics and Research Division
38	IC Administrative Assistant I ✓	IC-ADAS1-8-2012 ✓	3		Completion of at least 2 years college studies	None required	None required	Career Service Sub-Professional or 1st Level Eligibility		Administrative Division - General Services Section
39	IC Administrative Aide II ✓	IC-ADA2-10-2012 ✓	2		Completion of at least 2 years college studies	None required	None required	None required		Administrative Division - General Services Section
40	IC Administrative Aide II ✓	IC-ADA2-7-2012 ✓	2		Completion of at least 2 years college studies	None required	None required	None required		Administrative Division - General Services Section
41	IC Administrative Aide I ✓	IC-ADA1-16-2012 ✓	1		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 ✓	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-ADA1-8-2012 ✓	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 Administrative Officer III ✓	IC-ADO3-3-2012 ✓	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		Administrative Division - Cashier Section
45	IC Administrative Officer III ✓	IC-ADO3-4-2012 ✓	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		Administrative Division - Records Section
46	IC Administrative Officer I ✓	IC-ADO1-9-2015 ✓	6		Bachelor's degree relevant to the job	None required	None required	Career Service Professional or 2nd Level Eligibility		Human Resource Division

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 AUG 15 2023
 CIVIL SERVICE FAIR OFFICE - PSP
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47	IC Information Data Analyst	IC-IDA1-1-2016	7	Bachelor's Degree preferably in Computer Science/ Computer Engineering/ Electronics Engineering/ Engineering Science/ Electronics and Computer Engineering/ Information Technology/ Information Systems/ Technology Management	None required	None required	Career Service Professional or 2nd Level Eligibility	Information Technology Division
48	IC Information System Analyst I	IC-ISA1-2-2015	9	Bachelor's Degree preferably in Computer Science/ Computer Engineering/ Electronics Engineering/ Engineering Science/ Electronics and Computer Engineering/ Information Technology/ Information Systems/ Technology Management	16 hours of technical training in systems design and development/ database management/ IT resources management or other related courses	1 year of experience in information systems development/ infrastructure management/ network administration or maintenance	Career Service Professional or 2nd Level Eligibility	Information Systems Division

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **AUG 29 2023**

1. Application Letter addressed to:
The Deputy Insurance Commissioner – Management Support Services
1071 United Nations Avenue, Manila 1000 Philippines
2. Fully accomplished and notarized Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Performance rating **in the last rating period** (if applicable);
4. Photocopy of Certificate of Eligibility/Rating/License; and
5. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

The Deputy Insurance Commissioner
Management Support Services Group
1071 United Nations Avenue, Ermita Manila
jobs@insurance.gov.ph/ichrdhiring@gmail.com

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Republic of the Philippines
Insurance Commission
Request for Publication of Vacant Positions



Electronic copy to be submitted to the CSC FO must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Insurance Commission in the CSC website:

[Handwritten Signature]
REVELYN R. MOJICA

Division Manager, Human Resource Division

Date: AUG 23 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	IC Senior Insurance Specialist	IC-SRIS-13-2012	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)		Brokers and Insurance Pools Division

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **SEP 01 2023**

1. Application Letter addressed to:
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