22 January 2020

## NOTICE OF FILLING-UP OF VACANT POSITIONS

Please be informed that this Authority intends to fill-up vacant positions as indicated in the attached list dated **14 January 2020**. The following documents are required for submission:

| *Outsider/Walk-in Applicants* | *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**. | ❖ 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 *(CS Form No. 212, Revised 2017)*, indicating all the required data/information, which may be downloaded from the CSC Website *(www.csc.gov.ph)*; | ❖ Duly accomplished Personal Data Sheet *(CS Form No. 212, Revised 2017)*, indicating all the required data/information, which may be downloaded from the CSC Website *(www.csc.gov.ph)*; |
| ❖ Work Experience Sheet *(CS Form No. 212 Attachment)* which may be downloaded from the CSC Website *(www.csc.gov.ph)*; | ❖ Photocopies of documents supporting the PDS *(e.g. Training Certificates)*; |
| ❖ Copy of Transcript of Records/Diploma | ❖ IPCR Ratings *(January to June 2018 and July to December 2018)*; |
| ❖ Copy of Certificate of Eligibility / Rating / License *(if applicable)*; | ❖ Behavioral Dimension Forms *(January to June 2018 and July to December 2018)* |
| ❖ IPCR Ratings for the following periods: a) January to June 2018; and b) July to December 2018 *(for government employees only)*; | |
| ❖ Copy of Training Certificates *(if any)*; and | |
| ❖ Certificate of Previous/Current Employment with detailed Job Description | |

Interested applicants may submit their applications personally, via courier/mail or through hrmdd@marina.gov.ph *[subject of email should be: **Application for (POSITION TITLE) under (DIVISION/OFFICE WHERE THE VACANCY EXISTS)**]*.

Application documents must be addressed to:

***Ms. CHERYL V. PASCUA***
*Officer in-Charge*
*Human Resource Management and Development Division*
*10th floor, MARINA Building*

Moreover, applicants must submit one (1) set of documents for every position being applied. Applicants with incomplete requirements will not be processed. Only shortlisted applicants shall be notified for an assessment.

**Deadline for Submission: 05 February 2020**

**Capt. ROMMEL JOHN I. MENDOZA**
Director II
Management, Financial and Administrative Service

## CENTRAL OFFICE

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|---|---|
| **Position Title** | **CHIEF ADMINISTRATIVE OFFICER** |
| **Item Number** | MARINA-DOTrB-CADOF-29-2017 |
| **No. of Position** | 1 |
| **Office / Division** | Administrative and Finance Division, Standards of Training, Certification and Watchkeeping Office (STCWO) |
| **Salary Grade** | 24 (P 83,406.00) |

**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 |
| Eligibility | Career Service Professional/Second Level Eligibility |

**General Functions of the Position**

1. Plans, prepares and implements the work program of the Division;
2. Supervises, assigns and monitors tasks of the Division staff with respect to the internal operations of the Division;
3. Prepares individual rating report; and
4. Reviews/Evaluates performance of Division staff at the end of each rating period

| | |
|---|---|
| **Position Title** | **CHIEF MARITIME INDUSTRY DEVELOPMENT SPECIALIST** |
| **Item Number** | MARINA-DOTrB-CMIDS-7-2018 |
| **No. of Position** | 1 |
| **Office / Division** | Research and Development Division, Standards of Training, Certification and Watchkeeping Office (STCWO) |
| **Salary Grade** | 24 (P 83,406.00) |

**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 |
| Eligibility | Career Service Professional/Second Level Eligibility |

**General Functions of the Position**

1. Plans, prepares and implements the work program of the Division;
2. Supervises, assigns and monitors tasks of the Division staff with respect to the internal operations of the Division;
3. Prepares individual rating report; and
4. Reviews/Evaluates performance of Division staff at the end of each rating period

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| **Position Title** | **INFORMATION TECHNOLOGY OFFICER II** |
| **Item Number** | MARINA-DOTrB-ITO2-24-2017 |
| **No. of Position** | 1 |
| **Office / Division** | Information and Communications Technology Division, Standards of Training, Certification and Watchkeeping Office (STCWO) |
| **Salary Grade** | 22 (P 65,319.00) |

**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**

Creates and maintains correspondence, forms, manuals, and databases, & researches, analyzes and compiles data for complex reports and administrative decisions

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|---|---|
| **Position Title** | **MARITIME INDUSTRY DEVELOPMENT SPECIALIST I** |
| **Item Number** | MARINA-DOTrB-MIDS1-37-2017 |
| **No. of Position** | 1 |
| **Office / Division** | Shipping Business Division, Domestic Shipping Service (DSS) |
| **Salary Grade** | 11 (P 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 and updating of plans, programs, projects, incentives, financing schemes, standards, policies, rules, regulations and guidelines pertaining to the different aspects of domestic shipping operations;

2. 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;

3. Prepares inventories of domestic shipowners/operators and maritime enterprises/entities, monitors compliance with post approval conditions, records submitted documents relative to accreditation, ship acquisition, special/exemption permits, exportation of ships, and prepares reports/memoranda thereon;

4. Assists in the conduct of researches/studies and recommends the adoption/implementation of/participation in projects and programs supportive of the regulatory/supervisory functions of the Division; and

5. Assists in the evaluation, validation and monitoring of the financial standing and tax payment capabilities of the domestic shipping industry players

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|---|---|
| **Position Title** | **SHIPBUILDING SPECIALIST I** |
| **Item Number** | MARINA-DOTrB-SHS1-42-2017 |
| **No. of Position** | 1 |
| **Office / Division** | Naval Architecture and Marine Engineering Division, Shipyards Regulation Service (SRS) |
| **Salary Grade** | 11 (P 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**

Conducts initial evaluation/assessment of the responsiveness/ effectiveness of the plans, programs, pojects, incentives, financing schemes, standards, policies, rules, regulations, and guidelines pertaining to ship design, plans approval for ship construction

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| **Position Title** | **ADMINISTRATIVE ASSISTANT III** |
| **Item Number** | MARINA-DOTrB-ADAS3-46-2017 |
| **No. of Position** | 1 |

**Office / Division** Franchises Supervision and Regulation Division, Franchising Service

**Salary Grade** 9 (P 17,975.00)

**Qualification Standards**

| | |
|---|---|
| Education | Completion of two years' studies in college |
| Experience | One (1) year of relevant experience |
| Training | Four (4) hours of relevant training |
| Eligibility | Career Service Sub-Professional / First Level Eligibility |

**General Functions of the Position**

Performs clerical and administrative functions

## REGIONAL OFFICES

**Position Title** SUPERVISING MARITIME INDUSTRY DEVELOPMENT SPECIALIST

**Item Number** MARINA-DOTrB-SVMIDS-50-2017

**No. of Position** 1

**Office / Division** MARINA Regional Office No. X [Cagayan de Oro]

**Salary Grade** 22 (P 65,319.00)

**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**

1. Plans, prepares and implements the work program of the section/sector consistent with the Regional Office Work Program;

2. Supervises, assigns/distributes and monitors all work/activities/tasks of the section/sector staff with respect to the internal operations of the section/sector; 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, and guidelines relative to the regulation/supervision and promotion/development of the various aspects of the maritime industry sectors/sub-sectors

**Position Title** ATTORNEY II

**Item Number** MARINA-DOTrB-ATY2-28-2017

**No. of Position** 1

**Office / Division** MARINA Regional Office No. IV [Batangas]

**Salary Grade** 18 (P 40,637.00)

**Qualification Standards**

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

**General Functions of the Position**

Hears applications for issuance/ reissuance/ amendment/ revalidation 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

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|---|---|
| **Position Title** | **ACCOUNTANT I** |
| **Item Number** | MARINA-DOTrB-A1-42-2017 |
| **No. of Position** | 1 |
| **Office / Division** | MARINA Regional Office No. VIII [Tacloban City] |
| **Salary Grade** | 12 (P 22,938.00) |

***Qualification Standards***

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

**General Functions of the Position**

Performs accounting and financial functions/activities of the Regional Office

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