

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:

CIVIL SERVICE COMMISSION
National Capital Region
CSCFO-NIA

RECEIVED

By: DAISY F. SANTOS
Senior Human Resource Specialist

DATE: MAR 25 2024 TIME: 1:00 PM

Electronic copy to be submitted to the CSC FO must be in MS Excel format

MARIA REGINA PAMELA Y. ROSALES
HRMO

Date: March 25, 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	040	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	Support Services Group Head Office
2	Information Technology Officer III	011	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	Head Office
3	Business Development/Marketing Chief A	031	12	81588	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	Division Chief III	056	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	RA 1080 Certified Public Accountant (CPA)	N/A	Accounting Division, Head Office
5	Regional Manager II	072	15	158361	Master's Degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/management learning development intervention	5 years of supervisory/management experience	Career Service Professional/ Second Level Eligibility	N/A	Regional Office VIII
6	Insurance Underwriter II	086	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 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	Claims Processor II	118	9	33719	Bachelor's Degree	None Required	None Required	Career Service Professional/ Second Level Eligibility	N/A	Regional Office III
9	Claims Processor II	131	9	33719	Bachelor's Degree	None Required	None Required	Career Service Professional/ Second Level Eligibility	N/A	Regional Office III-A
10	Administrative Services Officer III	136	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 IV
11	Insurance Processor II	140	9	33719	Bachelor's Degree	None Required	None Required	Career Service Professional/ Second Level Eligibility	N/A	Regional Office IV
12	Division Chief III	167	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 VI
13	Insurance Processor II	192	9	33719	Bachelor's Degree	None Required	None Required	Career Service Professional/ Second Level Eligibility	N/A	Regional Office VIII
14	Claims Processor II	209	9	33719	Bachelor's Degree	None Required	None Required	Career Service Professional/ Second Level Eligibility	N/A	Regional Office IX
15	Insurance Processor II	218	9	33719	Bachelor's Degree	None Required	None Required	Career Service Professional/ Second Level Eligibility	N/A	Regional Office X

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 **April 25, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.