10 January 2019

**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 **28 December 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), 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: 24 January 2019**

**ROBERTO C. ARCEO, CESO V**
Director II
Management, Financial and Administrative Service

## CENTRAL OFFICE

**Position Title** DIRECTOR II

**Item Number** MARINA-DOTrB-DIR2-31-2017

**No. of Positions** 1

**Office / Division** Enforcement Service

**Salary Grade** 26 (P 92,108.00)

**Qualification Standards**

| | |
|---|---|
| Education | Master's Degree or Certificate in Leadership and Management from the CSC |
| Experience | Five (5) years of supervisory/management experience |
| Training | 120 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**

Manages and exercises overall supervision in the performance of functions of the Office; and Oversees the development, evaluation, implementation and monitoring of studies, programs and projects relative promotion and development of the Agency

**Position Title** MARITIME INDUSTRY DEVELOPMENT SPECIALIST II

**Item Number** MARINA-DOTrB-MIDS2-82-2017

**No. of Positions** 1

**Office / Division** Quality Management System Division, Standard of Training, Certification and Watchkeeping Office

**Salary Grade** 15 (P 29,010.00)

**Qualification Standards**

| | |
|---|---|
| Education | Bachelor's Degree relevant to the Job |
| Experience | One (1) year of relevant experience |
| Training | Four (4) hours of relevant experience |
| Eligibility | Career Service Professional / Second Level Eligibility |

**General Functions of the Position**

Assists in the development and conduct of quality audits, and prepares preliminary drafts of findings or technical information relative thereto

## REGIONAL OFFICES

**Position Title** SUPERVISING MARITIME INDUSTRY DEVELOPMENT SPECIALIST

**Item Number** MARINA-DOTrB-SVMIDS-48-2017

**No. of Positions** 1

**Office / Division** MRO VIII [Tacloban City]

**Salary Grade** 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 the Regional Director in the management of day-to-day operations of the Office; and reviews and recommends policy reforms, programs, projects and other activities relative to the effective and efficient delivery of service in the concerned Regional Office, enforcement of rules and regulations, and utilization of resources

**Position Title** ATTORNEY II

**Item Number** MARINA-DOTrB-ATY2-32-2017

**No. of Positions** 1

**Office / Division** MRO XI [Davao City]

**Salary Grade** 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

**Position Title** **SHIPPING OPERATIONS SPECIALIST II**

**Item Number** MARINA-DOTrB-SHOS2-49-2017
MARINA-DOTrB-SHOS2-59-2017

**No. of Positions** 2

**Office / Division** MRO IV [Batangas City] / MRO VII [Cebu City]

**Salary Grade** 15 (P 29,010.00)

**Qualification Standards**

| | |
|---|---|
| Education | Bachelor's Degree relevant to the Job |
| Experience | One (1) year of relevant experience |
| Training | Four (4) hours of relevant training |
| Eligibility | Career Service Professional / Second Level Eligibility |

**General Functions of the Position**

Conducts survey/inspection of vessels; undertakes technical evaluation of vessels; and evaluates applications for issuance of safety related certificaates, permits and licenses

**Position Title** **ACCOUNTANT I**

**Item Number** MARINA-DOTrB-A1-40-2017

**No. of Positions** 1

**Office / Division** MRO VI [Iloilo City]

**Salary Grade** 12 (P 22,149.00)

**Qualification Standards**

| | |
|---|---|
| Education | Bachelor's Degree in Accountancy or Commerce/Business Administration major in Accounting |
| Experience | None Required |
| Training | None Required |
| Eligibility | RA 1080 [CPA Board Exam] |

**General Functions of the Position**

Prepares, reviews and updates book of accounts, ledgers, vouchers, and other documents relative to the Office's financial matters

********** NOTHING FOLLOWS **********