



MEMORANDUM

FOR : All Directors/Officers-in-Charge
CO Service Units & MARINA Regional Offices
AME President

FROM : The Director II, MFAS

SUBJECT : **NOTICE OF FILLING-UP OF VACANT POSITIONS**

DATE : 04 May 2020

Respectfully transmitted herewith is a Notice of Vacancy, for your reference and appreciation. Further request dissemination to all your staffs and other interested parties. Lateral coordination with HRMDD, MFAS is highly encouraged.

Details of the vacancy is published in the MARINA Website as attached.

Best regards always,



CAPTAIN ROMMEL JOHN I. MENDOZA

ghdq/04May2020



MARITIME INDUSTRY AUTHORITY

04 May 2020

NOTICE OF FILLING-UP OF VACANT POSITIONS

Please be informed that there are vacant positions at the Maritime Industry Authority (MARINA) as indicated in the attached list dated 20 April 2020. For interested parties, the following documents are required:

Outside 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 (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);
- ❖ Copy of Transcript of Records/Diploma;
- ❖ Copy of Certificate of Eligibility / Rating / License (if applicable);
- ❖ IPCR Ratings for the last two (2) rating periods (*for government employees only*);
- ❖ Copy of Training Certificates (*if any*); and
- ❖ Certificate of Previous/Current Employment with detailed Job Description

Inside (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 (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);
- ❖ IPCR Ratings for the last two (2) rating periods; and
- ❖ Behavioral Dimension Forms (*Rating periods should be aligned with the IPCR Ratings*)

Further be informed that applications may be submitted through hrmdd@marina.gov.ph [the subject of email should be: **Application for (POSITION TITLE) under (DIVISION/OFFICE WHERE THE VACANCY EXISTS)**].

Application documents must be addressed to:

Ms. LINA Y. MAQUERA
Chief Administrative Officer [HRMO V]
Human Resource Management and Development Division
10th floor, MARINA Building, 20th St. corner Bonifacio Drive, Port Area (South), Manila

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

Deadline of Submission: 20 May 2020



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



yscm/23April2020

Position Title MARITIME EDUCATION AND TRAINING STANDARDS SUPERVISOR (*Engine*)

Item Numbers
MARINA-DOTrB-METSS-47-2017
MARINA-DOTrB-METSS-49-2017
MARINA-DOTrB-METSS-61-2017
MARINA-DOTrB-METSS-63-2017

No. of Position 4

Office / Division Office of the Executive Director, Standards of Training, Certification and Watchkeeping Office (STCWO)

Salary Grade 26 (P 109,593.00)

Qualification Standards

Education	BS Marine Engineering
Experience	At least three (30 years as Merchant Mariner
Training	MLC Management Level
Eligibility	COC under RA 8544

General Functions of the Position

1. Assists the MARINA Administrator and the STCW Executive Director in ensuring Philippine compliance with the provisions of the STCW Convention;
2. Serves as Lead Auditors/Inspectors/Evaluators in relation to the monitoring of Maritime Higher Education Institutions (MHEIs) and Maritime Training Institutions (MTIs), and prepares monitoring/inspection/evaluation reports relative thereto;
3. Assiss the STCWO Executive Director in the STCW-related curriculum development; and
4. Assists in the implementation and continuous improvement of the MARINA National Quality Standards System (NQSS) and the STCW Quality Standards System (QSS)

Position Title MARITIME EDUCATION AND TRAINING STANDARDS SUPERVISOR (*Deck*)

Item Numbers
MARINA-DOTrB-METSS-53-2017
MARINA-DOTrB-METSS-58-2017
MARINA-DOTrB-METSS-59-2017
MARINA-DOTrB-METSS-60-2017

No. of Position 4

Office / Division Office of the Executive Director, Standards of Training, Certification and Watchkeeping Office (STCWO)

Salary Grade 26 (P 109,593.00)

Qualification Standards

Education	BS Marine Transportation
Experience	At least three (3) years as Merchant Mariner
Training	MLC Management Level
Eligibility	COC under RA 8544

General Functions of the Position

1. Assists the MARINA Administrator and the STCW Executive Director in ensuring Philippine compliance with the provisions of the STCW Convention;
2. Serves as Lead Auditors/Inspectors/Evaluators in relation to the monitoring of Maritime Higher Education Institutions (MHEIs) and Maritime Training Institutions (MTIs), and prepares monitoring/inspection/evaluation reports relative thereto;
3. Assiss the STCWO Executive Director in the STCW-related curriculum development; and
4. Assists in the implementation and continuous improvement of the MARINA National Quality Standards System (NQSS) and the STCW Quality Standards System (QSS)

Position Title	INFORMATION OFFICER V
Item Number	MARINA-DOTrB-INFO5-24-2017
No. of Position	1
Office / Division	Information and Publication Division, Management and Information Systems Service (MISS)
Salary Grade	24 (P 85,074.00)

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; and
3. Initiates and/or supervises the formulation, updating and implementation of plans and programs to ensure complete, accurate, available, reliable, relevant and timely provision, maintenance and preparation, dissemination/publication of maritime industry sector related data/statistics/information and all required reports

Position Title	CHIEF SHIPPING OPERATIONS SPECIALIST
Item Number	MARINA-DOTrB-CSOS-30-2017
No. of Position	1
Office / Division	Maritime Safety Audit Division, Maritime Safety Service (MSS)
Salary Grade	24 (P 85,074.00)

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; and
3. Reviews/evaluates performance of Division staff at the end of each rating period and supervises and/or monitors the processing of review of audit reports, endorsement of appropriate action on applications/requests of shipping companies/operators/maritime entities, and monitoring and evaluation of maritime developments and issuances

Position Title	SUPERVISING MARITIME INDUSTRY DEVELOPMENT SPECIALIST
Item Number	MARINA-DOTrB-SVMIDS-49-2017
No. of Position	1
Office / Division	MARINA Regional Office No. IX [Zamboanga City]
Salary Grade	22 (P 66,867.00)

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, guidelines relative to the regulations/supervision and promotions/development of the various aspects of the maritime industry sectors/sub-sectors

Position Title	ATTORNEY III
Item Number	MARINA-DOTrB-ATY3-38-2017
No. of Position	1
Office/Division	MARINA Regional Office No. XIII [CARAGA]
Salary Grade	21 (P 59,353.00)

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 Passer]

General Functions 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 drafts orders and/or decisions in relation to quasi-judicial cases filed

Position Title	INFORMATION SYSTEMS ANALYST III
Item Number	MARINA-DOTrB-INFOSA3-24-2017
No. of Position	1
Office / Division	Information Technology Division, Management and Information Systems Service (MISS)
Salary Grade	19 (P 46,791.00)

Qualification Standards

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

General Functions of the Position

Operates and maintains the computers and network infrastructures of the different Units of the Agency and updates and maintains affective we/network administration

Position Title	SENIOR SHIPBUILDING SPECIALIST
Item Number	MARINA-DOTrB-SRSS-46-2017
No. of Position	1
Office / Division	Naval Architecture and Marine Engineering Division, Shipyard Regulation Service (SRS)

Salary Grade 18 (P 42,159.00)

Qualification Standards

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

General Functions of the Position

Conducts inspection of ships during the course of construction, reconstruction, conversion, major alterations, and reconditioning, and prepares reports and recommends, after due compliance with existing policies, rules and regulations, the issuance/endorsement of safety and other safety related certificates

Position Title ATTORNEY II

Item Number MARINA-DOTrB-ATY2-27-2017

No. of Position 1

Office / Division Hearing and Adjudication Division, Franchising Service (FS)

Salary Grade 18 (P 42,159.00)

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 Certificate of Public Convenience (CPCs)/provisional Authority (PA)/Special Permit (SP) and conducts hearings and drafts orders and/or decisions in relation to quasi-judicial cases filed

Position Title ATTORNEY II

Item Number MARINA-DOTrB-ATY2-30-2017

No. of Position 1

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

Salary Grade 18 (P42,159.00)

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/validation of Certificates of Public Convenience (CPCs)/Provisional Authority (PA)/Special Permit (SP); and conducts hearings and drafts orders and/or decisions in relation to quasi-judicial cases filed

Position Title COMPUTER MAINTENANCE TECHNOLOGIST III

Item Number MARINA-DOTrB-CTMT3-26-2017

No. of Position	1
Office / Division	Information and Communications Technology Division, Standards of Training, Certification and Watchkeeping Office (STCWO)
Salary Grade	17 (P 38,464.00)

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

Develops detailed network specifications, and administers, installs, configures, troubleshoots and repairs network servers

Position Title	INFORMATION SYSTEMS ANALYST II
Item Number	MARINA-DOTrB-INFOSA2-26-2017
No. of Position	1
Office / Division	Information Technology Division, Management and Information Systems Service (MISS)
Salary Grade	16 (P 35,106.00)

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

Assists in the maintenance and operation of the computer and network infrastructures of the different Units of the Authority and updates and maintains an effective web/network administration

Position Title	MARITIME INDUSTRY DEVELOPMENT SPECIALIST II
Item Number	MARINA-DOTrB-MIDS2-46-2017
No. of Position	1
Office / Division	Franchises Supervision and Regulation Division, Franchising Service (FS)
Salary Grade	15 (P 32,053.00)

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

Assists in the formulation, updating of policies, rules and regulations necessary to implement the relevant provisions of Republic Act No. 9295 and its IRR and subsequent amendments, governing the operation of public water transportation services; and evaluates applications/petitions for the issuance of Certificate of Public Convenience (CPC) or any extensions or amendments

Position Title	MARITIME INDUSTRY DEVELOPMENT SPECIALIST II
Item Number	MARINA-DOTrB-MIDS2-79-2017
No. of Position	1
Office / Division	MARINA Regional Office No. XII [General Santos City]
Salary Grade	15 (P 32,053.00)

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

1. Prepares 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 regulations/supervision and promotion/development of the various aspects of the maritime industry sectors/sub-sectors; and
2. Screens, receives and evaluates applications/requests from the different shipowners/operators/companies, shipyards and other maritime enterprises/entities, and recommends the issuance of or issues appropriate certificates, permits, licenses, approvals and other documents based on existing MARINA rules and regulations

Position Title	COMPUTER PROGRAMMER II
Item Number	MARINA-DOTrB-COMPRO2-27-2017
No. of Position	1
Office / Division	Information Technology Division, Management and Information Systems Service (MISS)
Salary Grade	15 (P 32,053.00)

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

Assists in the design, development and maintenance of computer-based systems and programs

Position Title	SHIPBUILDING SPECIALIST II
Item Number	MARINA-DOTrB-SHS2-46-2017
No. of Position	1
Office / Division	MARINA Regional Office No. VI [Iloilo City]
Salary Grade	15 (P 32,053.00)

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 on all types of vessels

Position Title	SHIPPING OPERATIONS SPECIALIST II
Item Number	MARINA-DOTrB-SHOS2-56-2017
No. of Position	1
Office / Division	MARINA Regional Office No. VI [Iloilo City]
Salary Grade	15 (P 32,053.00)

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 on all types of vessels

Position Title	ADMINISTRATIVE OFFICER II
Item Number	MARINA-DOTrB-ADOF2-33-2017
No. of Position	1
Office / Division	MARINA Regional Office No. IV [Batangas]
Salary Grade	11 (P 22,316.00)

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

Assists in all necessary functions/activities relating to the general administrative, management and finance aspects of the regional office

Position Title	MARITIME INDUSTRY DEVELOPMENT SPECIALIST I
Item Number	MARINA-DOTrB-MIDS1-8-2019
No. of Position	1
Office / Division	Cooperation and Strategic Maritime Initiatives Division, Overseas Shipping Service (OSS)
Salary Grade	15 (P 32,053.00)

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 laws, policies, rules, regulations, guidelines and advisories in compliance with the International Maritime Organization Member State Audit Scheme (IMSAS);
2. Conducts mock audit and/or evaluation/ assessment of the responsiveness/effectiveness of the laws, policies, regulations, guidelines, measures, and advisories pertaining to the Philippine compliance to IMO instruments/protocols and other international conventions; and
3. Monitors and evaluates maritime developments and issuances made by international, regional and sub-regional maritime organizations of conventions, codes, laws protocols, circulars, resolutions, rules and regulations related to IMSAS, and prepare necessary position/discussion papers relative thereto

Position Title	ADMINISTRATIVE ASSISTANT III
Item Number	MARINA-DOTrB-ADAS3-65-2017
No. of Position	1
Office / Division	MARINA Regional Office No. X [Cagayan De Oro City]
Salary Grade	9 (P 18,784.00)

Qualification Standards

Education	Completion of two (2) 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/administrative functions in support to the concerned office

Position Title	ADMINISTRATIVE AIDE VI
Item Number	MARINA-DOTrB-ADA6-34-2017
No. of Position	1
Office / Division	Complaints and Investigation Division, Enforcement Service (ES)
Salary Grade	6 (P 15,524.00)

Qualification Standards

Education	Completion of two (2) 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 of the Office

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