



16 April 2021

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 16 April 2021. 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: hrrmdd@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: 30 April 2021

Nenita S. Atienza 4/16/21

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

yscm/04072021

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 SHIPPING OPERATIONS SPECIALIST
Item Number	MARINA-DOTrB-CSOS-31-2017
No. of Position	1
Office / Division	Maritime Safety Inspection Division, Maritime Safety Service (MSS)
Salary Grade	24 (P 86,742.00)

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 reviews/edits technical inspection report and recommends appropriate action on applications of shipping companies/operators/maritime entities for the issuance of safety and other safety related certificates in accordance with MARINA policies, rules and regulations, standards, and specifications, including applicable international conventions, codes, rules and regulations and other issuances for the safe operation of ships and the protection of the marine environment.

Position Title	CHIEF MARITIME INDUSTRY DEVELOPMENT SPECIALIST
Item Number	MARINA-DOTrB-CMIDS-33-2017
No. of Position	1
Office / Division	Maritime Registry Division, Overseas Shipping Service (OSS)
Salary Grade	24 (P 86,742.00)

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; and
3. Initiates, coordinates, negotiates and concludes regional, international and/or multilateral shipping or agreements.

Position Title	CHIEF SHIPPING OPERATIONS SPECIALIST
Item Number	MARINA-DOTrB-CSOS-32-2017
No. of Position	1
Office / Division	Shipyard Development and Licensing Division, Shipyards Regulation Service (SRS)
Salary Grade	24 (P 86,742.00)

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 reviews/edits evaluation/inspection reports and recommends/ endorses appropriate action on applications/requests of shipyard enterprises, shipowners/operators/companies and related maritime enterprise/entities relating to the licensing/registration to engage in shipbuilding, ship repair, afloat repair, boatbuilding and shipbreaking, importation of SBSR machineries, equipment and spare parts, incentives availment in accordance with existing laws, policies, rules and regulations.

Position Title	ATTORNEY IV
Item Number	MARINA-DOTRB-ATY4-27-2017
No. of Position	1
Office / Division	Legal Division, Standards of Training, Certification, Watchkeeping Office (STCWO)
Salary Grade	23 (P 76,907.00)

Qualification Standards

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

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. Evaluates, investigates, and resolves cases against MTIs and Filipino seafarers;
3. Conducts and regulates the course of an administrative hearing; and
4. Prepares draft legislative bills and other proposed measures relating to maritime matters and issues.

Position Title	ENGINEER III
Item Number	MARINA-DOTRB-ENG3-36-2017
No. of Position	1
Office / Division	Maritime Safety Inspection Division, Maritime Safety Service (MSS)
Salary Grade	19 (P 48,313.00)

Qualification Standards

Education	Bachelor's Degree in Engineering relevant to the Job
Experience	Two (2) years of relevant experience
Training	Eight (8) hours of relevant training
Eligibility	RA 1080

General Functions of the Position

Conducts ship safety inspection on various types of domestic commercial vessels in relation to issuance of ship safety and manning certificates and submit inspection reports to supervisors.

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