

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:

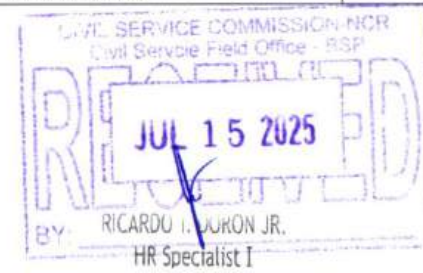
Date:

REVELYN R. MCJICA
Division Manager, Human Resource Division
July 15, 2025

RICARDO T. DORON JR.
HR Specialist I

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Competency (if applicable)	
1	IC Insurance Specialist II	IC-INS2-7-2012	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 for Accountants or Technical Training on Accountancy or other related courses	2 years practice of accountancy/ audit/ insurance management/ financial management	<p>RA 1080 (CPA)</p> <p><u>Core Competencies:</u> 1. Knowledge of Insurance Regulation - Identifies key insurance business practices and the corresponding organizational regulatory roles that applies to their management. 2. Service Focus - Monitors status of solutions to customer requirement and develops quality solutions to recurring similar cases and new cases with applicable policies/rules. 3. Integrity - Strives for excellence in ethical standards through actions reflective of, but not limited to, the following: Commitment, Benevolence, Public Service. 4. Commitment - Focuses effort on priority tasks and activities to achieve maximum results. 5. Responsibility - Sets objectives for self and others. Monitors performance trends and identifies opportunities to improve standards. <u>Organizational Competencies:</u> 1. Resource Management - Understands the relationship between effective policy on resource management and periodic/strategic outcome. 2. Solidarity - Formulates and translates activities of different role players into a coordinated process that most efficiently achieve performance objectives and vice-versa. 3. Knowledge of Relevant Laws and Policies - Proposes methodologies that monitor compliance. 4. Effective Business Writing - Understands and identifies alternative writing techniques/methods and ethics in writing which promote best work performance, and applies to relevant circumstances. 5. Effective Speaking - Conveys well-defined subject matter/message based on purpose. 6. Records/Information Management - Contributes to the development and implementation of new records management systems and solutions. 7. Innovation/Creativity - Exercises sound judgment around opportunities that represent better strategies relative to performance goals.</p>	Non-Life Division
2	IC Supervising Insurance Specialist	IC-SVIS-4-2012	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 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	<p>RA 1080 (CPA)</p> <p><u>Core Competencies:</u> 1. Knowledge of Insurance Regulation - Describes fundamental and current issues that arise in each of the regulated insurance business practices and identifies organizational function/roles that must be exercised to address them. 2. Service Focus - Monitors status of solutions to customer requirement and develops quality solutions to recurring similar cases and new cases with applicable policies/rules. 3. Integrity - Strives for excellence in ethical standards through actions reflective of, but not limited to, the following: Commitment, Benevolence, Public Service. 4. Commitment - Manages tasks successfully from inception to delivery and encourages others to aim high and exceed normal expectations. 5. Responsibility - Defines strategic areas of responsibility. Influences and sponsors cross-organizational decisions on work prioritization, resource allocation, and long-range standards of performance. <u>Organizational Competencies:</u> 1. Resource Management - Establishes standard policies and procedures, and monitoring tools on compliance therewith relative to the efficient use of resources. 2. Solidarity - Formulates and translates activities of different role players into a coordinated process that most efficiently achieve performance objectives and vice-versa. 3. Knowledge of Relevant Laws and Policies - Comes up with interventions that promote compliance and deter complacency. 4. Effective Business Writing - Defines policies and standards on business writing for the organization based on best practices in the industry. 5. Effective Speaking - Achieves maximum target audience responsiveness. 6. Records/Information Management - Contributes to the development and implementation of new records management systems and solutions. 7. Innovation/Creativity - Designs and implements organizational policies and guidelines providing the most appropriate means of adopting effective strategies and/or technologies to enhance organizational performance. <u>Leadership Competencies:</u> 1. Building Collaborative and Inclusive Working Relationships - Builds partnerships and networks to deliver or enhance work outcomes. 2. Managing Performance and Coaching for Results - Creates tools and/or applies new methods in correcting and improving below standard or non-compliant performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development. 3. Leading Change - Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change. 4. Thinking Strategically and Creatively - Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area. 5. Creating and Nurturing a High Performing Organization - Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations, creates team cohesion and improves individual and team performance.</p>	Life/MBAs/Trust 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)	
3	IC Supervising Insurance Specialist	IC-SVIS-5-2012	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 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)	<u>Core Competencies:</u> 1. Knowledge of Insurance Regulation - Describes fundamental and current issues that arise in each of the regulated insurance business practices and identifies organizational function/roles that must be exercised to address them. 2. Service Focus - Monitors status of solutions to customer requirement and develops quality solutions to recurring similar cases and new cases with applicable policies/rules. 3. Integrity - Strives for excellence in ethical standards through actions reflective of, but not limited to, the following: Commitment, Benevolence, Public Service. 4. Commitment - Manages tasks successfully from inception to delivery and encourages others to aim high and exceed normal expectations. 5. Responsibility - Defines strategic areas of responsibility. Influences and sponsors cross-organizational decisions on work prioritization, resource allocation, and long-range standards of performance. <u>Organizational Competencies:</u> 1. Resource Management - Establishes standard policies and procedures, and monitoring tools on compliance therewith relative to the efficient use of resources. 2. Solidarity - Formulates and translates activities of different role players into a coordinated process that most efficiently achieve performance objectives and vice-versa. 3. Knowledge of Relevant Laws and Policies - Comes up with interventions that promote compliance and deter complacency. 4. Effective Business Writing - Defines policies and standards on business writing for the organization based on best practices in the industry. 5. Effective Speaking - Achieves maximum target audience responsiveness. 6. Records/Information Management - Contributes to the development and implementation of new records management systems and solutions. 7. Innovation/Creativity - Designs and implements organizational policies and guidelines providing the most appropriate means of adopting effective strategies and/or technologies to enhance organizational performance. <u>Leadership Competencies:</u> 1. Building Collaborative and Inclusive Working Relationships - Builds partnerships and networks to deliver or enhance work outcomes. 2. Managing Performance and Coaching for Results - Creates tools and/or applies new methods in correcting and improving below standard or non-compliant performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development. 3. Leading Change - Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change. 4. Thinking Strategically and Creatively - Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area. 5. Creating and Nurturing a High Performing Organization - Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations, creates team cohesion and improves individual and team performance.	Life/MBAs/Trust Division
4	IC Division Manager	IC-DM-4-2016	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 supervision/ leadership or management training taken within the last 5 years	5 years in position/s involving management and supervision	RA 1080 (CPA)	<u>Core Competencies:</u> 1. Knowledge of Insurance Regulation - Describes fundamental and current issues that arise in each of the regulated insurance business practices and identifies organizational function/roles that must be exercised to address them. 2. Service Focus - Understands customer concern within the context of offered services and develops procedure for more efficient resolutions of cases, including those irregular and peculiar. 3. Integrity - Strives for excellence in ethical standards through actions reflective of, but not limited to, the following: Commitment, Benevolence, Public Service. 4. Commitment - Manages tasks successfully from inception to delivery and encourages others to aim high and exceed normal expectations. 5. Responsibility - Defines strategic areas of responsibility. Influences and sponsors cross-organizational decisions on work prioritization, resource allocation, and long-range standards of performance. <u>Organizational Competencies:</u> 1. Resource Management - Establishes standard policies and procedures, and monitoring tools on compliance therewith relative to the efficient use of resources. 2. Solidarity - Formulates and translates activities of different role players into a coordinated process that most efficiently achieve performance objectives and vice-versa. 3. Knowledge of Relevant Laws and Policies - Comes up with interventions that promote compliance and deter complacency. 4. Effective Business Writing - Defines policies and standards on business writing for the organization based on best practices in the industry. 5. Effective Speaking - Achieves maximum target audience responsiveness. 6. Records/Information Management - Supports others in the development and introduction of new recordkeeping practices and procedures. 7. Innovation/Creativity - Designs and implements organizational policies and guidelines providing the most appropriate means of adopting effective strategies and/or technologies to enhance organizational performance. <u>Leadership Competencies:</u> 1. Building Collaborative and Inclusive Working Relationships - Builds partnerships and networks to deliver or enhance work outcomes. 2. Managing Performance and Coaching for Results - Creates tools and/or applies new methods in correcting and improving below standard or non-compliant performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development. 3. Leading Change - Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change. 4. Thinking Strategically and Creatively - Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area. 5. Creating and Nurturing a High Performing Organization - Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations, creates team cohesion and improves individual and team performance.	Pre-Need Division



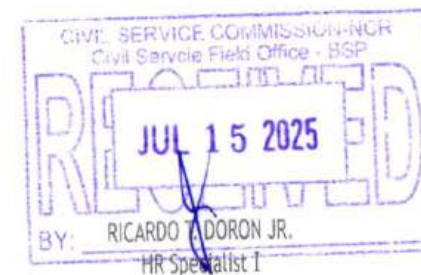
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					Education	Training	Experience	Eligibility	Competency (if applicable)	
5	IC Supervising Insurance Specialist	IC-SVIS-9-2012	13	₱ 100,677.00	Bachelor's degree in Accountancy/ Commerce or Business Administration major in Accounting	32 hours of technical training on insurance management/ accounting/auditing/ financial management or Continuing Professional Education 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)	<u>Core Competencies:</u> 1. Knowledge of Insurance Regulation - Describes fundamental and current issues that arise in each of the regulated insurance business practices and identifies organizational function/roles that must be exercised to address them. 2. Service Focus - Monitors status of solutions to customer requirement and develops quality solutions to recurring similar cases and new cases with applicable policies/rules. 3. Integrity - Strives for excellence in ethical standards through actions reflective of, but not limited to, the following: Commitment, Benevolence, Public Service. 4. Commitment - Manages tasks successfully from inception to delivery and encourages others to aim high and exceed normal expectations. 5. Responsibility - Defines strategic areas of responsibility. Influences and sponsors cross-organizational decisions on work prioritization, resource allocation, and long-range standards of performance. <u>Organizational Competencies:</u> 1. Resource Management - Establishes standard policies and procedures, and monitoring tools on compliance therewith relative to the efficient use of resources. 2. Solidarity - Formulates and translates activities of different role players into a coordinated process that most efficiently achieve performance objectives and vice-versa. 3. Knowledge of Relevant Laws and Policies - Comes up with interventions that promote compliance and deter complacency. 4. Effective Business Writing - Defines policies and standards on business writing for the organization based on best practices in the industry. 5. Effective Speaking - Achieves maximum target audience responsiveness. 6. Records/Information Management - Contributes to the development and implementation of new records management systems and solutions. 7. Innovation/Creativity - Designs and implements organizational policies and guidelines providing the most appropriate means of adopting effective strategies and/or technologies to enhance organizational performance. <u>Leadership Competencies:</u> 1. Building Collaborative and Inclusive Working Relationships - Builds partnerships and networks to deliver or enhance work outcomes. 2. Managing Performance and Coaching for Results - Creates tools and/or applies new methods in correcting and improving below standard or non-compliant performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development. 3. Leading Change - Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change. 4. Thinking Strategically and Creatively - Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area. 5. Creating and Nurturing a High Performing Organization - Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations, creates team cohesion and improves individual and team performance.	Pre-Need Division
6	IC Division Manager	IC-DM-5-2016	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 supervision/ leadership or management training taken within the last 5 years	5 years in position/s involving management and supervision	RA 1080 (CPA)	<u>Core Competencies:</u> 1. Knowledge of Insurance Regulation - Describes fundamental and current issues that arise in each of the regulated insurance business practices and identifies organizational function/roles that must be exercised to address them. 2. Service Focus - Understands customer concern within the context of offered services and develops procedure for more efficient resolutions of cases, including those irregular and peculiar. 3. Integrity - Strives for excellence in ethical standards through actions reflective of, but not limited to, the following: Commitment, Benevolence, Public Service. 4. Commitment - Manages tasks successfully from inception to delivery and encourages others to aim high and exceed normal expectations. 5. Responsibility - Defines strategic areas of responsibility. Influences and sponsors cross-organizational decisions on work prioritization, resource allocation, and long-range standards of performance. <u>Organizational Competencies:</u> 1. Resource Management - Establishes standard policies and procedures, and monitoring tools on compliance therewith relative to the efficient use of resources. 2. Solidarity - Formulates and translates activities of different role players into a coordinated process that most efficiently achieve performance objectives and vice-versa. 3. Knowledge of Relevant Laws and Policies - Comes up with interventions that promote compliance and deter complacency. 4. Effective Business Writing - Defines policies and standards on business writing for the organization based on best practices in the industry. 5. Effective Speaking - Achieves maximum target audience responsiveness. 6. Records/Information Management - Supports others in the development and introduction of new recordkeeping practices and procedures. 7. Innovation/Creativity - Designs and implements organizational policies and guidelines providing the most appropriate means of adopting effective strategies and/or technologies to enhance organizational performance. <u>Leadership Competencies:</u> 1. Building Collaborative and Inclusive Working Relationships - Builds partnerships and networks to deliver or enhance work outcomes. 2. Managing Performance and Coaching for Results - Creates tools and/or applies new methods in correcting and improving below standard or non-compliant performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development. 3. Leading Change - Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change. 4. Thinking Strategically and Creatively - Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area. 5. Creating and Nurturing a High Performing Organization - Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations, creates team cohesion and improves individual and team performance.	Brokers and Insurance Pools Division



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					Education	Training	Experience	Eligibility	Competency (if applicable)	
7	IC Supervising Insurance Specialist	IC-SVIS-11-2012	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 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)	<u>Core Competencies:</u> 1. Knowledge of Insurance Regulation - Describes fundamental and current issues that arise in each of the regulated insurance business practices and identifies organizational function/roles that must be exercised to address them. 2. Service Focus - Monitors status of solutions to customer requirement and develops quality solutions to recurring similar cases and new cases with applicable policies/rules. 3. Integrity - Strives for excellence in ethical standards through actions reflective of, but not limited to, the following: Commitment, Benevolence, Public Service. 4. Commitment - Manages tasks successfully from inception to delivery and encourages others to aim high and exceed normal expectations. 5. Responsibility - Defines strategic areas of responsibility. Influences and sponsors cross-organizational decisions on work prioritization, resource allocation, and long-range standards of performance. <u>Organizational Competencies:</u> 1. Resource Management - Establishes standard policies and procedures, and monitoring tools on compliance therewith relative to the efficient use of resources. 2. Solidarity - Formulates and translates activities of different role players into a coordinated process that most efficiently achieve performance objectives and vice-versa. 3. Knowledge of Relevant Laws and Policies - Comes up with interventions that promote compliance and deter complacency. 4. Effective Business Writing - Defines policies and standards on business writing for the organization based on best practices in the industry. 5. Effective Speaking - Achieves maximum target audience responsiveness. 6. Records/Information Management - Contributes to the development and implementation of new records management systems and solutions. 7. Innovation/Creativity - Designs and implements organizational policies and guidelines providing the most appropriate means of adopting effective strategies and/or technologies to enhance organizational performance. <u>Leadership Competencies:</u> 1. Building Collaborative and Inclusive Working Relationships - Builds partnerships and networks to deliver or enhance work outcomes. 2. Managing Performance and Coaching for Results - Creates tools and/or applies new methods in correcting and improving below standard or non-compliant performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development. 3. Leading Change - Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change. 4. Thinking Strategically and Creatively - Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area. 5. Creating and Nurturing a High Performing Organization - Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations, creates team cohesion and improves individual and team performance.	Brokers and Insurance Pools Division
8	IC Attorney II	IC-ATY2-4-2014	14	₱ 111,139.00	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)	<u>Core Competencies:</u> 1. Knowledge of Insurance Regulation - Describes fundamental and current issues that arise in each of the regulated insurance business practices and identifies organizational function/roles that must be exercised to address them. 2. Service Focus - Understands customer concern within the context of offered services and develops procedure for more efficient resolutions of cases, including those irregular and peculiar. 3. Integrity - Strives for excellence in ethical standards through actions reflective of, but not limited to, the following: Commitment, Benevolence, Public Service. 4. Commitment - Manages tasks successfully from inception to delivery and encourages others to aim high and exceed normal expectations. 5. Responsibility - Defines strategic areas of responsibility. Influences and sponsors cross-organizational decisions on work prioritization, resource allocation, and long-range standards of performance. <u>Organizational Competencies:</u> 1. Resource Management - Understands the relationship between effective policy on resource management and periodic/strategic outcome. 2. Solidarity - Formulates and translates activities of different role players into a coordinated process that most efficiently achieve performance objectives and vice-versa. 3. Knowledge of Relevant Laws and Policies - Comes up with interventions that promote compliance and deter complacency. 4. Effective Business Writing - Defines policies and standards on business writing for the organization based on best practices in the industry. 5. Effective Speaking - Achieves maximum target audience responsiveness. 6. Records/Information Management - Contributes to the development and implementation of new records management systems and solutions. 7. Innovation/Creativity - Designs and implements organizational policies and guidelines providing the most appropriate means of adopting effective strategies and/or technologies to enhance organizational performance. <u>Leadership Competencies:</u> 1. Building Collaborative and Inclusive Working Relationships - Builds partnerships and networks to deliver or enhance work outcomes. 2. Managing Performance and Coaching for Results - Creates tools and/or applies new methods in correcting and improving below standard or non-compliant performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development. 3. Leading Change - Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change. 4. Thinking Strategically and Creatively - Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area. 5. Creating and Nurturing a High Performing Organization - Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations, creates team cohesion and improves individual and team performance.	Public Assistance and Mediation Division



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9	IC Supervising Insurance Specialist	IC-SVIS-25-2012	13	₱ 100,677.00	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	<u>Core Competencies:</u> 1. Knowledge of Insurance Regulation - Describes fundamental and current issues that arise in each of the regulated insurance business practices and identifies organizational function/roles that must be exercised to address them. 2. Service Focus - Understands customer concern within the context of offered services and develops procedure for more efficient resolutions of cases, including those irregular and peculiar. 3. Integrity - Strives for excellence in ethical standards through actions reflective of, but not limited to, the following: Commitment, Benevolence, Public Service. 4. Commitment - Manages tasks successfully from inception to delivery and encourages others to aim high and exceed normal expectations. 5. Responsibility - Defines strategic areas of responsibility. Influences and sponsors cross-organizational decisions on work prioritization, resource allocation, and long-range standards of performance. <u>Organizational Competencies:</u> 1. Resource Management - Understands the relationship between effective policy on resource management and periodic/strategic outcome. 2. Solidarity - Collaborates in organizational activities performed by different roles with corresponding contributions to achieve performance objectives. 3. Knowledge of Relevant Laws and Policies - Comes up with interventions that promote compliance and deter complacency. 4. Effective Business Writing - Defines policies and standards on business writing for the organization based on best practices in the industry. 5. Effective Speaking - Conveys well-defined subject matter/message based on purpose. 6. Records/Information Management - Contributes to the development and implementation of new records management systems and solutions. 7. Innovation/Creativity - Exercises sound judgment around opportunities that represent better strategies relative to performance goals. <u>Leadership Competencies:</u> 1. Building Collaborative and Inclusive Working Relationships - Builds partnerships and networks to deliver or enhance work outcomes. 2. Managing Performance and Coaching for Results - Creates tools and/or applies new methods in correcting and improving below standard or non-compliant performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development. 3. Leading Change - Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change. 4. Thinking Strategically and Creatively - Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area. 5. Creating and Nurturing a High Performing Organization - Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations, creates team cohesion and improves individual and team performance.	Licensing Division
10	IC Attorney I	IC-ATY1-3-2012	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)	<u>Core Competencies:</u> 1. Knowledge of Insurance Regulation - Describes fundamental and current issues that arise in each of the regulated insurance business practices and identifies organizational function/roles that must be exercised to address them. 2. Service Focus - Understands customer concern within the context of offered services and develops procedure for more efficient resolutions of cases, including those irregular and peculiar. 3. Integrity - Strives for excellence in ethical standards through actions reflective of, but not limited to, the following: Commitment, Benevolence, Public Service. 4. Commitment - Manages tasks successfully from inception to delivery and encourages others to aim high and exceed normal expectations. 5. Responsibility - Sets objectives for self and others. Monitors performance trends and identifies opportunities to improve standards. <u>Organizational Competencies:</u> 1. Resource Management - Understands the relationship between effective policy on resource management and periodic/strategic outcome. 2. Solidarity - Collaborates in organizational activities performed by different roles with corresponding contributions to achieve performance objectives. 3. Knowledge of Relevant Laws and Policies - Comes up with interventions that promote compliance and deter complacency. 4. Effective Business Writing - Defines policies and standards on business writing for the organization based on best practices in the industry. 5. Effective Speaking - Achieves maximum target audience responsiveness. 6. Records/Information Management - Demonstrates ability to apply records/information management principles and practices to own work role and work of others. 7. Innovation/Creativity - Exercises sound judgment around opportunities that represent better strategies relative to performance goals. <u>Leadership Competencies:</u> 1. Building Collaborative and Inclusive Working Relationships - Builds partnerships and networks to deliver or enhance work outcomes. 2. Managing Performance and Coaching for Results - Creates tools and/or applies new methods in correcting and improving below standard or non-compliant performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development. 3. Leading Change - Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change. 4. Thinking Strategically and Creatively - Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area. 5. Creating and Nurturing a High Performing Organization - Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations, creates team cohesion and improves individual and team performance.	Licensing Division



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11	IC Attorney II	IC-ATY2-1-2012	14	₱ 111,139.00	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)	<u>Core Competencies:</u> 1. Knowledge of Insurance Regulation - Describes fundamental and current issues that arise in each of the regulated insurance business practices and identifies organizational function/roles that must be exercised to address them. 2. Service Focus - Understands customer concern within the context of offered services and develops procedure for more efficient resolutions of cases, including those irregular and peculiar. 3. Integrity - Strives for excellence in ethical standards through actions reflective of, but not limited to, the following: Commitment, Benevolence, Public Service. 4. Commitment - Manages tasks successfully from inception to delivery and encourages others to aim high and exceed normal expectations. 5. Responsibility - Defines strategic areas of responsibility. Influences and sponsors cross-organizational decisions on work prioritization, resource allocation, and long-range standards of performance. <u>Organizational Competencies:</u> 1. Resource Management - Understands the relationship between effective policy on resource management and periodic/strategic outcome. 2. Solidarity - Formulates and translates activities of different role players into a coordinated process that most efficiently achieve performance objectives and vice-versa. 3. Knowledge of Relevant Laws and Policies - Comes up with interventions that promote compliance and deter complacency. 4. Effective Business Writing - Defines policies and standards on business writing for the organization based on best practices in the industry. 5. Effective Speaking - Achieves maximum target audience responsiveness. 6. Records/Information Management - Contributes to the development and implementation of new records management systems and solutions. 7. Innovation/Creativity - Designs and implements organizational policies and guidelines providing the most appropriate means of adopting effective strategies and/or technologies to enhance organizational performance. <u>Leadership Competencies:</u> 1. Building Collaborative and Inclusive Working Relationships - Builds partnerships and networks to deliver or enhance work outcomes. 2. Managing Performance and Coaching for Results - Creates tools and/or applies new methods in correcting and improving below standard or non-compliant performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development. 3. Leading Change - Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change. 4. Thinking Strategically and Creatively - Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area. 5. Creating and Nurturing a High Performing Organization - Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations, creates team cohesion and improves individual and team performance.	Claims Adjudication Division

Interested and qualified applicants should signify their interest in writing. Applicants are required to submit their application, along with the following documentary requirements, through the IC Recruitment Portal, <https://ic-recruitment.insurance.gov.ph/main> not later than August 4, 2025:

1. Signed **APPLICATION LETTER**, indicating the position title applying 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

Note: A separate application letter must be submitted for each specific position being applied for.

2. Duly accomplished and notarized **PERSONAL DATA SHEET (CS Form No. 212, Revised 2017)** with recent passport-sized ID picture and subscribed and sworn before an authorized administering officer.

Note: Please refer to the 'Guide to Filling Out the Personal Data Sheet', available for download at www.csc.gov.ph.

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

Note: 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 the 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.

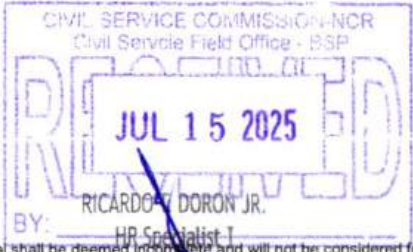
4. Scanned copy of **ORIGINAL AND/OR AUTHENTICATED DIPLOMA**
5. Scanned copy of **ORIGINAL AND/OR AUTHENTICATED TRANSCRIPT OF RECORDS**
6. Scanned copy of **CERTIFICATES OF TRAINING/SEMINAR** attended.
7. Scanned copy of **AUTHENTICATED CERTIFICATE OF ELIGIBILITY OR BOARD/ BAR RATING AND/ OR LICENSE** issued by the CSC, PRC, or Supreme Court, as applicable.
8. Scanned copy of **ORIGINAL AND/OR AUTHENTICATED INDIVIDUAL PERFORMANCE ASSESSMENT RATING (IPA RATING)** or its equivalent for the last rating period, if applicable.

For external applicants, the following documents must be readily available and may be required at any time during the assessment period:

- Updated NBI Clearance
- Certificate of Employment (COE) from current and/or last employer with actual duties and responsibilities

OTHER INSTRUCTIONS AND REMINDER:

1. All applicants are required to submit their application through the IC Recruitment Portal for each position applied for. Applications submitted through other means (e.g., courier, email, or walk-in) without a corresponding application filed through the IC Recruitment Portal shall be deemed incomplete and will not be considered for further evaluation.



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)	

2. To access the IC Job Portal:

For External Applicants

Visit the **IC Recruitment Portal** through the IC Website under the Careers section, or access it directly via this link: <https://ic-recruitment.insurance.gov.ph/main>. Select the desired position and click **"Apply Now"** to proceed.

For new users: Those who do not yet have an account will be prompted to create one and verify their registered email address.

For existing users: Those with an existing account may proceed to log in using their credentials.

Once logged in, applicants will be required to provide their basic information, work experience, educational background, trainings and seminars attended, among others, and to upload the necessary documentary requirements.

For Internal Applicants

Log in to the **IC Employee Portal** → access **IC HRIS My Portal** → under the **Dashboard** section, go to **Job Opportunities** → select the desired position → click **"Apply"** to proceed.

3. Applicants may apply for a **maximum of three (3) positions** within the same posting period. **Each application will be counted based on the plantilla item number**, regardless of whether the positions have the same position title or are under the same place of assignment. Only the first three (3) applications received shall be acknowledged and evaluated vis-à-vis the qualification standards.

4. Late submissions shall not be acted upon.

5. All documents must be submitted in **PDF**.

6. Applicants are encouraged to monitor their registered email for any notifications regarding their application status.

7. Only applicants who have accomplished the IC Recruitment Portal, submitted complete requirements, and met all the required qualification standards of the position they are applying for shall be contacted.

By submitting the required documents and/or information, the applicant thereby gives consent to the IC Human Resource Division to collect, record, organize, update, use, and consolidate their personal information for purposes of processing of their application.

The IC upholds the principles of equal employment opportunity. All applications shall be evaluated based on merit and qualifications, without discrimination based on age, sex, civil status, ethnicity, political or religious affiliation. This includes persons with disability (PWD), members of Indigenous Cultural Communities/Indigenous Peoples (ICCs/IPs), and individuals of diverse Sexual Orientation, Gender Identity, and Expression (SOGIE).

QUALIFIED APPLICANTS are advised to send their application through IC Job Portal:

REYNALDO A. REGALADO
Insurance Commissioner
Insurance Commission
2nd Floor, Insurance Commission Building
1071 United Nations Avenue, Ermita, Manila
<https://ic-recruitment.insurance.gov.ph/main>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

