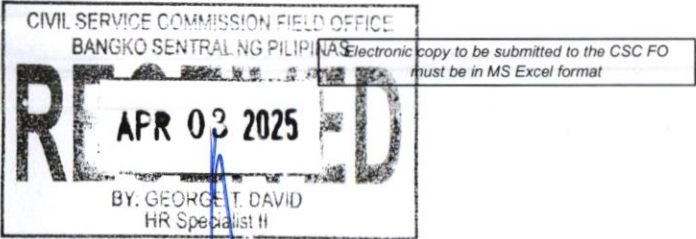


Republic of the Philippines  
**INSURANCE COMMISSION**  
Request for Publication of Vacant Positions



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: **03 APR 2025**

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-EXA1-4- 2016	10	₱ 75,092.00	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 Deputy Insurance Commissioner – Technical Services Group

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 **14 APR 2025**:

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](http://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

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)	

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.
- 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
- 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.

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

The Office of the Insurance Commissioner  
Insurance Commission  
2nd Floor, Insurance Commission Building  
1071 United Nations Avenue, Ermita, Manila  
<https://tinyurl.com/IC-Online-Application-Form>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

