

Republic of the Philippines
Philippine Crop Insurance Corporation
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 Philippine Crop Insurance Corporation in the CSC website:

[Signature]
MARIA REGINA PAMELA Y. ROSALES
HRMO

Date: 25-Aug-20

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	Attorney IV	007	23	73811	Bachelor of Laws	16 hours of training	3 years of relevant experience	RA 1080 (Lawyer)	N/A	Head Office
2	Legal Assistant II	008	12	22938	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	Career Service Professional/ Second Level Eligibility	N/A	Head Office
3	Planning Officer V	010	24	83406	Master's Degree* OR Certificate in Leadership and Management from CSC	40 hours of supervisory/management learning and development intervention.	4 years of supervisory/management experience	Career Service Professional /Second Level Eligibility	N/A	Head Office
4	Information Technology Officer III	011	24	83406	Master's Degree* OR Certificate in Leadership and Management from CSC	40 hours of supervisory/management learning and development intervention.	4 years of supervisory/management experience	Career Service Professional/ Second Level Eligibility	N/A	Head Office
5	Internal Auditor V	018	24	83406	Master's Degree* OR Certificate in Leadership and Management from CSC	40 hours of supervisory/management learning and development intervention.	4 years of supervisory/management experience	Career Service Professional/ Second Level Eligibility	N/A	Head Office

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6	Internal Auditor IV	020	22	65319	Bachelor's Degree relevant to the job (Law, Accounting, Public Administration, Criminology, Information Technology, Computer Science and other disciplines related to the above mentioned)	16 hours of training in Internal Auditing Administrative or Criminal Investigation Forensics (e.g. Accounting, Information Technology, International Organization for Standardization (ISO) Management Systems and other related disciplines)	3 years of relevant experience involving Internal Auditing, Administrative or Criminal Investigation and/or Forensics (e.g. Accounting, Information Technology, International Organization for Standardization (ISO) Management Systems and other related disciplines)	Career Service Professional/Secondary Level Eligibility	N/A	Head Office
7	Actuarial Associate	037	24	83406	Master's Degree* OR Certificate in Leadership and Management from CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service Professional/Secondary Level Eligibility	N/A	Head Office
8	Department Manager III	042	26	107444	Master's Degree* OR Certificate in Leadership and Management from CSC	120 hours of supervisory/management learning and development intervention.	5 years of supervisory/management experience	Career Service Professional/ Second Level Eligibility	N/A	Head Office
9	Division Chief III	048	24	83406	Master's Degree* OR Certificate in Leadership and Management from CSC	40 hours of supervisory/management learning and development intervention.	4 years of supervisory/management experience	Career Service Professional/ Second Level eligibility	N/A	Head Office
10	Division Chief III	056	24	83406	Master's Degree* OR Certificate in Leadership and Management from CSC	40 hours of supervisory/management learning and development intervention.	4 years of supervisory/management experience	RA 1080 Certified Public Accountant (CPA)	N/A	Head Office
11	Accountant III	058	19	45269	Bachelor's Degree in Commerce/Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 Certified Public Accountant (CPA)	N/A	Head Office
12	Cashier I	066	10	19233	Bachelor's Degree	None required	None required	Career Service Professional/Second Level Eligibility	N/A	Head Office
13	Regional Manager II	075	26	107444	Master's Degree* OR Certificate in Leadership and Management from CSC	120 hours of supervisory/management learning and development intervention.	5 years of supervisory/management experience	Career Service Professional/Second Level Eligibility	N/A	Regional Office VII

14	Regional Manager II	078	26	107444	Master's Degree* OR Certificate in Leadership and Management from CSC	120 hours of supervisory/management learning and development intervention.	5 years of supervisory/management experience	Career Service Professional/Second Level Eligibility	N/A	Regional Office XII
15	Division Chief III	102	24	83406	Master's Degree* OR Certificate in Leadership and Management from CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service Professional/Second Level Eligibility	N/A	Regional Office II
16	Driver Mechanic B	107	7	15738	High School Graduate or completion of a vocational trade course	None required	None required	Mechanic (MC 11 s. 96-Cat.I)	N/A	Regional Office III
17	Accounts Analyst II	147	13	25232	Bachelors' Degree relevant to the job	None required	None required	Career Service Professional/Second Level Eligibility	N/A	Regional Office V
18	Insurance Adjuster I	169	15	30531	Bachelors' Degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	Regional Office VI
19	Insurance Adjuster II	155	18	40637	Bachelors' Degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	Regional Office VII
20	Insurance Processor II	205	13	25232	Bachelors' Degree	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	Regional Office IX
21	Insurance Adjuster II	233	18	40637	Bachelors' Degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	Regional Office XI

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **SEPTEMBER 4, 2020**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

SEGUNDO H. GUERRERO, JR.

Vice-President, Support Services Group

7th Floor Bldg. A, NIA Complex, Diliman, Quezon City or Concerned Regional Offices

a pcic1981@yahoo.com.ph/admin@pcic.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.