

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, HRMD
Date: 9/1/2021

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	Secretary III	8-5	10	19,233.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-Professional) / First Level Eligibility		OSVP - Operations
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 September 11, 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-1048
jricarte@amanahbank.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.