



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION

MARITIME INDUSTRY AUTHORITY



MEMORANDUM

FOR : The Officer In-Charge, MISS
FROM : The Director II, MFAS
SUBJECT : **NOTICE OF FILLING-UP OF VACANT POSITIONS**
DATE : 01 December 2020

This is to respectfully request posting of the following documents in the Career Section of the MARINA Website:

1. Notice of Filling-up of Vacant Positions; and
2. List of Vacant Positions

For your preferential attention and consideration.

Nenita S. Atienza 12/02/2020
NENITA S. ATIENZA
rv

yscm/30Nov2020



01 December 2020

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 27 November 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 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);
- ❖ Work Experience Sheet (CS Form No. 212 Attachment) which may be downloaded from the CSC Website (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);
- ❖ 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 rating periods;
- ❖ Behavioral Dimension Forms (rating periods should be aligned with the IPCR Ratings)

Interested applicants may submit their applications through email at: hmrdd@marina.gov.ph [subject of email should be: **Application for (POSITION TITLE) under (DIVISION/OFFICE WHERE THE VACANCY EXISTS)**]. Hard copies of the documents must be sent thru postal delivery or any available courier.

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 documents for every position being applied. Applicants with **incomplete requirements will not be processed**. Only shortlisted applicants shall be notified for further assessment.

Deadline for Submission: 15 December 2020

Nenita S. Atienza 12/15/2020

NENITA S. ATIENZA
Director II
Management, Financial and Administrative Service

[Signature]

yscm/11302020

MARITIME INDUSTRY AUTHORITY

BEHAVIORAL DIMENSION FORM

Name of Employee: _____

Position Title: _____

Division/Office: _____

Rating Period: _____

BEHAVIORAL DIMENSION	POINT SCORE
Human Relations	
Dependability	
Punctuality	
Initiative	
Leadership (for Supervisors only)	
Stress Tolerance (for Supervisors only)	

OVERALL POINT SCORE	EQUIVALENT POINT SCORE	EQUIVALENT ADJECTIVAL RATING
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

Position Title	CHIEF ACCOUNTANT
Item Number	MARINA-DOTrB-CACT-20-2017
No. of Position	1
Office / Division	Accounting Division, Management, Financial and Administrative Service (MFAS)
Salary Grade	24 (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	RA 1080 [CPA]

General Functions of the Position

1. Manages, supervises and controls the disbursement of funds of the Authority through strict monitoring system and enforcement of existing national government accounting system;
2. Initiates and supervises 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 credits and the likes;
3. Plans, prepares and implements the work program of the division consistent with that of the MFAS Work Program;
4. Supervises, assigns/distributes and monitors, all work/activities/tasks of the division staff with respect to the internal operations of the division; and
5. Develops, maintains active coordination and linkages with other relevant government agencies and MARINA Regional Offices on matters relevant to accounting activities;

Position Title	CHIEF MARITIME INDUSTRY DEVELOPMENT SEPCIALIST
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 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;
2. Supervises, assigns and monitors tasks of the Division staff with respect to the internal operations of the Division;
3. Prepares individual rating report;
4. Reviews/Evaluates performance of the Division staff at the end of each rating period

Position Title	SUPERVISING MARITIME INDUSTRY DEVELOPMENT SPECIALIST
Item Number	MARINA-DOTrB-SVMIDS-45-2017
No. of Position	1
Office / Division	MARINA Regional Office No. VII [Cebu 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	SENIOR MARITIME INDUSTRY DEVELOPMENT SPECIALIST
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Item Number	MARINA-DOTrB-SRMIDS-38-2017
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No. of Position	1
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Office / Division	Shipping Promotion and Development Division, Domestic Shipping Service (DSS)
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Salary Grade	18 (P 42,159.00)
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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

1. Assists the supervisor in developing and maintaining the needed shipping-related databases and monitoring systems on domestic shipping operations, in collaboration with concerned MARINA Offices, government agencies and private sector entities;
2. Assists the supervisor in the conduct of market survey in determining the breakeven utilization, load factor, route capacity in terms of ship operation and other functions in a particular route; and
3. Assists the supervisor in the conduct of researches related to routes of the domestic shipping industry and in recommending solutions to the issues concern

Position Title	SENIOR MARITIME INDUSTRY DEVELOPMENT SEPCIALIST
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Item Number	MARINA-DOTrB-SRMIDS-61-2017
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No. of Position	1
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Office / Division	MARINA Regional Office No. XI [Davao City]
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Salary Grade	18 (P 42,159.00)
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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

1. Supervises the issuance of Seafarers' Identification and Record Book, Domestic Certificate of Competency, Certificate of Marine Profession and Certificate of Proficiency;
2. Supervises the acceptance of other STCW-related applications; and
3. Provides support services in Research and Data Gathering regarding development of a reservoir of Maritime Manpower in the Domestic and Overseas Shipping

Position Title	SENIOR SHIPBUILDING SPECIALIST
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Item Number	MARINA-DOTrB-SRSS-46-2017
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No. of Position	1
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Office / Division	Naval Architecture and Marine Engineering Division, Shipyards Regulation Service (SRS)
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Salary Grade	18 (P 42,159.00)
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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 regulation, the issuance/endorsement of safety and other safety related certificates

Position Title INFORMATION OFFICER II**Item Number** MARINA-DOTRB-INFO2-27-2017**No. of Position** 1**Office / Division** Information and Publication Division, Management Information Systems Service (MISS)**Salary Grade** 15 (P 32,053.00)**Qualification Standards**

Education	Bachelor's Degree
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. Assists in the dissemination of Maritime-related information through press releases, notices, publication of brochures and special reports;
2. Maintains a complete and relevant databank on maritime information;
3. Generates and distributes periodic reports and maritime statistics, domestic sea trade and domestic shipping routes inventories; and
4. Assists in the development of computer-based applications systems

Position Title SHIPPING OPERATIONS SPECIALIST II**Item Number** MARINA-DOTRB-SHOS2-57-2017**No. of Position** 1**Office / Division** MARINA Regional Office No. VII [Cebu 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 MARITIME INDUSTRY DEVELOPMENT SPECIALIST II**Item Number** MARINA-DOTRB-MIDS2-62-2017**No. of Position** 1**Office / Division** MARINA Regional Office No. VII [Cebu 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

To evaluate and process applications for registration and documentation of ship's operating in Philippine Waters

Position Title MARITIME INDUSTRY DEVELOPMENT SPECIALIST I

Item Number MARINA-DOTRB-MIDS1-39-2017

No. of Position 1

Office / Division Ship Registration and Documentation Division, Domestic Shipping Service (DSS)

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. Assists in the formulation, updating, of plans, programs, projects, incentives, financing schemes, standards, policies, rules, regulations and guidelines pertaining to ship registration, documentation and licensing in the domestic shipping/trade;
2. Evaluates and recommends appropriate action on all applications/requests of domestic shipowners/operators/companies/ and maritime enterprises/entities pertaining to ship registration, documentation and licensing;
3. Maintains and updates the register of Philippine Domestic Ships, including fishing vessels for domestic and international trading, and records of liens, mortgages and encumbrances of Philippine-Registered and bareboat chartered domestic ships; and
4. Registers deck, engine, roll books and other books onboard domestic ships, including fishing vessels operating in either domestic or international trade

Position Title ADMINISTRATIVE ASSISTANT V

Item Number MARINA-DOTRB-ADAS5-17-2017

No. of Position 1

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

Salary Grade 11 (P 22,316.00)

Qualification Standards

Education	Completion of two (2) years studies in College
Experience	Two (2) years of relevant experience
Training	Eight (8) hours of relevant training
Eligibility	Career Service Sub-Professional/First Level Eligibility

General Functions of the Position

1. Keys in and tests run programs developed by the programmers;
2. Assists programmers in the documentation of programs; and
3. Assists in the creation and maintenance of database of the assigned unit

Position Title ADMINISTRATIVE ASSISTANT III

Item Number MARINA-DOTRB-ADAS3-41-2017

No. of Position 1

Office / Division Shipyard Development and Licensing Division, Shipyards Regulation Service (SRS)

Salary Grade	9 (P18,784.00)
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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

Position Title	ADMINISTRATIVE AIDE VI
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Item Number	MARINA-DOTrB-ADA6-18-2017
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No. of Position	1
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Office / Division	Prosecution Division, Legal Service (LS)
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Salary Grade	6 (P 15,524.00)
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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

Position Title	ADMINISTRATIVE AIDE IV
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Item Number	MARINA-DOTrB-ADA4-26-2017
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No. of Position	1
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Office / Division	General Services Division, Management, Financial and Administrative Service
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Salary Grade	4 (P 13,807.00)
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Qualification Standards

Education	Completion of two (2) years studies in College
Experience	None Required
Training	None Required
Eligibility	Career Service Sub-Professional/FirstLevel Eligibility

General Functions of the Position

Performs clerical/administrative functions

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