



MARITIME INDUSTRY AUTHORITY
Regional Office VII

MEMORANDUM

FOR : The Officer-in-Charge, MISS
FROM : The Regional Director, MRO VII
SUBJECT : **NOTICE OF FILLING-UP OF VACANT POSITION IN MARINA
REGIONAL OFFICE VII**
DATE : 24 November 2022

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 Position

For your preferential attention and consideration.


ENGR. EMMANUEL B. CARPIO, PhD
Regional Director

VISION: "A globally competitive Philippine Maritime Industry."



MARITIME INDUSTRY AUTHORITY
Regional Office VII

22 November 2022

NOTICE OF FILLING-UP OF VACANT POSITIONS

Please be informed that the Maritime Industry Authority (MARINA) Regional Office VII has available position 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);
- ❖ 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 [*attached*] (*rating periods should be aligned with the IPCR Ratings*)

Interested applicants may submit their applications through email at: mro7@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:

ENGR. EMMANUEL B. CARPIO, PhD
Director II
MARINA Regional Office VII
MARINA R.O VII Bldg., Doña Modesta,
Gaisano St., Sudlon, Lahug, Cebu City

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Republic of the Philippines
Department of Transportation



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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: 02 December 2022

ENGR. EMMANUEL B. CARPIO, PhD
Director

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MARITIME INDUSTRY AUTHORITY

Regional Office VII
NOTICE OF FILLING-UP OF VACANT POSITIONS DATED 22 NOVEMBER 2022

Position Title Maritime Industry Development Specialist II

Item Number MARINA-DOTrB-MIDS2-63-2017

No. of Position 1

Office / Division MARINA Regional Office No. VII [Cebu City]

Salary Grade 15 (P35,097.00)

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 ships operating in Philippine waters.

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

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BEHAVIORAL DIMENSION FORM

Name of Employee : _____
 Position Title : _____
 Division/Office : _____
 Rating Period : _____

BEHAVIORAL DIMENSION	OVERALL POINT BY THE EMPLOYEE	OVERALL POINT BY THE SUPERVISOR	EQUIVALENT 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

 Date