



## MARITIME INDUSTRY AUTHORITY

02 November 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 02 November 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](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*);
- ❖ *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](mailto: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  
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.

**Deadline for Submission: 16 November 2021**

*Nenita S. Atienza 11/2/21*

**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

<b>Position Title</b>	<b>ATTORNEY III</b>
<b>Item Number</b>	MARINA-DOTrB-ATY3-38-2017
<b>No. of Position</b>	1
<b>Office / Division</b>	MARINA Regional Office No. XIII [CARAGA]
<b>Salary Grade</b>	21 (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.

<b>Position Title</b>	<b>SENIOR MARITIME INDUSTRY DEVELOPMENT SPECIALIST</b>
<b>Item Number</b>	MARINA-DOTrB-SRMIDS-63-2017
<b>No. of Position</b>	1
<b>Office / Division</b>	MARINA Regional Office No. XIII [CARAGA]
<b>Salary Grade</b>	18 (P43,681.00)

**Qualification Standards**

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

**General Functions of the Position**

Assists in the conduct of vessel's inspection and maintaining activities

<b>Position Title</b>	<b>SENIOR SHIPPING OPERATIONS SPECIALIST</b>
<b>Item Number</b>	MARINA-DOTrB-SRSOS-43-2017
<b>No. of Position</b>	1
<b>Office / Division</b>	MARINA Regional Office No. VI [Iloilo City]
<b>Salary Grade</b>	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; and
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

<b>Position Title</b>	<b>ACCOUNTANT II</b>
<b>Item Number</b>	MARINA-DOTrB-A2-11-20178
<b>No. of Position</b>	1
<b>Office / Division</b>	Financial Services Division, Standards of Training, Certification and Watchkeeping Office (STCWO)
<b>Salary Grade</b>	16 (P 36,628.00)

**Qualification Standards**

Education	Bachelor's Degree in Commerce/ Business Administration major in Accounting
Experience	One (1) year of relevant experience
Training	Four (4) hours of relevant training
Eligibility	RA 1080 [CPA]

**General Functions of the Position**

1. Assists in the implementation of existing accounting and auditing rules and regulations;
2. Assists in the bookkeeping and preparation of consolidated financial statements and reports, and analyzes the same;
3. Assists in the verification, checking and examination of the validity of the required documents and the accuracy of the computations of all financial transactions/claims and the proper account classifications;
4. Assists in the development of improved accounting systems and procedures;
5. Assists in rendering technical assistance to support claims, liquidation of cash advances, suspensions and disallowances;
6. Reviews the summary lists of checks issued;
7. Prepares correspondences pertaining to financial obligations, schedule of remittances and other accounting entries;
8. Coordinates with other Units for the reconciliation of records on supplies, properties and other matters with financial implications; and
9. Prepares the bank reconciliation statements

<b>Position Title</b>	<b>MARITIME INDUSTRY DEVELOPMENT SPECIALIST II</b>
<b>Item Number</b>	MARINA-DOTrB-MIDS2-52-2017 MARINA-DOTrB-MIDS2-54-2017
<b>No. of Position</b>	2
<b>Office / Division</b>	MARINA Regional Office No. IV [Batangas]
<b>Salary Grade</b>	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 or relevant training
Eligibility	Career Service Professional/Second Level Eligibility

**General Functions of the Position**

1. Prepares recommendations for the adoption, review, updating and implementation of the plans, programs, projects, incentives, financing schemes, standards, policies, rules, regulations, and guidelines relative to the regulation/supervision/ and promotion/ development of the various aspects of the maritime industry sectors/subsectors; and
2. Screens, receives and evaluates applications/requests from the different shipowners/operators/companies, shipyards, and other maritime enterprises/entities, and recommends the issuance of or issues appropriate certificates, permits, licenses approvals and other documents based on existing MARINA rules and regulations

<b>Position Title</b>	<b>ADMINISTRATIVE AIDE VI</b>
<b>Item Number</b>	MARINA-DOTrB-ADA6-29-2017
<b>No. of Position</b>	1
<b>Office / Division</b>	Maritime Training Program Development Division, Manpower Development Service (MDS)
<b>Salary Grade</b>	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 \*\*\*\*\*