



## MARITIME INDUSTRY AUTHORITY

13 August 2019

### NOTICE OF FILLING-UP OF VACANT POSITIONS

Please be informed that this Authority intends to fill-up its vacant positions as indicated in the attached list published on **05 August 2019**. 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 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. Authenticated Birth/Marriage Certificate

#### ***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 Work Experience Sheet;
3. Photocopies of documents supporting the PDS;
4. IPCR Ratings (*January to June 2018 and July to December 2018*);
5. Behavioral Dimension Forms (*January to June 2018 and July to December 2018*)

Applicants for the vacant positions must submit applications to:

**Ms. ANNABELL P. LAGAS**

Chief Administrative Officer

Human Resource Management and Development Division

A Bonifacio Avenue corner 20th Avenue and Railroad Street

South Harbor, Port Area, Manila

**Deadline for Submission: 28 August 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 107,444.00)

**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** ATTORNEY IV

**Item Number** MARINA-DOTrB-ATY4-24-2017

**No. of Positions** 1

**Office / Division** Legal Services Division, Legal Service

**Salary Grade** 23 (73,811.00)

**Qualification Standards**

Education	Bachelor of Laws
Experience	Two (2) years of relevant experience
Training	Eight (8) hours of relevant training
Eligibility	RA 1080 [Bar Exam]

**General Functions of the Position**

1. Assists the Division Chief in the supervision and monitoring of all activities/assigned tasks of the Division and its staff;
2. Reviews and evaluates all proposed actions relating to the legal aspects of maritime policies, rules, regulations, plans, programs and projects of the Authority, and submits recommendations thereon;
3. Conducts continuing legal researches/studies for the formulation, development, update and implementation of plans, programs, projects, policies, rules and regulations covering the different maritime industry sectors;
4. Provides legal assistance/advice in the formulation, promulgation and implementation of policies, rules and regulations and renders legal opinions arising from or relating to the discharge of regulatory/supervisory functions; and
5. Prepares and reviews legislative proposals/appropriate bills, executive orders, and orders necessary for the implementation of plans, programs, projects and policies on maritime matters

**Position Title** ATTORNEY IV

**Item Number** MARINA-DOTrB-ATY4-25-2017

**No. of Positions** 1

**Office / Division** Prosecution Division, Legal Service

**Salary Grade** 23 (73,811.00)

**Qualification Standards**

Education	Bachelor of Laws
Experience	Two (2) years of relevant experience
Training	Eight (8) hours of relevant training
Eligibility	RA 1080 [Bar Exam]

#### General Functions of the Position

1. Assists the Division Chief in the supervision and monitoring of all activities/assigned tasks of the Division and its staff;
2. Assists in the exercise of the role as Chief Prosecutor of all violations of maritime and water transportation laws, and in handling cases in court;
3. Hears, adjudicates, reviews and prepares Resolutions/Decisions relative to all violations committed by shipowners/operators and other maritime enterprises/entities of maritime and water transportation laws; and
4. Assists in the hearing, adjudication, review and preparation of Resolutions/Decisions relative to administrative cases against erring employees of the Authority and/or conducts administrative investigations

Position Title	ATTORNEY III
Item Number	MARINA-DOTrB-ATY3-39-2017
No. of Positions	1
Office / Division	Legal Division, Standards of Training, Certification and Watchkeeping Office
Salary Grade	21 (57,805.00)

#### Qualification Standards

Education	Bachelor of Laws
Experience	One (1) year of relevant experience
Training	Four (4) hours of relevant training
Eligibility	RA 1080 [Bar Exam]

#### General Functions of the Position

1. Investigates and resolves administrative cases involving Maritime Training Institutions (MTIs) and Filipino seafarers;
2. Conducts clarificatory hearings and mandatory mediation conferences;
3. Reviews and studies all existing rules and regulations of STCW Office, and proposes amendments and revisions thereof;
4. Provides legal assistance/advice on the review of contracts and instruments to which the STCW Office is a party; and
5. Prepares legislative bills and other proposed measures relating to maritime matters and issues

Position Title	ADMINISTRATIVE OFFICER II <i>[Budget Officer I]</i>
Item Number	MARINA-DOTrB-ADOF2-32-2017
No. of Positions	1
Office / Division	Budget Division, Management, Financial and Administrative Service
Salary Grade	11 (20,754.00)

#### Qualification Standards

Education	Bachelor's Degree relevant to the Job
Experience	None Required
Training	None Required
Eligibility	Career Service Professional/Second Level Eligibility

#### General Functions of the Position

1. Assists in the formulation, updating, implementation and enforcement of policies, rules and regulations on matters relating to budget preparation, budget authorization, and budget execution and accountability;

2. Assists in the preparation of annual budget estimates, requests, special budgets and other budgetary requirements of the Authority; and
3. Assists in the preparation of materials/documents in relation to budget hearings/consultations conducted at DBM, House of Representatives and the Senate

**Position Title** ADMINISTRATIVE ASSISTANT II

**Item Number** MARINA-DOTrB-ADAS2-27-2017

**No. of Positions** 1

**Office / Division** Human Resource Management and Development Division, Management, Financial and Administrative Service

**Salary Grade** 8 (16,758.00)

**Qualification Standards**

Education	Completion of two years' studies in college
Experience	None Required
Training	None Required
Eligibility	Career Service Sub-Professional / First Level Eligibility

**General Functions of the Position**

Assists in the performance of the different human resource management programs, namely, recruitment, selection and placement, learning and development, performance management, and rewards and recognition

**Position Title** ADMINISTRATIVE AIDE VI

**Item Number** MARINA-DOTrB-ADA6-19-2017

**No. of Positions** 1

**Office / Division** Human Resource Management and Development Division, Management, Financial and Administrative Service

**Salary Grade** 6 (14,847.00)

**Qualification Standards**

Education	Completion of two years' studies in college
Experience	None Required
Training	None Required
Eligibility	Career Service Sub-Professional / First Level Eligibility

**General Functions of the Position**

Assists in the performance of the different human resource management programs, namely, recruitment, selection and placement, learning and development, performance management, and rewards and recognition

**Position Title** ADMINISTRATIVE AIDE VI

**Item Number** MARINA-DOTrB-ADA6-24-2017

**No. of Positions** 1

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

**Salary Grade** 6 (14,847.00)

**Qualification Standards**

Education	Completion of two years' studies in college
Experience	None Required
Training	None Required

Eligibility Career Service Sub-Professional / First Level Eligibility

### General Functions of the Position

Performs clerical/administrative functions

### REGIONAL OFFICE

Position Title	ATTORNEY III
Item Number	MARINA-DOTrB-ATY3-36-2017
No. of Positions	1
Office / Division	Maritime Regional Office No. XI [Davao City]
Salary Grade	21 (P 57,805.00)

### Qualification Standards

Education	Bachelor of Laws
Experience	One (1) year of relevant experience
Training	Four (4) hours of relevant training
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