



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

17 April 2024

## NOTICE OF FILLING-UP OF VACANT POSITIONS

Please be informed that the Maritime Industry Authority (MARINA) has available positions to be filled, as indicated in the attached list dated 17 April 2024. For interested parties, the following documents are required:

### Outsider Applicants

- ❖ Letter of intent, indicating the **specific position being applied for, item number and name of the Division/Service Unit where the vacancy exists**;
- ❖ 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));
- ❖ Work Experience Sheet (*CS Form No. 212 Attachment*) 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 Certificate of Eligibility / Rating / License (*if applicable*);
- ❖ IPCR Ratings for the last two rating periods (*for government employees*);
- ❖ Behavioral Dimension Forms [*attached*] (*rating periods should be aligned with the IPCR Ratings*) (*for government employees*);
- ❖ Certified true copy of Training Certificates (*if any*); and
- ❖ Certificate of Previous/Current Employment with detailed Job Description

### Insider/MARINA Employees

- ❖ Letter of intent, indicating the **specific position being applied for, item number and name of the Division/Service Unit where the vacancy exists**;
- ❖ 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));
- ❖ Work Experience Sheet (*CS Form No. 212 Attachment*) which may be downloaded from the CSC Website ([www.csc.gov.ph](http://www.csc.gov.ph));
- ❖ Certified True Copies of documents supporting the PDS (*e.g. Training Certificates, Certificate of Employment with detailed Job Description*);  
**\*Only training certificates uploaded in the HRMIS shall be considered**
- ❖ IPCR Ratings for the last two rating periods;
- ❖ Behavioral Dimension Forms (*rating periods should be aligned with the IPCR Ratings*)  
**-SHOULD BE DIRECTLY SENT TO HRMDD BY APPLICANT'S SUPERVISOR IN A SEALED ENVELOPE**
- ❖ Certified True Copy of Transcript of Record for Masteral Studies (*if any*)

Interested and qualified applicants should signify their interest in writing and submit their application online thru this link <https://forms.gle/RWwCz5ajTsQvu38aA>.

Please be informed that we are no longer accepting hard copies of documents, except for Behavioral Dimension Form. All application shall be submitted through the online application form.

Application documents must be 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: May 2, 2024**



**CHERYL V. PASCUA**

Director II

Management, Financial and Administrative Service

**MARITIME INDUSTRY AUTHORITY**

**BEHAVIORAL DIMENSION FORM**

Name of Employee: \_\_\_\_\_

Position Title: \_\_\_\_\_

Division/Office: \_\_\_\_\_

Rating Period: \_\_\_\_\_

<b>BEHAVIORAL DIMENSION</b>	<b>POINT SCORE</b>
Human Relations	
Dependability	
Punctuality (to be rated by HRMDD)	
Initiative	
Leadership (for Supervisors only)	
Stress Tolerance (for Supervisors only)	

<b>OVERALL POINT SCORE</b>	<b>EQUIVALENT POINT SCORE</b>	<b>EQUIVALENT ADJECTIVAL RATING</b>
9.6 – 10.00	10	Outstanding
8.0 – 9.5	8	Very Satisfactory
4.6 – 7.9	6	Satisfactory
2.8 – 4.5	4	Unsatisfactory
2.0 – 2.7	2	Poor

\_\_\_\_\_  
Signature over Printed Name of Rater/Supervisor

<b>1. Position Title</b>	Chief Maritime Industry Development Specialist
No. of Position	1
<b>Item No</b>	MARINA-DOTrB-CMIDS-39-2017
Office/Division	Accreditation Division, Standards of Training, Certification and Watchkeeping Office (STCWO)
<b>Salary Grade</b>	24 (P 90,078.00)

**Qualification Requirements:**

<b>Education</b>	Master's degree or Certificate in Leadership and Management from the CSC
<b>Experience</b>	Four (4) years of supervisory/management experience
<b>Training</b>	Forty (40) hours of supervisory/management learning and development intervention
<b>Eligibility</b>	Career Service (Professional) Second Level Eligibility

**Duties and Responsibilities of the Position**

1. A Supervises the overall implementation of policies and standards; plans and programs pertaining to the inspection and accreditation of Maritime Training Institutes (MTI), courses, and Instructors/Assessors;
2. Recommends to the Executive Director the approval/disapproval of the application for accreditation of MTIs, courses, and Instructors/Assessors;
3. Reviews the implementation of inspection and accreditation policies and programs, and recommends adoption of amendments/improvement of the same;
4. Reviews and recommends to the Executive Director the approval of Circulars, and Advisories, as needed;
5. Identifies the courses to be adopted/developed and endorses the newly developed training course to the Executive Director;
6. Recommends to the Executive Director the schedule of inspection of MTIs and their courses;
7. Joins in the review on courses and recommends to the Executive Director the approval of the final output;
8. Prepares the program for the calibration of evaluators

2. Position Title Chief Administrative Officer [Human Resource Management Officer V]

No. of Position 1

Item No MARINA-DOTrB-CADOF-26-2017

Office/Division Human Resource Management and Development Division, Management, Financial and Administrative Service (MFAS)

Salary Grade 24 (P 90,078.00)

Qualification Requirements:

<b>Education</b>	Master's degree or Certificate in Leadership and Management from the CSC
<b>Experience</b>	Four (4) years of supervisory/management experience
<b>Training</b>	Forty (40) hours of supervisory/management learning and development intervention
<b>Eligibility</b>	Career Service (Professional) Second Level Eligibility

#### Duties and Responsibilities of the Position

1. Supervises, assigns/distributes and monitors all work/activities/tasks of the division staff with respect to the internal operations of the division; prepares individual rating report; and reviews/evaluates performance of division staff at the end of each rating period;
2. Initiates and/or supervises the development, updating, management and implementation of the plans and programs on human resource management development, in coordination with private institutions and government agencies and in consultation with the various Units of the Authority'
3. Initiates and/or supervises the formulation, updating, implementation and enforcement of policies, rules and regulations in all areas of human resource management, and development, in accordance with CSC laws, rules and regulations, including the enforcement of existing rules and regulations affecting salaries and wages; and
4. Develops and maintains active coordination and linkage/s with other relevant government agencies, human resource management service providers and other local/international entities/organizations for the continuing capacity building and training needs/requirements of the Authority's personnel.

3. Position Title Supervising Maritime Industry Development Specialist

No. of Position 1

Item No MARINA-DOTrB-SVMIDS-45-2017

Office/Division MARINA Regional Office No. VII [Cebu City]

Salary Grade 22 (P 71,511.00)

Qualification Requirements:

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

Duties and Responsibilities of the Position

1. Plans, prepares and implements the work program of the section consistent with the Regional Office Work Program;
2. Supervises, assigns/ distributes and monitors all work/activities/tasks of the section staff with respect to the internal operations of the section; and
3. Initiates and/or supervises the preparation of recommendations for the adoption, review, updating and implementation of the plans, programs, projects, incentives financing schemes, standards, policies, rules, regulations, guidelines relative to the regulations/supervision and promotions/development of the various aspects of the maritime industry sectors/sub-sectors.

4. Position Title Attorney III

No. of Position 1

Item No MARINA-DOTrB-ATY3-28-2017

Office/Division MARINA Regional Office No. I & II [La Union]

Salary Grade 21 (P 63,997.00)

Qualification Requirements:

<b>Education</b>	Bachelor of Laws
<b>Experience</b>	One (1) year of relevant experience
<b>Training</b>	Four (4) hours of relevant training
<b>Eligibility</b>	RA 1080 [BAR]

Duties and Responsibilities of the Position

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

5. Position Title Senior Maritime Industry Development Specialist

No. of Position 1

Item No MARINA-DOTrB-SRMIDS-44-2017

Office/Division International Shipping Development Division, OSS

Salary Grade 18 (P 46,725.00)

Qualification Requirements:

<b>Education</b>	Bachelor's Degree Relevant to the Job
<b>Experience</b>	Two (2) years of relevant experience
<b>Training</b>	Eight (8) hours of relevant training
<b>Eligibility</b>	Career Service (Professional) Second Level Eligibility

Duties and Responsibilities of the Position

1. Formulates, updates, and recommends the adoption and implementation of laws, policies, rules, regulations guidelines and measures, including advisories in compliance with the applicable provisions of ratified international maritime conventions or based on relevant international maritime laws, codes, protocols, resolutions, rules and regulations issued/adopted by the international maritime and related organization to which the Philippines is a Party/Member-State, which may affect or impact on the operations of Philippine-registered ships engaged in international voyages and related maritime industry sectors, in collaboration with relevant Units of the Authority, concerned government agencies and private sector associations/entities;
2. Assist in the negotiations of bilateral and multilateral shipping agreements and international, regional and sub-regional maritime transport agreements/arrangements; recommends the adoption and implementation of appropriate courses of action, policies and measures that would further the interest of the Philippine maritime industry; and monitors the progress of the commitments of the different flag state administrations to such agreements/arrangements vis-à-vis the country's progress thereon;
3. Monitors and evaluates maritime developments and issuances made by international, regional and sub-regional maritime organizations of conventions, codes, laws, protocols, circulars, rules and regulations, resolutions, protocols, including regular monitoring of the scheduled meetings thereof; prepares and/or coordinates the necessary position/discussion/information/technical papers, and intended interventions, in collaboration with appropriate Units of the Authority, concerned government agencies and private sector associations/entities, for the consideration of Management, prior to participation/attendance of designated MARINA officials/staff to such meetings.
4. Studies, reviews and evaluates relevant international maritime laws, conventions, codes, resolutions, rules and regulations which may affect the Philippine maritime industry and the Authority.

**6. Position Title** Senior Maritime Industry Development Specialist

No. of Positions 1

**Item Nos.** MARINA-DOTrB-SRMIDS-48-2017

Office/Division Operations Monitoring Division, ES

**Salary Grade** 18 (P 46,725.00)

Qualification Requirements:

<b>Education</b>	Bachelor's Degree Relevant to the Job
<b>Experience</b>	Two (2) years of relevant experience
<b>Training</b>	Eight (8) hours of relevant training
<b>Eligibility</b>	Career Service (Professional) Second Level Eligibility

#### Duties and Responsibilities of the Position

1. 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 sector/sub-sector, namely; domestic shipping, overseas shipping, shipbuilding/ ship repair, maritime manpower and maritime safety;
2. Conducts desk top monitoring of the terms and conditions of CPCs/PAs/SPs, post approval requirements/ conditions of accreditation and ship acquisition approvals, safety-related certificates and other MARINA issuances using the enhanced compliance monitoring system, in coordination with the different Units of the Authority;
3. Prepares and submits reports/ recommendations on the violations noted/ committed by maritime enterprises/entities for the consideration/ appropriate action of Management through the Legal Service (LS) or Franchising Service (FS);
4. Undertakes document verification to validate results of the desk top monitoring conducted on the terms and conditions of CPCs/PAs/SPs, post approval requirements/ conditions of accreditation and ship acquisition approvals, safety-related certificates and other MARINA issuances; and
5. Conducts analysis of all violations committed by maritime enterprises/entities resulting from the discharge of enforcement and compliance monitoring functions/ activities and prepares report/ recommendations thereon.

**7. Position Title** Senior Maritime Industry Development Specialist

No. of Position 1

**Item No** MARINA-DOTrB-SRMIDS-67-2017

Office/Division Accreditation Division, STCWO



Salary Grade 18 (P 46,725.00)

Qualification Requirements:

<b>Education</b>	Bachelor's Degree Relevant to the Job
<b>Experience</b>	Two (2) years of relevant experience
<b>Training</b>	Eight (8) hours of relevant training
<b>Eligibility</b>	Career Service (Professional) Second Level Eligibility

Duties and Responsibilities of the Position

1. Pre-evaluates the following application for accreditation and identify if there are deficiencies:
  - a. Application for MTI Accreditation
  - b. Application for Course Accreditation
  - c. Application of Instructors/ Assessors
2. Writes Communications to MTIs which includes the following:
  - a. a report on their non-confirmities
  - b. Notice of Inspection/ Re-inspection
  - c. Other MTI inquiries
3. Joins the Inspection Team in the conduct of inspection activities; and
4. Prepares the following reports:
  - a. Inspection/ Re-inspection Report
  - b. Notice of Approval/Disapproval of Application
  - c. Notice of Fees

8. Position Title Senior Shipping Operations Specialist

No. of Position 2

Item No MARINA-DOTrB-SRSOS-41-2017  
MARINA-DOTrB-SRSOS-39-2017

Office/Division Shipyard Development and Licensing Division, SRS

Salary Grade 18 (P 46,725.00)

Qualification Requirements:

<b>Education</b>	Bachelor's Degree Relevant to the Job
<b>Experience</b>	Two (2) years of relevant experience
<b>Training</b>	Eight (8) hours of relevant training
<b>Eligibility</b>	Career Service Professional / Second Level Eligibility

Duties and Responsibilities of the Position

1. Evaluates applications/requests of shipyard enterprises, shipowners/operators/companies and related maritime enterprises/entities for the issuance of licenses, certificates, and approvals relating to the licensing/registration to engage in shipbuilding, ship repair, afloat repair, boatbuilding and shipbreaking, importation of SBSR machineries, equipment and spare parts, incentives availment etc, in accordance with existing laws, policies, rules and regulations. , standards, and specifications, including applicable international conventions, codes, rules and regulations and other issuances for the safe operation of shipyards;
2. Conduct pre-qualification inspection of new applicants for registration/ licensing to engage in shipbuilding, ship repair, afloat repair, boatbuilding and shipbreaking and annual inspections of all MARINA-licensed/ registered shipyards for the renewal of license/ registration to operate;
3. Prepares report and recommends, after due compliance with existing laws, policies, rules, regulations, guidelines, standards, and specifications, the issuance/endorsement of licenses, certificate, and approvals; and
4. Assists in the conduct of continuing policy-oriented and technical/ engineering researches and studies for the modernization of the local shipbuilding industry and other developmental activities, programs and projects, developmental programs on fuel conservation, corrosion control in ships, and proper disposal of marine chemicals and other wasted matters derived from various shipbuilding activities.

9. Position Title Accountant II

No. of Position 1

Item No MARINA-DOTrB-A2-11-2018

Office/Division Financial Services Division, STCWO

Salary Grade 16 (P 39,672.00)

Qualification Requirements:

<b>Education</b>	Bachelor's Degree in Commerce/Business Administration Major in Accounting
<b>Experience</b>	One (1) year of relevant experience
<b>Training</b>	Four (4) hours of relevant training
<b>Eligibility</b>	RA 1080 [CPA]

Duties and Responsibilities of the Position

1. Assists in the formulation, updating, implementation, and enforcement of policies, rules and regulations on accounting matters in accordance with COA and DBM laws, policies, rules and regulations, including the enforcement of existing rules and regulations affecting salaries/wages, allowances, benefits, monetization of leave, etc.;
2. Assists in the preparation of various payrolls/disbursement vouchers;

3. Assists in the implementation of established monitoring system on the disbursement of funds and enforces existing national government accounting system; and

4. Assists in the bookkeeping activities and preparation of reports thereon;

10. Position Title	Engineer II
No. of Position	1
Item No	MARINA-DOTrB-ENG2-42-2017
Office/Division	Operations Monitoring Division, Enforcement Service (ES)
Salary Grade	16 (P 39,672.00)

Qualification Requirements:

<b>Education</b>	Bachelor's Degree in Engineering relevant to the Job
<b>Experience</b>	One (1) year of relevant experience
<b>Training</b>	Four (4) hours of relevant training
<b>Eligibility</b>	RA 1080

Duties and Responsibilities of the Position

1. Conducts desk top monitoring of the terms and conditions of CPCs / PAs / SPs, post approval requirements / conditions of accreditation and ship acquisition approvals, safety-related certificates and other MARINA issuances;
2. Prepares and submits reports / recommendations on the violations noted / committed by maritime enterprises / entities;
3. Undertakes document verification to validate results of the desk top monitoring conducted on the terms and conditions of CPCs / PAs / SPs, post approval requirements / conditions of accreditation and ship acquisition approvals, safety-related certificates and other MARINA issuances;
4. Prepares position / discussion papers on matters / issues in the discharge of enforcement and compliance monitoring functions, and technical papers in support of ratification / accession to and / or implementation of international conventions, in coordination with the concerned Units of the Authority; and
5. Assists in the conduct of analysis of all violations committed by maritime enterprises / entities resulting from the discharge of enforcement and compliance monitoring functions / activities;

11. Position Title	Shipbuilding Specialist II
No. of Position	1
Item No	MARINA-DOTrB-SHS2-41-2017

Office/Division Naval Architecture and Marine Engineering Division, SRS  
 Salary Grade 15 (P 36,619.00)

Qualification Requirements:

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

Duties and Responsibilities of the Position

1. Evaluates applications/ request of shipyard enterprises, shipowners/ operators/ companies and related maritime enterprises/ entities relating to ship design, plans approval for ship construction, reconstruction, conversion, major alterations, reconditioning, measurements; loadline assignment and stability calculations, accreditation of marine surveying company and loadline assignors; and related applications in accordance with the Revised Philippine Merchant Marine Rules and Regulation 1997 (RPMRR '97), as amended, existing laws, policies, rules and regulations, standards, and specification, including applicable international conventions, codes, rules and regulations and other issuances;
2. Develops preliminary designs setting up the basic characteristics of proposed ships;
3. Administers ships construction contracts;
4. Conducts inspection of ships during the course of construction, reconstruction, conversion, major alterations, reconditioning in accordance with the Revised Philippine Merchant Marine Rules and Regulation 1997 (RPMRR '97), as amended, existing laws, policies, rules and regulations, standards, and specification, including applicable international conventions, codes, rules and regulations and other issuances; and
5. Prepares report and recommends, after due compliance with existing policies, rules, regulations and guidelines the issuance/ endorsement of safety and other safety related certificates.

12. Position Title Administrative Officer III [Cashier II]

No. of Position 1

Item No MARINA-DOTrB-ADOF3-41-2017

Office/Division Administrative Services Division, STCWO

Salary Grade 14 (P 33,843.00)

Qualification Requirements:

<b>Education</b>	Bachelor's Degree
<b>Experience</b>	One (1) year of relevant experience
<b>Training</b>	Four (4) hours of relevant training
<b>Eligibility</b>	Career Service (Professional) Second Level Eligibility

**Duties and Responsibilities of the Position**

1. Receives payment and issues Official Receipts;
2. Prepares the following reports:
  - a. Report of Daily Collection and Deposits
  - b. Report of Monthly Summary of Collections and Deposits;
  - c. Report of Monthly Deposits to Land Bank of the Philippines;
  - d. Report of Monthly Confirmation of Collections and Deposits to the Bureau of Treasury; and
  - e. Report Accountability for Accountable Forms
3. Maintains and updates Cash Record Book;
4. Sees to it that the daily collection is well accounted for and tallies with the List of Daily Collections;
5. Turn-over the daily collections together with the reports and other documents to AO V for safekeeping at the end of the day; and
6. Prepares memoranda, letters and other communication regarding cash management.

**13. Position Title** Maritime Industry Development Specialist I

No. of Position 1

**Item No** MARINA-DOTrB-MIDS1-36-2017

Office/Division Seafarers' Certification and Documentation Division, Manpower Development Service (MDS)

**Salary Grade** 11 (P 27,000.00)

Qualification Requirements:

<b>Education</b>	Bachelor's Degree Relevant to the Job
<b>Experience</b>	None required
<b>Training</b>	None required
<b>Eligibility</b>	Career Service (Professional) Second Level Eligibility

Duties and Responsibilities of the Position

1. Evaluates and recommends appropriate action on all applications for the issuance/registration of relevant identification and record books/certificates/documents to qualified applicants/seafarers (domestic or overseas) pursuant to applicable national/international laws, conventions, codes and existing MARINA Circulars, rules and regulations;
2. Assists in the development and maintenance of a comprehensive database for Filipino seafarers, including relevant information relating to issued SIRBs, SIBs, D-COCs and/or other relevant identity/record documents to qualified applicants/seafarers (domestic or overseas, as applicable), and implement systems and procedures to further improve work productivity and efficiency in public service; and;
3. Identifies, evaluates and analyzes external/internal information that will serve as inputs to the discharge of functions relating to the discharge of regulatory/supervisory and promotional/developmental functions covering the maritime manpower sector.

14. Position Title Shipping Operations Specialist I

No. of Position 1

Item No MARINA-DOTrB-SHOS1-42-2017

Office/Division Maritime Safety Inspection Division, Maritime Safety Service (MSS)

Salary Grade 11 (P 27,000.00)

Qualification Requirements:

<b>Education</b>	Bachelor's Degree Relevant to the Job
<b>Experience</b>	None required
<b>Training</b>	None required
<b>Eligibility</b>	Career Service (Professional) Second Level Eligibility

Duties and Responsibilities of the Position

1. Assists in the formulation and updating of plans, programs, projects, policies, rules, regulations, standards, and specifications necessary for the maritime safety sub-sector, specifically with the respect to the safe management and operation of

companies and ships, seaworthiness of the ships and the protection of the marine environment;

2. Evaluates applications/requests of shipping companies/operators/maritime entities for the issuance of safety and other related certificates, in accordance with the Revised Philippine Merchant Marine Rules and Regulations 1997 (RPMRR '97), as amended, the Ship Safety Inspection System (SSIS) and Manual, as amended and/or relevant MARINA policies, rules and regulations, standards, and specifications, including applicable international conventions, codes, rules and regulations and other issuances for the safe operation of ships and the protection of the marine environment; and
  
3. Conducts periodic inspections/surveys of Philippine flag ships to determine compliance with the RPMRR '97, as amended, the SSIS Manual, as amended, and/or relevant MARINA policies, rules, and regulations, standards, and specifications, including applicable international conventions, codes, rules and regulations and other issuance for the safe management and operation of companies and/or ships, seaworthiness of ships and the protection of the marine environment.

15. Position Title Administrative Assistant III

No. of Position 4

Item No  
 MARINA-DOTrB-ADAS3-19-2017  
 MARINA-DOTrB-ADAS3-36-2017  
 MARINA-DOTrB-ADAS3-41-2017  
 MARINA-DOTrB-ADAS3-84-2017

Office/Division Legal Services Division, Legal Service (LS)  
  
 Shipping Promotion and Development Division, Domestic Shipping Service (DSS)  
  
 Shipyard Development and Licensing Division, Shipyard Regulation Service (SRS)  
  
 Certification Division, Standards of Training, Certification and Watchkeeping Office (STCWO)

Salary Grade 9 (P 21,211.00)

Qualification Requirements:

<b>Education</b>	Completion of two- year studies in College or High School Graduate with relevant vocational/ trade
<b>Experience</b>	One (1) year of relevant experience
<b>Training</b>	Four (4) hours of relevant training
<b>Eligibility</b>	Relevant MC 11 s. 1996 Career Service Sub-professional/ First Level Eligibility

### Duties and Responsibilities of the Position

Performs clerical and administrative functions.

16. Position Title	Administrative Aide VI [Accounting Clerk II]
No. of Position	1
Item No	MARINA-DOTrB-ADA6-20-2017
Office/Division	Accounting Division, Management, Financial and Administrative Service (MFAS)
Salary Grade	6 (P 17,553.00)

Qualification Requirements:

<b>Education</b>	Completion of two- year studies in College
<b>Experience</b>	None Required
<b>Training</b>	None Required
<b>Eligibility</b>	Career Service Sub-professional)/ First Level Eligibility

### Duties and Responsibilities of the Position

Performs clerical and administrative functions related to accounting.

17. Position Title	Administrative Aide VI [Clerk III]
No. of Position	1
Item No	MARINA-DOTrB-ADA6-25-2017
Office/Division	General Services Division, Management, Financial and Administrative Service (MFAS)
Salary Grade	6 (P 17,553.00)

Qualification Requirements:

<b>Education</b>	Completion of two- year studies in College
<b>Experience</b>	None Required
<b>Training</b>	None Required
<b>Eligibility</b>	Career Service Sub-professional)/ First Level Eligibility

### Duties and Responsibilities of the Position

Performs clerical and administrative functions.