

07 November 2023

## NOTICE OF HIRING OF PERSONNEL

Please be informed that the Maritime Industry Authority (MARINA) is in need of personnel to be assigned at the Office of the Executive Director, Standards of Training Certification and Watch keeping Office (OED, STCWO), Contract of Service status at the MARINA Central Office. For interested parties, the following documents are required:

### *Documentary Requirements*

- ❖ Letter of Intent specifying position being applied for;
- ❖ Duly Accomplished Personal Data Sheet with latest ID picture (CS Form No. 212, Revised 2017), indicating all the required data/information, which may be downloaded from the CSC Website ([www.csc.gov.ph](http://www.csc.gov.ph));
- ❖ Certified True Copy of Transcript of records/Diploma;
- ❖ Certified True Copy of Training Certificates;
- ❖ Certified True Copy of Certificate of Eligibility/Rating/License;
- ❖ Certificate of Previous/Current Employment with detailed Job Description;
- ❖ Notarized Declaration of Affiliation with any Maritime Training Institutions (MTIs), Maritime Higher Education Institutions (MHEIs), Assessment Centers (ACs) and Review Centers.

Interested applicants may submit their applications through email at: [hrmdd@marina.gov.ph](mailto:hrmdd@marina.gov.ph) (subject of email should be: **Application for (POSITION TITLE) under (DIVISION/OFFICE WHERE THE VACANCY EXIST)**) Hard copies of the documents may be sent thru postal delivery of any available courier addressed to:

**Ms. KAROL C. PONCE**

Officer-in-Charge

Human Resource Management and Development Division

10<sup>th</sup> floor, MARINA Building

20<sup>th</sup> St. corner Bonifacio Drive, Port Area (South), Manila

Applicants with **incomplete requirements will not be processed**. Only shortlisted applicants shall be notified for further assessment.

**Deadline for Submission: 24 November 2023**

  
**NENITA S. ATIENZA**

Director II

Management, Financial and Administrative Service

DATED 07 November 2023

Position Title:	PROJECT EVALUATION OFFICER V (LANGUAGE VALIDATOR)
Mode of Contract:	CONTRACT OF SERVICE
Duration of Contract:	Two (2) months
No. of Positions:	One (1)
Office/Division:	Office of the Executive Director, Standards of Training, Certification and Watchkeeping Office (OED, STCWO)
Salary Grade:	SG-24 (P90,078.00)

#### Qualification Standards/Requirements

Education: Bachelor of Science in Secondary Education major in English  
Preferably graduate of Master of Education with specialization in Measurement and Evaluation or other relevant field of specialization;

Eligibility : Licensed Professional Teacher;

Experience: With at least three (3) year work experience as an educator or instructor or work related experience test, measurement, assessment and evaluation in a government agency liked Civil Service Commission (CSC), Professional Regulation Commission (PRC) or Civil Aviation Authority of the Philippines (CAAP);

Have extensive knowledge on the components of test specifications, characteristics of a good test item and interpreting post examination item analysis demonstrated through an interview and examination administered by the procuring agency;

Must be adept with computer and proficient on the use and application of MS Office.

#### General Functions

1. The Language Validators shall perform second level review and verification of test items for the theoretical examination using the MARINA approved Criteria for Evaluating Test Items which covers the cognitive complexity and language appropriateness;
2. Review and verify test items for the theoretical examination as detailed below and submit monthly accomplishment report to the Executive Director:
  - a. Deck Operational level – 1,200 test items
  - b. Deck Management Level – 1,200 test items
  - c. GMDSS Radio Operator – 1,200 test items
  - d. Engine Operation Level – 1,200 test items
  - e. Engine Management Level – 1,200 test items
  - f. Electro-Technical Officers – 1,200 test items

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