



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: August 1, 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 Senior Insurance Specialist	IC-SRIS-1-2012	11	P 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 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
2	IC Senior Insurance Specialist	IC-SRIS-3-2012	11	P 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 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
3	IC Senior Insurance Specialist	IC-SRIS-4-2012	11	P 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 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
4	IC Senior Insurance Specialist	IC-SRIS-34-2014	11	P 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 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
5	IC Insurance Specialist II	IC-INS2-8-2012	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 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
6	IC Insurance Specialist I	IC-INS1-2-2012	7	P 52,076.00	Bachelor's degree in Accountancy/ Commerce or Business Administration major in Accounting	None required	None required	RA 1080 (CPA)		Non-Life Division
7	IC Senior Insurance Specialist	IC-SRIS-5-2012	11	P 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 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

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8	IC Senior Insurance Specialist	IC-SRIS-8-2012	11	P 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 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
9	IC Senior Insurance Specialist	IC-SRIS-9-2012	11	P 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 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
10	IC Senior Insurance Specialist	IC-SRIS-17-2012	11	P 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 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 Insurance Specialist II	IC-INS2-9-2012	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 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
12	IC Insurance Specialist II	IC-INS2-25-2012	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 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
13	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
14	IC Insurance Specialist II	IC-INS2-16-2012	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 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
15	IC Insurance Specialist II	IC-INS2-20-2012	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 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-12-2012	11	P 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 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



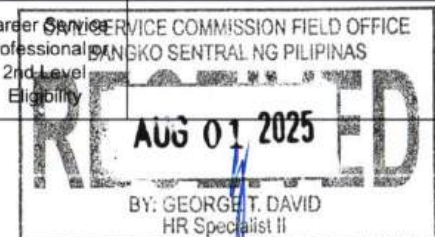
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17	IC Senior Insurance Specialist	IC-SRIS-42-2014	11	P 81,847.00	Bachelor's degree relevant to the job	24 hours of technical training on insurance management/ accounting/ auditing/ financial management or insurance law/ legal writing/ substantive and procedural laws/ legal ethics/ trial or pretrial skills or other related courses	3 years of experience in insurance management/ financial management/ legal management	Career Service Professional or 2nd Level Eligibility		Actuarial Division
18	IC Insurance Specialist II	IC-INS2-26-2012	9	P 66,496.00	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
19	IC Insurance Specialist II	IC-INS2-27-2012	9	P 66,496.00	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
20	IC Supervising Insurance Specialist	IC-SVIS-16-2012	13	P 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		Investments Service Division
21	IC Supervising Insurance Specialist	IC-SVIS-17-2012	13	P 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		Investments Service Division
22	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 of experience in insurance management/ financial management/ legal management	Career Service Professional or 2nd Level Eligibility		Investments Service Division
23	IC Insurance Specialist I	IC-INS1-10-2012	7	P 52,076.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional or 2nd Level Eligibility		Investments Service Division
24	IC Administrative Aide I	IC-ADA1-6-2012	1	P 26,587.00	Completion of at least 2 years college studies	None required	None required	None required		Investments Service Division
25	IC Senior Insurance Specialist	IC-SRIS-21-2012	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 of experience in insurance management/ financial management/ legal management	Career Service Professional or 2nd Level Eligibility		Rating Division



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26	IC Senior Insurance Specialist	IC-SRIS-23-2012	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 of experience in insurance management/ financial management/ legal management	Career Service Professional or 2nd Level Eligibility		Rating Division
27	IC Insurance Specialist II	IC-INS2-33-2012	9	P 66,496.00	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
28	IC Insurance Specialist II	IC-INS2-38-2012	9	P 66,496.00	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
29	IC Division Manager	IC-DM-12-2016	15	P 149,158.00	Master's degree or Certificate in Leadership and Management from the CSC	24 hours of technical training on insurance management/ actuarial science/ accounting/ auditing/ financial management or CPE/CPD or Technical Training on Accountancy or insurance law/ legal writing/ substantive and procedural laws/ legal ethics/ trial or pretrial skills 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	Career Service Professional or Second Level Eligibility		Statistics and Research Division
30	IC Supervising Insurance Specialist	IC-SVIS-21-2012	13	P 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		Statistics and Research Division
31	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 of experience in insurance management/ financial management/ legal management	Career Service Professional or 2nd Level Eligibility		Statistics and Research Division
32	IC Insurance Specialist II	IC-INS2-44-2012	9	P 66,496.00	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
33	IC Administrative Aide II	IC-ADA2-5-2012	2	P 29,246.00	Completion of at least 2 years college studies	None required	None required	None required		Office of the Deputy Insurance Commissioner - Management Support Services Group
34	IC Administrative Aide I	IC-ADA1-18-2012	1	P 26,587.00	Completion of at least 2 years college studies	None required	None required	None required		Administrative Division - General Services Section



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35	IC Administrative Officer II	IC-ADO2-7-2015	8	P 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 2nd Level Eligibility		Administrative Division - Property and Supply Section
36	IC Administrative Aide I	IC-ADA1-22-2012	1	P 26,587.00	Completion of at least 2 years college studies	None required	None required	None required		Administrative Division - Property and Supply Section
37	IC Administrative Officer I	IC-ADO1-6-2012	6	P 46,087.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional or 2nd Level Eligibility		Budget Division
38	IC Information Systems Analyst I	IC-ISA1-1-2015	9	P 66,496.00	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)/ Second Level Eligibility		Information Technology Division
39	IC Information Systems Analyst I	IC-ISA1-2-2015	9	P 66,496.00	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)/ Second Level Eligibility		Information Systems Division
40	IC Computer Programmer	IC-CP-1-2012	9	P 66,496.00	Bachelor's degree relevant to the job	16 hours of technical training on programming languages/ systems design and development/IT resources management or other related courses	1 year of experience in programming/ systems development/ network administration or maintenance	Career Service Professional or 2nd Level Eligibility		Information Systems Division
41	IC Division Manager	IC-DM-24-2016	15	P 149,158.00	Master's degree or Certificate in Leadership and Management from the CSC	24 hours of technical training on office systems management or administration/ records management/ property and supply management/ human resource management and development/ fiscal or financial administration/ organizational planning and development/ program and project development and management/ policy analysis and implementation, 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	Career Service Professional or Second Level Eligibility		Planning & Management Division
42	IC Planning Officer III	IC-PO3-2-2014	10	P 75,092.00	Bachelor's degree relevant to the job	24 hours of technical training in organization 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 2nd Level Eligibility		Planning & Management Division



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43	IC Planning Officer II	IC-PO2-1-2012	8	P 58,846.00	Bachelor's degree relevant to the job	16 hours of technical training in organization planning and development/ program and project development and management/ policy analysis and implementation or other related courses	2 years of experience in position/s involving organizational/project planning and management	Career Service Professional or 2nd Level Eligibility		Planning & Management Division
44	IC Attorney I	IC-ATY1-1-2012	12	P 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
45	IC Supervising Insurance Specialist	IC-SVIS-24-2012	13	P 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		Public Assistance and Mediation Division
46	IC Administrative Aide I	IC-ADA1-11-2012	1	P 26,587.00	Completion of at least 2 years college studies	None required	None required	None required		Public Assistance and Mediation Division
47	IC Attorney II	IC-ATY2-6-2014	14	P 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)		Conservatorship, Receivership and Liquidation Division
48	IC Attorney I	IC-ATY1-4-2012	12	P 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
49	IC Insurance Specialist II	IC-INS2-54-2012	9	P 66,496.00	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		Conservatorship, Receivership and Liquidation Division
50	IC Division Manager	IC-DM-17-2016	15	P 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) 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 (BAR)		Claims Adjudication Division
51	IC Legal Assistant	IC-LEA1-3-2012	5	P 38,927.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional or 2nd Level Eligibility		Claims Adjudication Division



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52	IC Administrative Assistant III (Stenographic Reporter)	IC-ADAS3-1-2012	5	P 38,927.00	Associate Secretarial Course or at least 2 years college studies with a course on steno typing	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
53	IC Division Manager	IC-DM-26-2016	15	P 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) 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 (BAR)		Cebu District Office
54	IC Attorney I	IC-ATY1-10-2015	12	P 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)		Davao District Office
55	IC Insurance Specialist II	IC-INS2-64-2015	9	P 66,496.00	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		Davao District Office
56	IC Insurance Specialist I	IC-INS1-19-2012	7	P 52,076.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional or 2nd Level Eligibility		Davao District Office
57	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 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 26, 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**



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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.
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.

