

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
Excel format
RECEIVED
By: [Signature]
DATE: JAN 08 2025 TIME: 11

MARIA REGINA PAMELA Y. ROSALES

HRMO

Date:

January 8, 2025

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	Secretary III	026	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
2	Senior Investment Specialist	063	11	48830	Bachelor's 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
3	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
4	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	Claims Adjustment Division, Regional Office IV
5	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	Marketing and Sales Division, Regional Office IX
6	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	Claims Adjustment Division, Regional Office IX
7	Administrative Services Officer III	227	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
8	Division Chief III	228	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 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 **January 18, 2025**.

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