

**THE INSULAR LIFE ASSURANCE COMPANY, LTD.**

**JOB DESCRIPTION**

Position : Department Head & Manager  
Unit : Actuarial Services Department  
Location : Alabang Corporate Office  
Reports To : Division Head, Actuarial Division

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**Principal Accountabilities:**

1. Ensures the timeliness and accuracy of the Actuarial exhibits / schedules / certifications
2. Coordinates and conducts the periodic valuation of the company's Ordinary business-in-force
3. Administers the reinsurance program of the company to ensure minimum risk exposure and to enhance the financial health of the organization
4. Monitors the details involving the replacement of policies and ensures the timely and accurate debiting of commissions
5. Administers the benefit pay-out under the Insular Life Employees Retirement Fund
6. Provides fast and efficient technical assistance to various servicing units by determining accuracy of all actuarial / policy values required by them

**Qualification:**

1. A graduate of Actuarial Science, Mathematics or Statistics, with excellent scholastic records
2. Has at least five years of experience in actuarial administrative work in an insurance setting
3. Must be proficient in computer programming and software usage (spreadsheet, database and word processing)