

Republic of the Philippines  
**AL-AMANAH ISLAMIC INVESTMENT BANK OF THE PHILIPPINES**  
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 AL-AMANAH ISLAMIC INVESTMENT BANK OF THE PHILIPPINES in the CSC website:

\_\_\_\_\_  
JULIE N. RICARTE  
**Acting Head, Human Resource Management**

Date: \_\_\_\_\_  
January 25, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Bank Teller I	7-17	10	19,233.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility		Marawi
2	Clearing Assistant I	5-35	8	16,758.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) / First Level Eligibility		Marawi
3	Clearing Assistant I	5-32	8	16,758.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) / First Level Eligibility		Iligan
	NOTHING FOLLOWS									

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 February 4, 2021.

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

\_\_\_\_\_  
**JULIE N. RICARTE**  
Acting Head, HRMD  
\_\_\_\_\_  
AIB, Greenhills Mckinley Arcade, MA-104B,  
Ortigas Avenue, San Juan City 1502  
\_\_\_\_\_  
[jnricarte@amanahbank.gov.ph](mailto:jnricarte@amanahbank.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**