



## MARITIME INDUSTRY AUTHORITY

23 July 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 09 June 2020. 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 (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));
- ❖ Copy of Transcript of Records/Diploma;
- ❖ Copy of Certificate of Eligibility / Rating / License (if applicable);
- ❖ IPCR Ratings for the last two rating periods (for government employees);
- ❖ 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 (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));
- ❖ Photocopies of documents supporting the PDS (e.g. Training Certificates);
- ❖ IPCR Ratings for the last two rating periods;
- ❖ Behavioral Dimension Forms (rating periods should be aligned with the IPCR Ratings)

Interested applicants may submit their applications through [hrmdd@marina.gov.ph](mailto: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. LINA Y. MAQUERA**  
Chief Administrative Officer [HRMO V]  
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

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: 07 August 2020**

A handwritten signature in blue ink, appearing to read 'Rommel John I. Mendoza', is written over a horizontal line. The signature is stylized and somewhat illegible due to the cursive nature of the handwriting.

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

*yscm/23July2020*

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

**Item Number** MARINA-DOTrB-METSS-65-2017

**No. of Position** 1

**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. Assists the STCW 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** CHIEF SHIPBUILDING SPECIALIST

**Item Number** MARINA-DOTrB-CSS-42-2017

**No. of Position** 1

**Office / Division** Naval Architecture and Marine Engineering Division, Shipyards Regulation Service (SRS)

**Salary Grade** 24 (P 85,074.00)

**Qualification Standards**

Education	Master's Degree or Certificate in Leadership and Management
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, and supervises, assigns and monitors tasks of the Division staff with respect to the internal operations of the Division; and
2. Supervises/monitors the processing of technical evaluation/inspection reports and applications/requests of shipyard enterprises, shipowners/operators/companies and related maritime enterprises/entities relating to ship design, plans approval for ship construction, reconstruction, major conversion, major alterations, reconditioning measurements, loadline assignment and stability calculations, accreditation of maritime surveying companies and loadline assignors and related applications

**Position Title** ATTORNEY III

**Item Number** MARINA-DOTrB-ATY3-36-2017

**No. of Position** 1

**Office / Division** MARINA Regional Office No. XI [*Davao City*]

**Salary Grade** 21 (P 59,353.00)

**Qualification Standards**

Education	Bachelor of Laws
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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/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

<b>Position Title</b>	<b>ATTORNEY II</b>
<b>Item Number</b>	MARINA-DOTrB-ATY2-31-2017
<b>No. of Position</b>	1
<b>Office / Division</b>	MARINA Regional Office No. X [Cagayan de Oro City]
<b>Salary Grade</b>	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 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

<b>Position Title</b>	<b>SENIOR SHIPPING OPERATIONS SPECIALIST</b>
<b>Item Number</b>	MARINA-DOTrB-SRSOS-34-2017
<b>No. of Position</b>	1
<b>Office / Division</b>	Maritime Safety Audit Division, Maritime Safety Service (MSS)
<b>Salary Grade</b>	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**

Performs audits of ships/companies to determine compliance with the relevant provisions and certification procedures of applicable policies, rules and regulations, and prepares reports and recommendations relative to the issuance of safety management related certificates

<b>Position Title</b>	<b>MARITIME INDUSTRY DEVELOPMENT SPECIALIST I</b>
<b>Item Number</b>	MARINA-DOTrB-MIDS1-43-2017
<b>No. of Position</b>	1
<b>Office / Division</b>	International Shipping Development Division, Overseas Shipping Service (OSS)
<b>Salary Grade</b>	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**

1. Assists in the formulation and updating 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 organizations, and conducts initial evaluation/assessment and recommends the areas of improvement/revision relative thereto;
2. Assists in the negotiations of bilateral and multilateral shipping agreements and international, regional and sub-regional maritime transport agreements/arrangements, and monitors the progress of the commitments to such agreements/arrangements; and
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, and prepares necessary position/discussion/information/technical papers and intended interventions.

**Position Title** MARITIME INDUSTRY DEVELOPMENT SPECIALIST I

**Item Number** MARINA-DOTrB-MIDS1-45-2017

**No. of Position** 1

**Office / Division** Operations Monitoring Division, Enforcement Service (ES)

**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**

1. Conducts desk top monitoring of the terms and conditions of Certificates of Public Convenience/Provisional Authorities/Special Permits. Post-approval requirements/conditions of accreditation and ship acquisition approvals, safety-related certificates and other MARINA issuances, and prepares reports/recommendations relative thereto; and
2. 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

**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 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**

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

<b>Position Title</b>	<b>ADMINISTRATIVE ASSISTANT III</b>
<b>Item Number</b>	MARINA-DOTrB-ADAS3-43-2017
<b>No. of Position</b>	1
<b>Office / Division</b>	Hearing and Adjudication Division, Franchising Service (FS)
<b>Salary Grade</b>	9 (P 18,763.00)

**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 Subprofessional/First Level Eligibility

**General Functions of the Position**

Performs administrative/clerical functions

<b>Position Title</b>	<b>LEGAL AIDE</b>
<b>Item Number</b>	MARINA-DOTrB-LEAD-40-2017
<b>No. of Position</b>	1
<b>Office / Division</b>	Legal Division, Standards of Training, Certification and Watchkeeping Office (STCWO)
<b>Salary Grade</b>	5 (P 14,641.00)

**Qualification Standards**

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

**General Functions of the Position**

Performs administrative/clerical functions

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