



MARITIME INDUSTRY AUTHORITY

13 September 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 13 September 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*);
- ❖ *Certified True Copy of Transcript of Record for Masteral Studies (if any)*
- ❖ 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: rsphrmd@gmail.com [*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: 24 September 2021

Nenita S. Atienza 9/13/21

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

/yscm

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	SUPERVISING SHIPPING OPERATIONS SPECIALIST
Item Number	MARINA-DOTrB-SVSOS-31-2017
No. of Position	1
Office / Division	Maritime Safety Audit Division, Maritime Safety Service (MSS)
Salary Grade	22 (68,415.00)

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. Assists in the formulation and updating of plans, programs, projects, policies, rules, regulations, standards and specifications necessary for the maritime safety sub-sector, specifically with respect to the safe management and operation of companies and ships and the protection of the marine environment;
2. Conducts initial evaluation/assessment of the responsiveness/effectiveness of the plans, programs, projects, incentives, financing schemes, standards, policies, rules, regulations and guidelines for the maritime safety sub-sector, specifically with respect to the safe management and operation of companies and ships seaworthiness of ships and the protection of the marine environment recommends the areas of improvement/revision thereon;
3. Conducts document review and assessment of the Safety Management Systems (SMS) Manual/s submitted by companies;
4. Prepares audit reports and recommends appropriate action on applications/requests for the issuance of safety management related certificates; and
5. Performs audits of ships/companies to determine compliance with the relevant provisions and certification procedures of the ISM/NSM Codes and applicable MARINA policies, rules and regulations

Position Title	SUPERVISING SHIPPING OPERATIONS SPECIALIST
Item Number	MARINA-DOTrB-SVSOS-33-2017
No. of Position	1
Office / Division	Shipyards Development and Licensing Division, Shipyards Regulation Service (SRS)
Salary Grade	22 (P 68,415.00)

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. Assists in the formulation and updating of plans, programs, projects, standards, criteria, policies, rules, regulations and guidelines relating to shipyard operations, licensing/registration of shipbuilding, ship repair, ship recycling and shipbreaking enterprises/entities, including the adoption, review, updating and implementation of the Comprehensive Development Plan;
2. Conduct initial evaluation/assessment of the responsiveness/effectiveness of the plans, programs, projects, incentives, financing schemes, standards, policies, rules, regulations and guidelines pertaining to shipyard operations, licensing/registration of shipbuilding, ship repair, ship recycling and shipbreaking enterprises, entities; and recommends the areas of improvement/revision;
3. Conducts pre-qualification inspection of new applicants for registration/licensing to engage in shipbuilding, ship repair, afloat repair, boatbuilding and shipbreaking and annual inspection of all MARINA-licensed/registered shipyards for the renewal of licens/registration to operate;
4. Prepares report and recommends, after due compliance with existing laws, policies, rules, regulations, guidelines, standards, and specifications, the issuance/endorsement of licenses, certificates, and approvals; and
5. Assists in the conduct of continuing policy-oriented and technical/engineering researches and studies for the modernization of the local shipbuilding industry and other developmental activities, programs and projects, development programs on fuel conservation, corrosion control in ships, and proper disposal of marine chemicals and other wasted matters derived from various shipbuilding activities.

Position Title	COMPUTER PROGRAMMER III
Item Number	MARINA-DOTrB-COMPRO3-25-2017
No. of Position	1

Office / Division Information Technology Division, Management Information Systems Service (MISS)

Salary Grade 18 (P 43,681.00)

Qualification Standards

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

General Functions of the Position

1. Designs, develops, installs and maintains computer-based systems and programs in support the developmental and regulatory functions of the Authority, in coordination with the appropriate Units of the Authority, and recommends improvements thereon, whenever necessary;
2. Undertakes the management, maintenance and operation of the computers and network infrastructures of the different Units of the Authority;
3. Updates and maintains effective web/network administration for the Authority; and
4. Identifies and recommends application systems and IT training programs for possible outsourcing of the design development, updating and maintenance thereof.

Position Title SENIOR SHIPPING OPERATIONS SPECIALIST

Item Number MARINA-DOTrB-SRSOS-32-2017

No. of Position 1

Office / Division Maritime Safety Audit Division, Maritime Safety Service (MSS)

Salary Grade 18 (P 43,681.00)

Qualification Standards

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

General Functions of the Position

1. Identifies, evaluates and analyzes external/interbal information that will serve as inputs to te discharge of functions relating to the safe management and operation of companies/ships, seaworthiness of ships, and the protection of the marine environment;
2. Conducts document review and assessment of the Safety Management Systems (SMS) Manual/s submitted by companies;
3. Prepares audit reports and recommends appropriate action on applications/requests for the issuance of safety management related certificates; and
4. Performs audits of ships/companies to determine compliance with the relevant provisions and certification procedures of the ISM/NSM Codes and applicable MARINA policies, rules and regulations

Position Title SENIOR SHIPPING OPERATIONS SPECIALIST

Item Number MARINA-DOTrB-SRSOS-40-2017

No. of Position 1

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

Salary Grade 18 (P 43,681.00)

Qualification Standards

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

General Functions of the Position

1. Identifies, evaluates and analyzes external/internal information that will serve as inputs to te discharge of functions relating to the safe operation of shipyards and compliance with labor, health and safety standards for shipbuilding, ship repair, ship recycling and shipbreaking activities and the protection of the marine environment;

2. Conduct initial evaluation/assessment of the responsiveness/effectiveness of the plans, programs, projects, incentives, financing schemes, standards, policies, rules, regulations and guidelines pertaining to shipyard operations, licensing/registration of shipbuilding, ship repair, ship recycling and shipbreaking enterprises, entities; and recommends the areas of improvement/revision;
3. Prepares report and recommends, after due compliance with existing laws, policies, rules, regulations, guidelines, standards, and specifications, the issuance/endorsement of licenses, certificates, and approvals; and
4. Assists in the conduct of continuing policy-oriented and technical/engineering researches and studies for the modernization of the local shipbuilding industry and other developmental activities, programs and projects, development programs on fuel conservation, corrosion control in ships, and proper disposal of marine chemicals and other wasted matters derived from various shipbuilding activities.

Position Title	ADMINISTRATIVE OFFICER V
Item Number	MARINA-DOTrB-ADOF5-35-2017
No. of Position	1
Office / Division	Administrative Services Division, Standards of Training, Certification and Watchkeeping Office (STCWO)
Salary Grade	18 (P 43,681.00)

Qualification Standards

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

General Functions of the Position

1. Formulates and develops appropriate systems and procedures pertaining to property, personnel and records management;
2. Prepares and submits various administrative reports required by the management; and
3. Directs the work of storekeeping, buying and custody of equipment, supplies/materials and other properties

Position Title	SENIOR SHIPPING OPERATIONS SPECIALIST
Item Number	MARINA-DOTrB-SRSOS-45-2017
No. of Position	1
Office / Division	MARINA Regional Office No. IX [Zamboanga City]
Salary Grade	18 (P 43,681.00)

Qualification Standards

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

General Functions of the Position

1. Assists in the planning, preparation and implementation of division's work program;
2. Assists in the supervision and monitoring of all activities/assigned tasks of the division and its staff;
3. 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 safely related certificates

Position Title	SENIOR MARITIME INDUSTRY DEVELOPMENT SPECIALIST
Item Number	MARINA-DOTrB-SRMIDS-57-2017
No. of Position	1
Office / Division	MARINA Regional Office No. IX [Zamboanga City]
Salary Grade	18 (P 43,681.00)

Qualification Standards

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

General Functions of the Position

1. Assists in the planning, preparation and implementation of division's work program;
2. Assists in the supervision and monitoring of all activities/assigned tasks of the division and its staff;
3. Assists in the preparation of materials/documents for the conduct of public consultation in the RO regarding issues, problems, complaints, proposed laws, programs, policies, rules, regulations and guidelines and in relation to the briefing/orientation on newly approved issuances.

Position Title ENGINEER II

Item Number	MARINA-DOTrB-ENG2-36-2017 MARINA-DOTrB-ENG2-38-2017
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No. of Position	2
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Office / Division	Maritime Safety Audit Division, Maritime Safety Service (MSS)
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Salary Grade	16 (P 36,628.00)
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Qualification Standards

Education	Bachelor's Degree in Engineering relevant to the Job
Experience	One (1) year of relevant experience
Training	Four (4) hours of relevant training
Eligibility	RA 1080

General Functions of the Position

1. Prepares audit reports and recommends appropriate action on applications/requests for the issuance of safety management related certificates; and
2. Performs audits of ships/companies to determine compliance with the relevant provisions and certification procedures of the ISM/NSM Codes and applicable MARINA policies, rules and regulations; 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, protocols pertaining to the safe management and operation of companies and/or ships, seaworthiness of ships and the protection of the marine environment;

Position Title ENGINEER II

Item Number	MARINA-DOTrB-ENG2-39-2017
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No. of Position	1
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Office / Division	Maritime Safety Inspection Division, Maritime Safety Service (MSS)
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Salary Grade	16 (P 36,628.00)
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Qualification Standards

Education	Bachelor's Degree in Engineering relevant to the Job
Experience	One (1) year of relevant experience
Training	Four (4) hours of relevant training
Eligibility	RA 1080

General Functions of the Position

1. Assists in the formulation and updating plans, programs, projects, policies, rules, regulations, standards and specifications necessary for the maritime safety sub-sector, specifically with respect to the safe management and the protection of the marine environment;
2. Conducts initial evaluation/assessment of responsiveness/ effectiveness of the plans, programs, projects, incentives, financing schemes, standards, policies, rules, regulations and guidelines for the maritime safety sub-sector, specifically with respect to the safe management and operation of companies and ships, seaworthiness of ships and the protection of the marine environment; and recommends the areas of improvement/revision thereon;
3. Evaluates applications/request of shipping companies/ operators/maritime entities for the issuance of safety and other related certificates, in accordance with the Revised Philippine Merchant Marine Rules and Regulations 1997 (RPMRR '97), as amended and/or relevant 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; and

4. Conducts periodic inspections/surveys of Philippine flag ships to determine compliance with the RPMRR '97, as amended, the SSIS Manual, as amended, and/or relevant MARINA policies, rules, and regulations, standards, and specifications including applicable international conventions, codes, rules and regulations and other issuances for the safe management and operation of companies and/or ships, seaworthiness of ships and the protection of the marine environment;

Position Title	ADMINISTRATIVE OFFICER IV [Human Resource Management Officer II]
Item Number	MARINA-DOTrB-ADOF4-30-2017
No. of Position	1
Office / Division	Human Resource Management Development Division, Management, Financial and Administrative Service (MFAS)
Salary Grade	15 (P 33,575.00)

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. Implements HR learning and development procedures;
2. Prepares/Drafts official communications relative to career/personal development; and
3. Coordinates with other related government agencies on matters pertaining to training

Position Title	MARITIME INDUSTRY DEVELOPMENT SPECIALIST II
Item Number	MARINA-DOTrB-MIDS2-37-2017
No. of Position	1
Office / Division	Seafarers' Certification and Documentation Division, Manpower Development Service (MDS)
Salary Grade	15 (P 33,575.00)

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. Assists in the formulation and updating of plans, programs, projects, standards, policies, rules, regulations and guidelines pertaining to the issuance/registration of relevant identification and record books/documents to qualified applicants/seafarers;
2. Conducts initial evaluation/assessment of the responsiveness/ effectiveness of the plans, programs, projects, standards, policies, rules, regulations and guidelines pertaining to the issuance/registration of relevant identification and record books/documents to qualified applicants/ seafarers;
3. Evaluates and recommends appropriate action on all applications for the issuance/ registration of relevant identification and record books/certificates/ documents to qualified applicants/ seafarers pursuant to applicable national/international laws, conventions, codes and existing rules and regulations; and
4. Gathers necessary inputs/information and assists in the preparation of position/discussion papers on matters/issues relating to the discharge of the regulatory/ supervisory and promotional/ developmental functions covering the maritime manpower sector.

Position Title	MARITIME INDUSTRY DEVELOPMENT SPECIALIST II
Item Number	MARINA-DOTrB-MIDS2-42-2017
No. of Position	1
Office / Division	Maritime Registry Division, Overseas Shipping Service (OSS)
Salary Grade	15 (P 33,575.00)

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. Assists in the formulation and updating of plans, programs, projects, incentives financing schemes, standards, policies, rules, regulations and guidelines for the development of a competitive overseas shipping fleet in response to the operational realities in the overseas shipping sector;
2. Gathers necessary inputs/information and assists in the initial evaluation/assessment of the responsiveness/ effectiveness of the plans, programs, projects, incentives, financing schemes, standards, policies rules, regulations and guidelines pertaining to the different aspects of overseas shipping operation; and recommends the areas of improvement/revision thereon; and
3. Evaluates and recommends appropriate action on applications/requests of overseas shipping companies/ enterprises/ entities pertaining to the accreditation of overseas shipping companies/ enterprises/ entities; acquisition of ships for overseas utilization, ship registration and documentation, special permits for temporary change in trading status or utilization of ships in the overseas trade, importation of marine engines/ spare parts, incentives availment and other applications/ requests related to overseas shipping operations

Position Title SHIPPING OPERATIONS SPECIALIST II

Item Number	MARINA-DOTrB-SHOS2-41-2017 MARINA-DOTrB-SHOS2-42-2017 MARINA-DOTrB-SHOS2-43-2017
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No. of Position 3

Office / Division	Maritime Safety Inspection Division, Maritime Safety Service (MSS)
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Salary Grade 15 (P 33,575.00)

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. Assists in the formulation and updating plans, programs, projects, policies, rules, regulations, standards and specification necessary for the maritime safety sub-sector, specifically with respect to the safe management and operation of companies and ships, seaworthiness of ships and the protection of the marine environment;
2. Conducts technical evaluation/ inspections of ships in relation to the grant of authority to acquire ships thru importation or bareboat chartering and with respect to applications for the importation spare parts/equipment and other for VAT exemption under existing laws; prepares reports thereon; and recommends the issuance of appropriate certificates and/or endorsements thereon; and
3. Evaluates and recommends appropriate action on applications/requests for accreditation and/or recognition of classification societies/organizations, underwater surveying companies, manufacturers, suppliers and distributors of life saving appliances and firefighting equipment in accordance with existing policies, rules and regulations.

Position Title SHIPPING OPERATIONS SPECIALIST II

Item Number	MARINA-DOTrB-SHOS2-41-2017
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No. of Position 1

Office / Division	MARINA Regional Office No. XI [Davao City]
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Salary Grade 15 (P 33,575.00)

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	INFORMATION OFFICER I
Item Number	MARINA-DOTrB-INFO1-30-2017
No. of Position	1
Office / Division	Information and Publication Division, Management Informations Systems Service (MISS)
Salary Grade	11 (P 23,877.00)
Qualification Standards	
Education	Bachelor's Degree 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 and programs to ensure complete, accurate, available, reliable and timely provision, maintenance and dissemination/publication of maritime industry sector related data/statistics/information and reports that will serve as inputs/bases of the different Units of Authority in the discharge of their regulatory/supervisory and developmental/promotional functions;
2. Assists in the preparation and generation of periodic reports on the maritime industry sector statistics and other maritime-related information as identified and/or required by the different Units of the Authority and other government entities, including the private sector and the public;
3. Gathers information and prepares inputs to support the conceptualization, design and/or publication of maritime-related information/statistics, reports and related materials, as required.
4. Gathers information and prepares inputs to support the design, development, documentation and maintenance of maritime information systems, procedures and database that meet the requirements/needs of the different Units; and
5. Gathers all necessary information/inputs to the conceptualization, design, implementation and promotion of the use of the Authority's maritime library.

Position Title	MARITIME INDUSTRY DEVELOPMENT SPECIALIST I
Item Number	MARINA-DOTrB-MIDS1-33-2017
No. of Position	1
Office / Division	Maritime Training Program Development Division, Manpower Development Service (MDS)
Salary Grade	11 (P 23,877.00)
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, standards, policies, rules, regulations and guidelines pertaining to the documentation and licensing of qualified domestic seafarers and harbor, bay and river pilots, and on the competency assessment system of the domestic seafarers, shipyard manpower and other maritime manpower resources of the country;
2. Conducts initial evaluation/assessment of the responsiveness/ effectiveness of the plans, programs, projects, standards, policies, rules, regulations and guidelines pertaining to the documentation and licensing of qualified domestic seafarers and harbor, bay and river pilots and on the competency assessment system of the domestic seafarers, shipyard manpower and other maritime manpower resources of the country;
3. Assists in the establishment, updating and implementation of a system of development and maintenance of a reservoir of trained maritime manpower to meet the current and future needs of the maritime manpower industry; and
4. Assists in the screening/processing of applicants and the conduct/administration of licensure examinations for harbor, bay and river pilots and officers of ships engaged in the domestic trade

Position Title	MARITIME INDUSTRY DEVELOPMENT SPECIALIST I
Item Number	MARINA-DOTrB-MIDS1-44-2017
No. of Position	1
Office / Division	Franchises Supervision and Regulation Division, Franchising Service (FS)

Salary Grade	11 (P 23,877.00)
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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. Identifies, evaluates and analyzes external/internal information that will serve as inputs to the discharge of functions relating to quasi-judicial, administrative, supervisory, and regulatory functions over water transport services;
2. Prepares/submits position/discussion papers on matters/issues affecting the provision/operation of public water transportation services in the domestic trade; and
3. Evaluates and recommends the issuance of orders/letter directives requiring any domestic ship owner/operator to provide shipping services to any coastal area, island or region in the country, where such services are necessary for the development of the area, to meet emergency seafit requirements, or when public interest so requires.

Position Title	MARITIME INDUSTRY DEVELOPMENT SPECIALIST I
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Item Number	MARINA-DOTrB-MIDS1-57-2017
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No. of Position	1
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Office / Division	MARINA Regional Office No. XII [General Santos City]
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Salary Grade	11 (P 23,877.00)
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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

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

Position Title	ADMINISTRATIVE OFFICER I
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Item Number	MARINA-DOTrB-ADOF1-33-2017
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No. of Position	1
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Office / Division	MARINA Regional Office No. IV [Batangas]
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Salary Grade	10 (P 21,205.00)
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Qualification Standards

Education	Bachelor's Degree
Experience	None required
Training	None required
Eligibility	Career Service Professional / Second Level Eligibility

General Functions of the Position

Performs clerical/administrative functions.

Position Title	ADMINISTRATIVE ASSISTANT III
Item Number	MARINA-DOTrB-ADAS3-21-2017
No. of Position	1
Office / Division	Information and Publication Division, Management Information Systems Service
Salary Grade	9 (P 19,593.00)

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

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-ADAS3-32-2017
No. of Position	1
Office / Division	Seafarers' Certification and Documentation Division, Manpower Development Service (MDS)
Salary Grade	9 (P 19,593.00)

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

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 I
Item Number	MARINA-DOTrB-ADAS1-43-2017
No. of Position	1
Office / Division	MARINA Regional Office No. XIII [CARAGA]
Salary Grade	7 (P 17,179.00)

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.

Position Title	ADMINISTRATIVE AIDE VI
Item Number	MARINA-DOTrB-ADA6-22-2017
No. of Position	1
Office / Division	General Services Division, Management, Financial and Administrative Service (MFAS)
Salary Grade	6 (P 16,200.00)

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.

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