


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: July 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	Information Technology Officer I	013	11	57690	Bachelors' Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional /Second Level Eligibility	N/A	Head Office
2	Technical Assistant B	024	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
3	Senior Agriculturist	039	11	48830	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	8 hours of relevant training	2 years of relevant experience	Relevant RA 1080	N/A	Head Office (preferably Agriculturist or Agricultural Engineer)
4	Teller I	096	7	22688	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/ Second Level Eligibility	N/A	Regional Office II
5	Insurance Underwriter II	099	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 II
6	Insurance Adjuster II	103	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 II
7	Insurance Underwriter II	125	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 III-A
8	Insurance Underwriter I	152	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 V
9	Insurance Underwriter II	164	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 VI
10	Insurance Underwriter I	204	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 IX
11	Insurance Underwriter II	216	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 X
12	Division Chief III	219	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	Claims Adjustment Division, Regional Office X
13	Insurance Underwriter I	230	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 XI
14	Insurance Processor II	231	9	33719	Bachelor's Degree	None Required	None Required	Career Service Professional/ Second Level Eligibility	N/A	Regional Office XI
15	Insurance Adjuster II	233	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 XI
16	Accounts Analyst II	238	9	33719	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional /Second Level Eligibility	N/A	Regional Office XII
17	Insurance Underwriter II	242	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 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 **July 22, 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](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.