

Republic of the Philippines  
**Philippine Crop Insurance Corporation**  
Request for Publication of Vacant Positions

**REYMAR M. BELLO**

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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: January 12, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Job Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Vice-President	252	15	170375	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	Risk Management Office Head Office
2	Vice-President	027	15	170375	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	Corporate Business Affairs Group Head Office
3	Actuarial Associate	037	12	93547	Master's Degree* OR Certificate in Leadership and Management from CSC	40 hours of supervisory/management learning development intervention	4 years of supervisory/management experience	Career Service Professional/ Second Level Eligibility	N/A	Head Office
4	Technical Assistant B	253	11	66551	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	Head Office
5	Research Specialist	254	10	42859	Bachelors' Degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	Head Office
6	Division Chief III	089	12	93547	Master's Degree* OR Certificate in Leadership and Management from CSC	40 hours of supervisory/management learning development intervention	4 years of supervisory/management experience	Career Service Professional/ Second Level Eligibility	N/A	Regional Office I
7	Insurance Adjuster I	091	10	39456	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	Regional Office I
8	Division Chief III	098	12	93547	Master's Degree* OR Certificate in Leadership and Management from CSC	40 hours of supervisory/management learning development intervention	4 years of supervisory/management experience	Career Service Professional/ Second Level Eligibility	N/A	Regional Office II
9	Insurance Processor II	101	9	33719	Bachelor's Degree	None Required	None Required	Career Service Professional/ Second Level Eligibility	N/A	Regional Office II
10	Division Chief III	102	12	93547	Master's Degree* OR Certificate in Leadership and Management from CSC	40 hours of supervisory/management learning development intervention	4 years of supervisory/management experience	Career Service Professional/ Second Level Eligibility	N/A	Regional Office II
11	Claims Processor II	105	9	33719	Bachelor's Degree	None Required	None Required	Career Service Professional/ Second Level Eligibility	N/A	Regional Office II
12	Division Chief III	111	12	93547	Master's Degree* OR Certificate in Leadership and Management from CSC	40 hours of supervisory/management learning development intervention	4 years of supervisory/management experience	Career Service Professional/ Second Level Eligibility	N/A	Regional Office III
13	Division Chief III	119	12	93547	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 III-A

14	Division Chief III	141	12	93547	Master's Degree* OR Certificate in Leadership and Management from CSC	40 hours of supervisory/management learning development intervention	4 years of supervisory/management experience	Career Service Professional/ Second Level Eligibility	N/A	Regional Office IV
15	Claims Processor II	144	9	33719	Bachelor's Degree	None Required	None Required	Career Service Professional/ Second Level Eligibility	N/A	Regional Office IV
16	Account Analyst II	147	9	33719	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional /Second Level Eligibility	N/A	Regional Office V
17	Insurance Underwriter II	151	11	48830	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	Regional Office V
18	Driver Mechanic B	172	5	17280	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Professional Driver's License (MC 10, s. 2013, Cat. IV)	N/A	Regional Office VII
19	Account Analyst II	173	9	33719	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional /Second Level Eligibility	N/A	Regional Office VII
20	Account Analyst II	199	9	33719	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional /Second Level Eligibility	N/A	Regional Office IX
21	Division Chief III	202	12	93547	Master's Degree* OR Certificate in Leadership and Management from CSC	40 hours of supervisory/management learning development intervention	4 years of supervisory/management experience	Career Service Professional/ Second Level Eligibility	N/A	Regional Office IX
22	Insurance Underwriter II	203	11	48830	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	Regional Office IX
23	Division Chief III	206	12	93547	Master's Degree* OR Certificate in Leadership and Management from CSC	40 hours of supervisory/management learning development intervention	4 years of supervisory/management experience	Career Service Professional/ Second Level Eligibility	N/A	Regional Office IX
24	Insurance Adjuster I	208	10	39456	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	Regional Office X
25	Account Analyst II	212	9	33719	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional /Second Level Eligibility	N/A	Regional Office X
26	Division Chief III	215	12	93547	Master's Degree* OR Certificate in Leadership and Management from CSC	40 hours of supervisory/management learning development intervention	4 years of supervisory/management experience	Career Service Professional/ Second Level Eligibility	N/A	Regional Office X
27	Account Analyst II	225	9	33719	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional /Second Level Eligibility	N/A	Regional Office XI
28	Division Chief III	232	12	93547	Master's Degree* OR Certificate in Leadership and Management from CSC	40 hours of supervisory/management learning development intervention	4 years of supervisory/management experience	Career Service Professional/ Second Level Eligibility	N/A	Regional Office XI
29	Division Chief III	241	12	93547	Master's Degree* OR Certificate in Leadership and Management from CSC	40 hours of supervisory/management learning development intervention	4 years of supervisory/management experience	Career Service Professional/ Second Level Eligibility	N/A	Regional Office XII
30	Insurance Underwriter I	243	10	39456	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	Regional Office XII

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 **February 12, 2024**.

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](http://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:

**ALLAN E. RETAMAR**

Department Manager, Administrative Department & Acting Vice-President, Support Services Group  
7th Floor Bldg. A, NIA Complex, Diliman, Quezon City or Concerned Regional Offices  
[admin@pcic.gov.ph](mailto:admin@pcic.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**REYMAR M. BELLO**  
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