



MARITIME INDUSTRY AUTHORITY

14 August 2018

NOTICE OF FILLING-UP OF VACANT POSITION

Please be informed that the Maritime Regional Office VIII [Tacloban City], this Authority, intends to fill-up its vacant position as indicated in the attached list. The following documents are required for submission.

Walk-in applicants:

1. Letter of intent, specifying the position applied for;
2. Duly accomplished Personal Data Sheet (CSC Form 2017), Revised 2017, which may be downloaded from the CSC Website (www.csc.gov.ph), indicating all the required data/information, together with the Work Experience Sheet;
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, etc.);
5. Service Records or certifications 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 with Behavioral Dimension Forms for the last two (2) rating periods (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. Completely filled-out and updated Personal Data Sheet (CSC Form 2017), Revised 2017, together with the Work Experience Sheet;
3. Photocopies of documents supporting the PDS;
4. IPCR Ratings (January to June 2016 and July to December 2016);
5. Behavioral Dimension Forms (January to June 2016 and July to December 2016)

Applicants for the vacant positions must submit applications to:

Ms. LETECIA L. NEGROS
MRO VIII Administrative Officer
2nd floor, Uytingko Bldg., Senator Enage St.
Tacloban City

Deadline for Submission: 31 August 2018


ROBERTO C. ARCEO, CESO-V
Director II, MFAS & OIC, ODAP

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

Republic of the Philippines
MARITIME INDUSTRY AUTHORITY
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of MARITIME INDUSTRY AUTHORITY in the CSC website:

REY LEONARDO B GUERRERO

Administrator

Date: 08 August 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
REGIONAL OFFICE										
1	Administrative Aide VI	MARINA-DOTrB-ADA6-51-2017	6	172,080	Completion of two years' studies in college	None required	None required	Career Service SubProfessional / 1st Level Eligibility	N/A	MRO VIII (Tacloban City)