



## MARITIME INDUSTRY AUTHORITY

20 November 2018

### NOTICE OF FILLING-UP OF VACANT POSITION

Please be informed that this Authority intends to fill-up its vacant positions as indicated in the attached list published on **12 November 2018**. 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](http://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 2017 and July to December 2017);
5. Behavioral Dimension Forms (January to June 2017 and July to December 2017)

Applicants for the vacant positions must submit applications to:

**Ms. ANNABELL P. LAGAS**

Chief Administrative Officer

Human Resource Management and Development Division

984 Parkview Plaza Taft Avenue corner T.M. Kalaw

Ermita, Manila

**Deadline for Submission: 05 December 2018**

**ROBERTO C. ARCEO, CESO V**

Director II

Management, Financial and Administrative Service



**CENTRAL OFFICE**

**Position Title** CHIEF ADMINISTRATIVE OFFICER

**Item Number** MARINA-DOTrB-CADOF-25-2017

**No. of Positions** 1

**Office / Division** Management Division, Management, Financial and Administrative Service

**Salary Grade** 24 (P 73,299)

**Qualification Standards**

- Education Master's Degree or Certificate in Leadership and Management from the CSC
- Experience Four (4) years of supervisory/management experience
- Training Forty (40) hours of supervisory/management learning and development intervention undertaken within the last five (5) years
- Eligibility Career Service Professional / Second Level Eligibility

**General Functions of the Position**

Plans, prepares and implements the work program of the Division; Supervises, assigns and monitors tasks of the Division staff with respect to the internal operations of the Division; Prepares individual rating report; Reviews/Evaluates performance of Division staff at the end of each rating period; Initiates and/or supervises the development and implementation of the Authority's internal audit plan/program, and the formulation, updating and implementation of policies, rules and regulations relating to internal audit

**Position Title** CHIEF SHIPBUILDING SPECIALIST

**Item Number** MARINA-DOTrB-CSS-42-2017

**No. of Positions** 1

**Office / Division** Naval Architecture and Marine Engineering Division, Shipyards Regulation Service

**Salary Grade** 24 (P 73,299.00)

**Qualification Standards**

- Education Master's Degree or Certificate in Leadership and Management from the CSC
- Experience Four (4) years of supervisory/management experience
- Training Forty (40) hours of supervisory/management learning and development intervention undertaken within the last five (5) years
- Eligibility Career Service Professional / Second Level Eligibility

**General Functions of the Position**

Plans, prepares and implements the work program of the Division; Supervises, assigns and monitors tasks of the Division staff with respect to the internal operations of the Division; Prepares individual rating report; Reviews/Evaluates performance of Division staff at the end of each rating period; Supervises/monitors the processing of technical evaluation/inspection reports and applications/requests of shipyard enterprises, shipowners/operators/companies and related maritime enterprises/entities relating to ship design, plans approval for ship construction, reconstruction, major conversion, major alterations, reconditioning measurements, loadline assignment and stability calculations, accreditation of maritime surveying companies and loadline assignors and related applications

<b>Position Title</b>	<b>SUPERVISING MARITIME INDUSTRY DEVELOPMENT SPECIALIST</b>
<b>Item Number</b>	MARINA-DOTrB-SVMIDS-31-2017
<b>No. of Positions</b>	1
<b>Office / Division</b>	Shipping Business Division, Domestic Shipping Service
<b>Salary Grade</b>	22 (P 58,717.00)

**Qualification Standards**

Education	Bachelor's Degree relevant to the job
Experience	Three (3) years of relevant experience
Training	Sixteen (16) hours of relevant training
Eligibility	Career Service Professional / Second Level Eligibility

**General Functions of the Position**

Assists in the planning, preparation and implementation of work program of the Division; Assists in the supervision and monitoring of tasks of the Division staff with respect to the internal operations of the Division; Evaluates and recommends appropriate action on applications/requests of domestic shipowners/operators/ companies and maritime enterprises/entities pertaining to accreditation, ship acquisition, special permits for temporary change in trading status or utilization of ships in the domestic trade, permanent conversion, importation of marine engines/spare parts, incentives availment and other relevant applications

<b>Position Title</b>	<b>SUPERVISING MARITIME INDUSTRY DEVELOPMENT SPECIALIST</b>
<b>Item Number</b>	MARINA-DOTrB-SVMIDS-37-2017
<b>No. of Positions</b>	1
<b>Office / Division</b>	Operations Monitoring Division, Enforcement Service
<b>Salary Grade</b>	22 (P 58,717.00)

**Qualification Standards**

Education	Bachelor's Degree relevant to the job
Experience	Three (3) years of relevant experience
Training	Sixteen (16) hours of relevant training
Eligibility	Career Service Professional / Second Level Eligibility

**General Functions of the Position**

Assists in the planning, preparation and implementation of work program of the Division; Assists in the supervision and monitoring of tasks of the Division staff with respect to the internal operations of the Division; Reviews, updates and recommends an enhanced compliance monitoring system in the enforcement of national and international laws, rules and regulations, circulars, orders, decisions, rulings, governing the different maritime industry sectors & conducts analysis of all violations committed by maritime enterprises/entities

<b>Position Title</b>	<b>SUPERVISING MARITIME INDUSTRY DEVELOPMENT SPECIALIST</b>
<b>Item Number</b>	MARINA-DOTrB-SVMIDS-53-2017
<b>No. of Positions</b>	1
<b>Office / Division</b>	Quality Management System Division, Standards of Training, Certification and Watchkeeping Office
<b>Salary Grade</b>	22 (P 58,717.00)

**Qualification Standards**

Education	Bachelor's Degree relevant to the job
Experience	Three (3) years of relevant experience
Training	Sixteen (16) hours of relevant training
Eligibility	Career Service Professional / Second Level Eligibility

**General Functions of the Position**

Assists in the planning, preparation and implementation of work program of the Division; Assists in the supervision and monitoring of tasks of the Division staff with respect to the internal operations of the Division; Reviews and recommends revisions/amendments and updates on the National Quality Standard System (NQSS) and Quality Standard System (QSS) & evaluates and monitors maritime training institutions

**REGIONAL OFFICE**

<b>Position Title</b>	<b>ATTORNEY II</b>
<b>Item Number</b>	MARINA-DOTrB-ATY2-31-2017
<b>No. of Positions</b>	1
<b>Office / Division</b>	MRO X [Cagayan de Oro City]
<b>Salary Grade</b>	18 (P 38,085.00)

**Qualification Standards**

Education	Bachelor of Laws
Experience	None Required
Training	None Required
Eligibility	RA 1080 [Bar Exam]

**General Functions of the Position**

Hears applications for issuance/reissuance/amendment/revalidation of Certificates of Public Convenience (CPCs) / Provisional Authority (PA) / Special Permit (SP) & conducts hearings and drafts orders and/or decisions in relation to quasi-judicial cases filed

\*\*\*\*\* NOTHING FOLLOWS \*\*\*\*\*