

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:



Acting Head, Human Resource Management Department

Date: 19-Jul-21

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Clearing Assistant I	5-24	8	16,758.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First Level Eligibility		CDO
2	Bookkeeper III	6-9	10	19,233.00	Completion of 2 years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) / First Level Eligibility		Cotabato
3	Property Officer I	8-4	10	19,233.00	Bachelor's degree	None Required	None Required	Career Service (Professional) / Second Level Eligibility		OSVP AD Gen. Services Division
4	Financial/Accounts Analyst I	6-5	11	20,754.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility		Greenhills SJC
	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 July 29, 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;
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

inricarte@amanahbank.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.