



# MARITIME INDUSTRY AUTHORITY

## NOTICE OF FILLING-UP OF VACANT POSITIONS

Please be informed that the Maritime Industry Authority (MARINA) has available positions to be filled. 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](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));
- ❖ 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](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 email at: [rsphrmdd@gmail.com](mailto:rsphrmdd@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  
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 further assessment.

*Nenita S. Atienza 10/19/21*

**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: \_\_\_\_\_

<b>BEHAVIORAL DIMENSION</b>	<b>POINT SCORE</b>
Human Relations	_____
Dependability	_____
Punctuality	_____
Initiative	_____
Leadership (for Supervisors only)	_____
Stress Tolerance (for Supervisors only)	_____

<b>OVERALL POINT SCORE</b>	<b>EQUIVALENT POINT SCORE</b>	<b>EQUIVALENT ADJECTIVAL RATING</b>
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**           **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 60,901.00)

**Qualification Standards**

Education           Bachelor of Laws  
Experience           One (1) year of relevant experience  
Training             Four (4) hours of relevant training  
Eligibility           RA 1080 [BAR]

**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**           **ATTORNEY II**  
**Item Number**           MARINA-DOTrB-ATY2-32-2017  
**No. of Position**       **1**  
**Office / Division**      MARINA Regional Office No. XI (Davao City)  
**Salary Grade**          18 (P 43,661.00)

**Qualification Standards**

Education           Bachelor of Laws  
Experience           None Required  
Training             None Required  
Eligibility           RA 1080 [BAR]

**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.

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