



**POSTING OF VACANT POSITION IN THE  
FINANCE SECTOR**

**Staff Officer I / JG 10**

**Item No. 03106**

**Social Security and Employees' Compensation Insurance Staff  
Actuary Office**

**QUALIFICATION STANDARDS:**

- Education : Bachelor's Degree relevant to the job
- Training : 8 hours relevant training
- Experience : 1 year relevant experience
- Eligibility : Career Service Professional or any appropriate eligibility for second level position
- Basic Function : Provides support services such as routine tasks within established procedures to maximize the efficiencies/implementation of the Social Security and Employees' Compensation Insurance Staff.
- Competencies : *Must have good communication skills; familiar with data analysis, business analysis, business regulations; with actuarial acumen.*
- Preference : *Preferably graduate of Actuarial Science, Mathematics, Statistics or other related fields. With working knowledge in either of R or Python programming language. Proficiency in data mining, mathematics, statistical analysis is an advantage.*

**Reminders:**

Applications will be accepted until **March 29, 2025.**

*2017 Omnibus Rules on Appointment and Other Human Resource Actions (Revised July 2018) only requires at least ten (10) calendar days publication of vacant positions for Government-Owned or Controlled Corporation. Hence, the screening may commence once the 10 calendar days publication requirement is met.*

*The publication of a particular vacant position shall be valid until filled but not to extend beyond nine (9) months reckoned from the date the vacant position was published (Rule VII Sec. 29 of the 2017 ORA-OHRA, Revised July 2018).*

Interested applicants may send the following requirements to this e-mail address:

[recruitment@gsis.gov.ph](mailto:recruitment@gsis.gov.ph)

or via mail to:

**Atty. Engelbert Anthony D. Unite**  
Officer IV  
HR Management Department  
Human Resources Office  
Level 4, Core C, GSIS Financial Center, Pasay City

1. Application letter indicating the position being applied for, item number and name of the department/office where the vacancy is.
2. Properly accomplished Personal Data Sheet (PDS) with recent passport size picture and Work Experience Sheet (WES), Authorization for Background Check Form, Data Privacy Notice of Consent, and Omnibus Certification of Authenticity and Veracity of Documents.
3. Photocopy of authenticated certificate of eligibility/rating/license.
4. Photocopy of authenticated Transcript of Records.
5. Photocopy of training certificates.
6. For applicants currently in the **government service**, performance rating in the last rating period is **required** (For EXTERNAL applicants only).

For the proper review of your application, please ensure that complete documents are submitted. **Only applications submitted with complete requirements will be processed.** As regards the collection, use, access, disclosure and processing of the personal and sensitive data gathered from such application, the same shall be done in accordance with the Private Policy of the GSIS pursuant to the requirements of Republic Act (R.A. 10173 - Data Privacy Act of 2012).

Further, the GSIS, hereby adopts the following policy statement in its recruitment process pursuant to the CSC's PRIME-HRM<sup>1</sup>:

*"The GSIS espouses the principle of Equal Employment Opportunity while ensuring a merit-based recruitment, selection and placement process. Thus, the GSIS highly encourages all interested and qualified applicants, including persons with disability, regardless of age, sexual orientation, gender identity, civil status, religion, social status and other similar personal circumstance, to pursue a career opportunity in GSIS.*

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<sup>1</sup> Program to Institutionalize Meritocracy and Excellence in Human Resource Management