

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

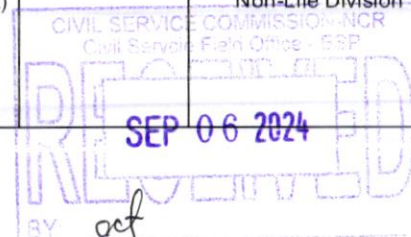
To: CIVIL SERVICE COMMISSION (CSC)

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
Division Manager, Human Resource Division
Date: SEP 06 2024

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 Insurance Specialist II	IC-INS2-23-2012	9	P 66,496.00	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 (CPE) for Accountants or Technical Training on Accountancy or other related courses	2 years practice of accountancy/ audit/ insurance management/ financial management	RA 1080 (CPA)		Brokers and Insurance Pools Division
2	IC Insurance Specialist I	IC-INS1-3-2012	7	P 52,076.00	Bachelor's degree in Accountancy/Commerce or Business Administration major in Accounting	None required	None required	RA 1080 (CPA)		Life/MBAs/Trust Division
3	IC Insurance Specialist I	IC-INS1-4-2012	7	P 52,076.00	Bachelor's degree in Accountancy/Commerce or Business Administration major in Accounting	None required	None required	RA 1080 (CPA)		Life/MBAs/Trust Division
4	IC Insurance Specialist II	IC-INS2-10-2012	9	P 66,496.00	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 (CPE) for Accountants or Technical Training on Accountancy or other related courses	2 years practice of accountancy/ audit/ insurance management/ financial management	RA 1080 (CPA)		Life/MBAs/Trust Division

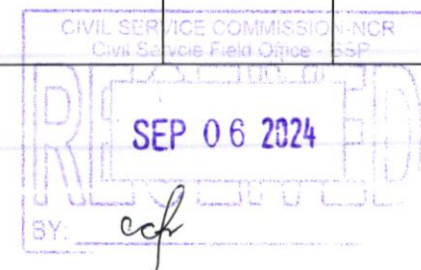
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5	IC Insurance Specialist II	IC-INS2-25-2012	9	₱ 66,496.00	Bachelor's degree in Accountancy/Commerce or Business Administration major in Accounting	16 hours of technical training on insurance management/ accounting/ auditing/ financial management or Continuing Professional Education (CPE) for Accountants or Technical Training on Accountancy or other related courses	2 years practice of accountancy/ audit/ insurance management/ financial management	RA 1080 (CPA)		Life/MBAs/Trust Division
6	IC Senior Insurance Specialist	IC-SRIS-35-2014	11	₱ 81,847.00	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 (CPE) 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
7	IC Division Manager	IC-DM-3-2016	15	₱ 149,158.00	Master's degree or Certificate in Leadership and Management from the Civil Service Commission (CSC)	24 hours of technical training on insurance management / accounting / auditing / financial management or Continuing Professional Education/Development (CPE/CPD) or technical training on accountancy or other related courses; and 40 hours of supervisory / leadership or management training taken within the last 5 years	5 years in position/s involving management and supervision	RA 1080 (CPA)		Life/MBAs/Trust Division
8	IC Insurance Specialist I	IC-INS1-1-2012	7	₱ 52,076.00	Bachelor's degree in Accountancy/Commerce or Business Administration major in Accounting	None required	None required	RA 1080 (CPA)		Non-Life Division
9	IC Insurance Specialist I	IC-INS1-2-2012	7	₱ 52,076.00	Bachelor's degree in Accountancy/Commerce or Business Administration major in Accounting	None required	None required	RA 1080 (CPA)		Non-Life Division
10	IC Supervising Insurance Specialist	IC-SVIS-1-2012	13	₱ 100,677.00	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/Development (CPE/CPD) 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



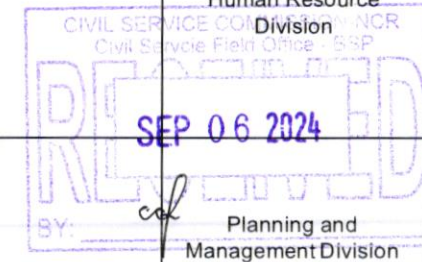
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11	IC Senior Insurance Specialist	IC-SRIS-16-2012	11	P 81,847.00	Bachelor 's degree relevant to the job	24 hours of technical training on insurance management/ accounting/ auditing/ financial management or insurance law/ legal writing/ substantive and procedural laws/ legal ethics/ trial or pretrial skills or other related courses	3 years practice of insurance management/ financial management/ legal management	Career Service Professional or Second Level Eligibility		Actuarial Division
12	IC Insurance Specialist I	IC-INS1-7-2012	7	P 52,076.00	Bachelor 's degree relevant to the job	None required	None required	Career Service Professional or Second Level Eligibility		Actuarial Division
13	IC Senior Insurance Specialist	IC-SRIS-19-2012	11	P 81,847.00	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 practice of insurance management/ financial management/ legal management	Career Service Professional or Second Level Eligibility		Investments Service Division
14	IC Insurance Specialist I	IC-INS1-9-2012	7	P 52,076.00	Bachelor 's degree relevant to the job	None required	None required	Career Service Professional or Second Level Eligibility		Investments Service Division
15	IC Senior Insurance Specialist	IC-SRIS-45-2015	11	P 81,847.00	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 practice of insurance management/ financial management/ legal management	Career Service Professional or Second Level Eligibility		Statistics and Research Division
16	IC Insurance Specialist I	IC-INS1-13-2012	7	P 52,076.00	Bachelor 's degree relevant to the job	None required	None required	Career Service Professional or Second Level Eligibility		Statistics and Research Division



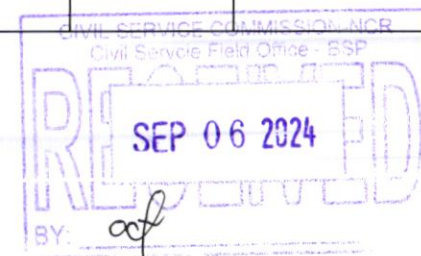
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17	IC Administrative Aide I	IC-ADA1-7-2012	1	₱ 26,587.00	Completion of at least 2 years college studies	None required	None required	None required		Rating Division
18	IC Accountant III	IC-A3-2-2014	11	₱ 81,847.00	Bachelor's degree in Accountancy/Commerce or Business Administration major in Accounting	24 hours of technical training on government accounting or auditing/fiscal or financial administration or Continuing Professional Education (CPE) on Accountancy or other related courses	3 years practice of accountancy/auditing	RA 1080 (CPA)		Accounting Division
19	IC Accountant II	IC-A2-1-2012	9	₱ 66,496.00	Bachelor's degree in Accountancy/Commerce or Business Administration major in Accounting	16 hours of technical training on government accounting or auditing/fiscal or financial administration or Continuing Professional Education (CPE) on Accountancy or other related courses	2 years practice of accountancy/auditing	RA 1080 (CPA)		Accounting Division
20	IC Administrative Officer II	IC-ADO2-4-2015	8	₱ 58,846.00	Bachelor 's degree relevant to the job	16 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	2 years of experience in position/s involving office systems management/ administration	Career Service Professional or Second Level Eligibility		Administrative Division - Cashier Section
21	IC Administrative Officer I	IC-ADO1-3-2012	6	₱ 46,087.00	Bachelor 's degree relevant to the job	None required	None required	Career Service Professional or Second Level Eligibility		Administrative Division - Cashier Section
22	IC Administrative Aide I	IC-ADA1-15-2012	1	₱ 26,587.00	Completion of at least 2 years college studies	None required	None required	None required		Administrative Division - Cashier Section



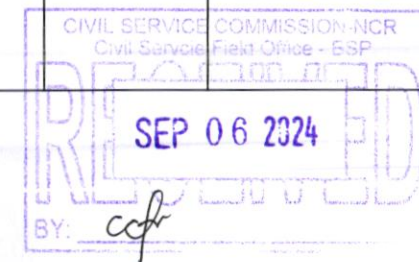
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23	IC Administrative Officer III	IC-ADO3-5-2012	10	₱ 75,092.00	Bachelor 's degree relevant to the job	24 hours of training on office systems management or administration/ records management/ property and supply management/ human resource management 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 Second Level Eligibility		Administrative Division - Property and Supply Section
24	IC Administrative Aide I	IC-ADA1-21-2012	1	₱ 26,587.00	Completion of at least 2 years college studies	None required	None required	None required		Administrative Division - Records Section
25	IC Supervising Administrative Officer	IC-SAO-2-2012	13	₱ 100,677.00	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 Second Level Eligibility		Budget Division
26	IC Administrative Officer II	IC-ADO2-2-2012	8	₱ 58,846.00	Bachelor 's degree relevant to the job	16 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	2 years of experience in position/s involving office systems management/ administration	Career Service Professional or Second Level Eligibility		Budget Division
27	IC Supervising Administrative Officer	IC-SAO-3-2015	13	₱ 100,677.00	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 Second Level Eligibility		Human Resource Division
28	IC Planning Officer III	IC-PO3-1-2012	10	₱ 75,092.00	Bachelor 's degree relevant to the job	24 hours of technical training on organizational planning and development/ program and project development and management/ policy analysis and implementation or other related courses	3 years of experience in position/s involving organizational/ project planning and management	Career Service Professional or Second Level Eligibility		Planning and Management Division



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29	IC Planning Officer III	IC-PO3-2-2014	10	₱ 75,092.00	Bachelor 's degree relevant to the job	24 hours of technical training on organizational planning and development/ program and project development and management/ policy analysis and implementation or other related courses	3 years of experience in position/s involving organizational/ project planning and management	Career Service Professional or Second Level Eligibility		Planning and Management Division
30	IC Legal Assistant	IC-LEA1-3-2012	5	₱ 38,927.00	Bachelor 's degree relevant to the job	None required	None required	Career Service Professional or Second Level Eligibility		Claims Adjudication Division
31	IC Administrative Assistant III (Stenographic Reporter)	IC-ADAS3-1-2012	5	₱ 38,927.00	Associate Secretarial Course or at least 2 years college studies with a course on stenotyping	4 hours of training on stenographic writing or typing/ office operations administration/ records management/ property or supply management/ basic writing skills/ basic MS Office applications/ effective presentation skills or other related courses	1 year of experience in position/s involving stenographic writing or typing/records management/ office operations/ building administration/ property or supply management	Career Service Sub-Professional or Stenographer Eligibility		Claims Adjudication Division
32	IC Attorney I	IC-ATY1-4-2012	12	₱ 89,096.00	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)		Conservatorship, Receivership and Liquidation Division
33	IC Senior Insurance Specialist	IC-SRIS-32-2012	11	₱ 81,847.00	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 Second Level Eligibility		Conservatorship, Receivership and Liquidation Division
34	IC Insurance Specialist I	IC-INS1-15-2012	7	₱ 52,076.00	Bachelor 's degree relevant to the job	None required	None required	Career Service Professional or Second Level Eligibility		Licensing Division



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35	IC Insurance Specialist II	IC-INS2-48-2012	9	₱ 66,496.00	Bachelor's degree relevant to the job	16 hours of training on insurance management/ accounting/ auditing/ financial management or insurance law/ legal writing/ substantive and procedural laws/ legal ethics/ trial or pre-trial skills or other related courses	2 years of experience in insurance management/ financial management/ legal management	Career Service Professional or Second Level Eligibility		Public Assistance and Mediation Division
36	IC Legal Assistant	IC-LEA1-2-2012	5	₱ 38,927.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional or Second Level Eligibility		Public Assistance and Mediation Division
37	IC Attorney I	IC-ATY1-6-2014	12	₱ 89,096.00	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
38	IC Insurance Specialist II	IC-INS2-67-2018	9	₱ 66,496.00	Bachelor's degree relevant to the job	16 hours of training on insurance management/ accounting/ auditing/ financial management or insurance law/ legal writing/ substantive and procedural laws/ legal ethics/ trial or pre-trial skills or other related courses	2 years of experience in insurance management/ financial management/ legal management	Career Service Professional or Second Level Eligibility		Regulation, Enforcement and Prosecution Division - Suretyship Section
39	IC Insurance Specialist I	IC-INS1-28-2018	7	₱ 52,076.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional or Second Level Eligibility		Regulation, Enforcement and Prosecution Division - Suretyship Section
40	IC Division Manager	IC-DM-26-2016	15	₱ 149,158.00	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); and 40 hours of supervisory / 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



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41	IC Attorney II	IC-ATY2-2-2012	14	₱ 111,139.00	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; 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)		Cebu District Office
42	IC Insurance Specialist II	IC-INS2-62-2015	9	₱ 66,496.00	Bachelor 's degree relevant to the job	16 hours of training on insurance management/ accounting/ auditing/ financial management or insurance law/ legal writing/ substantive and procedural laws/ legal ethics/ trial or pre-trial skills or other related courses	2 years of experience in insurance management/ financial management/ legal management	Career Service Professional or Second Level Eligibility		Cebu District Office
43	IC Insurance Specialist II	IC-INS2-63-2015	9	₱ 66,496.00	Bachelor 's degree relevant to the job	16 hours of training on insurance management/ accounting/ auditing/ financial management or insurance law/ legal writing/ substantive and procedural laws/ legal ethics/ trial or pre-trial skills or other related courses	2 years of experience in insurance management/ financial management/ legal management	Career Service Professional or Second Level Eligibility		Cebu District Office
44	IC Administrative Aide I	IC-ADA1-24-2012	1	₱ 26,587.00	Completion of at least 2 years college studies	None required	None required	None required		Cebu District Office
45	IC Insurance Specialist II	IC-INS2-64-2015	9	₱ 66,496.00	Bachelor 's degree relevant to the job	16 hours of training on insurance management/ accounting/ auditing/ financial management or insurance law/ legal writing/ substantive and procedural laws/ legal ethics/ trial or pre-trial skills or other related courses	2 years of experience in insurance management/ financial management/ legal management	Career Service Professional or Second Level Eligibility		Davao District Office
46	IC Insurance Specialist I	IC-INS1-19-2012	7	₱ 52,076.00	Bachelor 's degree relevant to the job	None required	None required	Career Service Professional or Second Level Eligibility		Davao District Office



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47	IC Administrative Aide I	IC-ADA1-25-2012	1	P 26,587.00	Completion of at least 2 years college studies	None required	None required	None required		Davao District Office

Interested and qualified applicants should signify their interest in writing. Applicants are advised to submit their application with the following documentary requirements through the IC Online Application Form <https://tinyurl.com/IC-Online-Application-Form> not later than **20 September 2024**:

1. Signed **APPLICATION LETTER**, indicating/specifying the position title applied for, pay grade, plantilla item number, and the place of assignment where the vacancy is, and addressed to:

REYNALDO A. REGALADO
Insurance Commissioner
Insurance Commission
2nd Floor, Insurance Commission Building
1071 United Nations Avenue, Ermita, Manila 1000

2. Duly accomplished **PERSONAL DATA SHEET (CS Form No. 212, Revised 2017)** with recent passport-sized ID picture and subscribed and sworn before an authorized administering officer (refer to Guide to Filling Out the Personal Data Sheet), which can be downloaded at www.csc.gov.ph.

3. Signed **WORK EXPERIENCE SHEET** (as an attachment to CS Form No. 212, Revised 2017).

Any inaccurate information that affects the qualification of the applicant to the position he/she is applying for, i.e., accomplishment of Part III (Educational Background), Part IV (Civil Service Eligibility), Part V (Work Experience), and Part VII (Learning and Development Interventions/Training Programs Attended), and absence of other substantial entries, i.e., signature of the applicant on each page and signature of the authorized person to administer the oath on page 4, which are not compliant with CSC Memorandum Circular No. 11, s. 2017, shall be grounds for exclusion from the recruitment process.

4. Photocopy of **DIPLOMA** and **TRANSCRIPT OF RECORDS**.

5. Photocopy of **CERTIFICATE/S OF TRAINING/SEMINAR** attended.

6. Photocopy of **CERTIFICATE OF EMPLOYMENT** with actual duties and responsibilities.

7. Photocopy of **AUTHENTICATED CERTIFICATE OF ELIGIBILITY OR BOARD RATING AND/OR LICENSE** issued by the CSC, Professional Regulation Commission, or Supreme Court, as applicable.

8. Photocopy of **INDIVIDUAL PERFORMANCE ACCOMPLISHMENT REPORT (IPAR)** or its equivalent for the last rating period, if applicable.

Other instructions and reminders:

- A. Applicants who prefer to hand in or send their application through courier may address their application to:

The Office of the Insurance Commissioner
Insurance Commission
2nd Floor, Insurance Commission Building
1071 United Nations Avenue, Ermita, Manila

Courier/walk-in applicants must also complete the IC Online Application Form.

- B. Applicants may apply for a maximum of three (3) positions within the same posting period. Applicants are required to submit an IC Online Application Form for each position and/or vacancy applying for.



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- C. **Only the first three (3) three applications received shall be acknowledged and evaluated** vis à vis the qualification standards. Any additional applications beyond those specified shall not be entertained.
- D. **Applications must be received on or before the deadline.** Late applications shall not be acted upon.
- E. For **internal applicants**, photocopy of Diploma, Transcript of Records, Certificate/s of Training/Seminar, and/or Eligibility not yet submitted to the Human Resource Division (HRD), i.e., due to recent completion of academic/training program, passing of CSC/BOARD/BAR examination, must be attached to the application.
- F. Please refrain from sending media files, such as .jpeg/.mpegs, etc., or compressed files, such as .zip/.rar, etc.
- G. Due to large volume of applications, **only those who submitted the complete required documents, accomplished the IC Online Application Form, and met all the required qualification standards will be contacted.**
- H. Submission of the required documents and/or information shall serve as the applicant's consent for the HRD to collect, record, organize, update, use, and consolidate their personal information in processing their application.

The Insurance Commission encourages all interested and qualified applicants including persons with disability (PWD), members of Indigenous Communities, and those from any Sexua/ Orientation and Gender Identities (SOGI) to send their applications.

