

25 November 2016

NOTICE OF FILLING-UP OF VACANT POSITION

Please be informed that this Authority intends to fill-up its vacant position as indicated in the attached list.

Walk-in applicants:

1. Letter of intent, specifying the position applied for;
2. Duly accomplished Personal Data Sheet (CSC form 212), *which may be downloadable from the CSC Website www.csc.gov.ph* indicating all the required data/information;
3. Certified True Copy of Transcript of Records;
4. Authenticated Certificate of the appropriate/required eligibility/license: Civil Service Professional/Sub professional, BAR/Board Ratings;
5. Service Records or certification from previous employers stating the position held, with Job Description or specific functions, duties and responsibilities;
6. Certified true copy of Training Certificates/Commendations;
7. Performance Evaluation Reports for the last two (2) rating period (for government employees);
8. Latest NBI Clearance; and
9. Birth/Marriage Certificate (NSO Authenticated)

Insider/MARINA Employees:

1. Letter of intent, specifying the position applied for;
2. Updated Personal Data Sheet (CS Form 2012) completely filled-out with picture attached;
3. Photocopies of documents to support the updates in the PDS; and
4. IPCR Rating (July to December 2015 and January to June 2016)

Applicants for the position must submit application documents to the MARINA Regional Office No. X, SEJOLIM Bldg., Gemelina St., Carmen, Cagayan de Oro City.

Deadline for submission: 02 December 2016

LINA Y. MAQUERA

Chief, Human Resource Management & Development Division
Management, Financial and Administrative Service

Applicants should submit complete set of documents.

	POSITION TITLE	OFFICE ASSIGNMENT	SG	ITEM NUMBER	MINIMUM QUALIFICATION STANDARDS			
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
1	Attorney II	Regional Office No. X (Cagayan de Oro City)	18	MARINAB-ATY2-5-2010	Bachelor of Laws	None Required	None Required	RA 1080