

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

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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:

MARIA REGINA PAMELA Y. ROSALES

HRMO

Date:

June 4, 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	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
2	Accounts Analyst II	095	9	33719	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional /Second Level Eligibility	N/A	Regional Office II
3	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	Marketing and Sales Division, Regional Office III
4	Insurance Adjuster I	117	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 III
5	Accounts Analyst II	121	9	33719	Bachelors Degree relevant to the job	None Required	None Required	Career Service Professional /Second Level Eligibility	N/A	Regional Office III-A
6	Insurance Underwriter I	139	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
7	Division Chief III	145	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 V
8	Division Chief III	171	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 VII
9	Division Chief III	180	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 VII
10	Insurance Adjuster II	207	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
11	Claims Processor II	209	9	33719	Bachelor's Degree	None Required	None Required	Career Service Professional/ Second Level Eligibility	N/A	Regional Office IX
12	Teller I	213	7	22688	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/ Second Level Eligibility	N/A	Regional Office X
13	Insurance Underwriter II	229	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
14	Division Chief III	245	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 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 **June 14, 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.