

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:


MARIA REGINA PAMELA Y. ROSALES

HRMO

Date: June 5, 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	Regional Manager II	078	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 V

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 **July 5, 2024**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (attachment to to CS Form No. 212) 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.

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1	Planning Analyst II	016	10	39456	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	Head Office
2	Actuarial Analyst II	038	10	39456	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/Second Level Eligibility	N/A	Head Office
3	Records Officer II	047	9	35778	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	Head Office
4	Accountant III	057	11	57690	Bachelor's Degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 - Certified Public Accountant (CPA)	N/A	Head Office
5	Bookkeeper III	061	7	22688	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service Sub-Professional/First Level Eligibility	N/A	Head Office
6	Cashier I	066	7	22688	Bachelor's Degree	None required	None required	Career Service Professional/Second Level Eligibility	N/A	Head Office
7	Insurance Processor II	166	9	33719	Bachelor's Degree	None Required	None Required	Career Service Professional/ Second Level Eligibility	N/A	Regional Office VI
8	Division Chief III	176	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	Marketing and Sales Division, Regional Office VII
9	Division Chief III	210	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	N/A	Administrative and Finance Division, 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 **June 20, 2024**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (attachment to to CS Form No. 212) which can be downloaded at www.csc.gov.ph;
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