



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



## NOTICE OF VACANCIES

25 JULY 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](mailto:ichrdhiring@insurance.gov.ph) and/or [ichrdhiring@gmail.com](mailto: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 05 August 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.

**TRANQUILINO E. ESPEJON**  
IC Supervising Administrative Officer  
Human Resource Division

Date: 25 July 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 Attorney I	IC-ATY1-11-2018	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)		Regulation, Enforcement and Prosecution Division - Suretyship Section
2	IC Insurance Specialist II	IC-INS2-67-2018	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		Regulation, Enforcement and Prosecution Division - Suretyship Section
3	IC Insurance Specialist I	IC-INS1-28-2018	7		Bachelor's degree relevant to the job	None required	None required	Career Service Professional or 2nd Level Eligibility		Regulation, Enforcement and Prosecution Division - Suretyship Section
4	IC Attorney I	IC-ATY1-1-2012	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)		Regulation, Enforcement and Prosecution Division
5	IC Insurance Specialist II	IC-INS2-45-2012	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		Regulation, Enforcement and Prosecution Division

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)	
6	IC Legal Assistant	IC-LEA1-1-2012	5		Bachelor's degree relevant to the job	None required	None required	Career Service Professional or 2nd Level Eligibility		Regulation, Enforcement and Prosecution Division
7	IC Attorney II	IC-ATY2-9-2015	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)		Davao District Office
8	IC Attorney I	IC-ATY1-10-2015	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)		Davao District Office

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 05 August 2023.

- Application Letter addressed to:  
The Deputy Insurance Commissioner – Management Support Services  
1071 United Nations Avenue, Manila 1000 Philippines
- 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](http://www.csc.gov.ph);
- Performance rating **in the last rating period** (if applicable);
- Photocopy of Certificate of Eligibility/Rating/License; and
- 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](mailto:jobs@insurance.gov.ph)/[ichrdhiring@gmail.com](mailto:ichrdhiring@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

