



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

JAN 12 2024

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 JAN 12 2024. 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);
- ❖ Certified True Copies of documents supporting the PDS (e.g. Training Certificates, Certificate of Employment with detailed Job Description);
***Only training certificates uploaded in the HRMIS shall be considered**
- ❖ IPCR Ratings for the last two rating periods;
- ❖ Behavioral Dimension Forms (rating periods should be aligned with the IPCR Ratings)
- ❖ Certified True Copy of Transcript of Record for Masteral Studies (if any)

Interested applicants may submit their applications through email at: rsphrmdd@gmail.com
[subject of email should be: **Application for (POSITION TITLE) under (DIVISION/OFFICE WHERE THE VACANCY EXISTS).**]

While hard copies are accepted, **it is strongly recommended to send a soft copy** through the email provided above, and applicants are requested to refrain from sending files in zip format for ease of processing. We appreciate your adherence to these instructions to facilitate a streamlined application process.

Application documents must be addressed to:

Ms. KAROL C. PONCE
Officer-in-Charge
Human Resource Management and Development Division
10th floor, MARINA Building
20th St. corner Bonifacio Drive, Port Area (South), Manila

Moreover, applicants must submit another cover/application letter 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: 26 January 2024



RALPH A. NARVAEZ
Officer-in-Charge
Management, Financial and Administrative Services

1. Position Title	Maritime Education and Training Standards Supervisor [Engine]
No. of Position	4
Item No	MARINA-DOTrB-METSS-49-2017 MARINA-DOTrB-METSS-61-2017 MARINA-DOTrB-METSS-63-2017 MARINA-DOTrB-METSS-65-2017
Office/Division	Office of the Executive Director, Standards of Training, Certification and Watchkeeping Office (STCWO)
Salary Grade	26 (P 116,040.00)

Qualification Requirements:

Education	BS Marine Engineering
Experience	At least 3 years as a Merchant Marine Officer
Training	Completed the Management Level Course (MLC) for Marine Engine Officers
Eligibility	Certificate of Competency under 8544

Duties and Responsibilities of the Position

1. Assists the MARINA Administrator and the STCW Executive Director in ensuring Philippine compliance with the provisions of the STCW convention;
2. Serves as Lead Auditors/Inspectors/Evaluators in relation to the monitoring of Maritime Higher Education Institutions (MHEIs) and Maritime Training Institutions (MTIs) and prepares monitoring/inspection/evaluation reports and relative thereto;
3. Assists the STCWO Executive Director in the STCW-related curriculum development; and
4. Assists in the implementation and continuous improvement of the STCWO Quality Standards System (QSS).

2. Position Title	Maritime Education and Training Standards Supervisor [Deck]
No. of Position	1
Item No	MARINA-DOTrB-METSS-62-2017
Office/Division	Office of the Executive Director, Standards of Training, Certification and Watchkeeping Office (STCWO)
Salary Grade	26 (P 116,040.00)

Qualification Requirements:

Education	BS Marine Transportation
Experience	At least 3 years as a Merchant Marine Officer
Training	Completed the Management Level Course (MLC) for Marine Deck Officers
Eligibility	Certificate of Competency under 8544

Duties and Responsibilities of the Position

1. Assists the MARINA Administrator and the STCW Executive Director in ensuring Philippine compliance with the provisions of the STCW convention;
2. Serves as Lead Auditors/Inspectors/Evaluators in relation to the monitoring of Maritime Higher Education Institutions (MHEIs) and Maritime Training Institutions (MTIs) and prepares monitoring/inspection/evaluation reports and relative thereto;
3. Assists the STCWO Executive Director in the STCW-related curriculum development; and
4. Assists in the implementation and continuous improvement of the STCWO Quality Standards System (QSS).

3. Position Title Maritime Education and Training Standards Supervisor [Managerial]

No. of Position 1

Item No MARINA-DOTrB-METSS-70-2017

Office/Division Office of the Executive Director, Standards of Training, Certification and Watchkeeping Office (STCWO)

Salary Grade 26 (P 116,040.00)

Qualification Requirements:

Education	Master's Degree
Experience	Five (5) years of Supervisory Experience
Training	One hundred twenty (120) hours of Managerial Training
Eligibility	Career Service (Professional) Second Level Eligibility

Duties and Responsibilities of the Position

1. Assists the MARINA Administrator and the STCW Executive Director in ensuring Philippine compliance with the provisions of the STCW convention;
2. Serves as Lead Auditors/Inspectors/Evaluators in relation to the monitoring of Maritime Higher Education Institutions (MHEIs) and Maritime Training Institutions (MTIs) and prepares monitoring/inspection/evaluation reports and relative thereto;
3. Assists the STCWO Executive Director in the STCW-related curriculum development; and

4. Assists in the implementation and continuous improvement of the STCWO Quality Standards System (QSS).

4. Position Title Chief Shipping Operations Specialist

No. of Position 1

Item No MARINA-DOTrB-CSOS-31-2017

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

Salary Grade 24 (P 90, 078.00)

Qualification Requirements:

Education	Master's degree or Certificate in Leadership and Management from the CSC
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

Duties and Responsibilities of the Position

1. Supervises, assigns/distributes and monitors all work/activities/tasks of the division staff with respect to the internal operations of the division; prepares individual rating report; and reviews/evaluates performance of division staff at the end of each rating period;
2. Recommends plans, programs, projects, policies, rules, regulations, standards and specifications necessary for the maritime safety sub-sector, specifically with the 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. Supervises/monitors the processing of reviews/edits technical evaluation/inspection reports and recommends/endorse appropriate action on applications/requests of shipping companies/operations/maritime entities for the issuance of safety and other safety related certificates, in accordance with the Revised Philippine Merchant Marine Rules and Regulations 1997 (RPMMRR '97), as amended, the Ship Safety Inspection System (SSIS) and 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 operation of ships and the protection of the marine environment; and
4. Initiates and/or supervise all activities relating to the 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 MARINA policies, rules and

regulations, and the corresponding monitoring, evaluation and audit of performance thereof in accordance with set parameters and criteria, as embodied in existing MARINA policies, rules and regulations.

5. Position Title	Chief Maritime Industry Development Specialist
No. of Position	1
Item No	MARINA-DOTrB-CMIDS-31-2017
Office/Division	Shipping Promotion and Development Division, Domestic Shipping Service (DSS)
Salary Grade	24 (P 90, 078.00)

Qualification Requirements:

Education	Master's degree or Certificate in Leadership and Management from the CSC
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

Duties and Responsibilities of the Position

1. Supervises, assigns/distributes and monitors all work/activities/tasks of the division staff with respect to the internal operations of the division; prepares individual rating report; and reviews/evaluates performance of division staff at the end of each rating period;
2. Recommends plans, programs, projects, policies, rules, regulations and guidelines pertaining to domestic shipping operations specifically on:
 - competition and consumer protection;
 - route capacity measurement of ships in all domestic shipping routes using approved route capacity measurement (RCM) formula;
 - reasonable stability of domestic shipping rates;
 - adequacy of shipping service and appropriate levels of shipping service standards/quality and efficiency;
 - intervention; and
 - other related concerns.
3. Initiates and/or supervises researches studies/activities, and recommends measures that will improve/further develop the domestic shipping industry.

6. Position Title	Chief Maritime Industry Development Specialist
No. of Position	1
Item No	MARINA-DOTrB-CMIDS-36-2017
Office/Division	Operations Monitoring Division, Enforcement Service (ES)

Salary Grade 24 (P 90, 078.00)

Qualification Requirements:

Education	Master's degree or Certificate in Leadership and Management from the CSC
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

Duties and Responsibilities of the Position

1. Supervises, assigns/distributes and monitors all work/activities/tasks of the division staff with respect to the internal operations of the division; prepares individual rating report; and reviews/evaluates performance of division staff at the end of each rating period;
2. Initiates and/or supervises/ monitors the adoption, review, updating and implementation of an enhanced compliance monitoring system in the enforcement of national and international laws, rules and regulations, circulars, orders, decisions, rulings, governing the different maritime industry sector/sub-sector, namely; domestic shipping, overseas shipping, shipbuilding/ ship repair, maritime manpower and maritime safety.
3. Supervises/monitors and reviews reports of actual enforcement of relevant national and international laws, rules and regulations circulars, orders, decisions, rulings, including penalties for violations thereof, governing the different maritime industry sectors/sub-sector, namely: domestic shipping, overseas shipping, shipbuilding/ship repair, maritime manpower and maritime safety; and recommends appropriate action thereon.

7. Position Title Chief Maritime Industry Development Specialist

No. of Position 1

Item No MARINA-DOTrB-CMIDS-38-2017

Office/Division Quality Management Division, Standards of Training, Certification and Watchkeeping Office (STCWO)

Salary Grade 24 (P 90, 078.00)

Qualification Requirements:

Education	Master's degree or Certificate in Leadership and Management from the CSC
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

Duties and Responsibilities of the Position

1. Exercises general supervision and evaluates all activities and outputs of his subordinates;
2. Supervises the development, preparation/review of reports, projects proposals/information materials on the organization's areas of concern;
3. Represents the organization in regional/national and/or international meetings, committees and conferences when so directed by the Executive Director;
4. Ensures that the Quality Standard System required under Regulation 1/8 is established and that independent audit is conducted in accordance with the provisions of the STCW Convention, as amended;
5. Evaluates non-conformances, recommends and implements corrective actions; and
6. Supervises the Standards and Policy Monitoring Section in the maintenance and implementation of the Quality Standards System (QSS) of the STCW Office

8. Position Title Planning Officer IV

No. of Positions 1

Item Nos. MARINA-DOTrB-PLO4-23-2017

Office/Division Policy Development and Review Division, Planning and Policy Service (PPS)

Salary Grade 22 (P 71, 511.00)

Qualification Requirements:

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

Duties and Responsibilities of the Position

1. Formulates, updates and recommends policies, rules and regulations of the Authority covering the maritime industry sectors namely: domestic shipping, overseas shipping, maritime manpower, shipbuilding and ship repair and maritime safety, as necessary, consistent with the developments in the national/regional/international maritime industry and regional/international cooperation/agreements/commitments, coordination with the appropriate Units of the submission/s from the private sector and other maritime entities, in coordination with appropriate Units of the Authority and in relation to the national development policies and thrusts and recent developments in the national and international maritime industry;
2. Formulates, updates and recommends policies, rules and regulations of the Authority covering the maritime industry sectors namely: domestic shipping,

overseas shipping, maritime manpower, shipbuilding and ship repair and maritime safety, as necessary, consistent with the developments in the national/regional/international maritime industry and regional/international cooperation/agreements/commitments, coordination with the appropriate Units of the Authority and in consultation with appropriate government agencies and the private sector;

3. Conducts periodic review/policy studies, identification of policy gaps and formulation of new and revision of existing policies, rules and regulations covering the maritime industry sectors, namely: domestic shipping, overseas shipping, maritime manpower, shipbuilding and ship repair and maritime safety, in coordination with appropriate Units of the Authority and submits recommendations, as appropriate;
4. Evaluates proposed policies, rules and regulations on the maritime industry or revisions to existing ones, based on submission/s from the private sector and other maritime entities, in coordination with appropriate Units of the Authority and in relation to the national development policies and thrusts and recent developments in the national and international maritime industry; and
5. Participates in the conduct of public consultation in coordination with other MARINA Units, relevant government agencies, private sector associations and other entities involved in the different maritime industry sector operations regarding issues, problems, complaints, concerns on the provision of services, proposed laws, policies, rules, regulations and guidelines and in relation to the briefing/orientation on newly approved issuances and performs evaluation/assessment on matters requiring MARINA intervention in order to continually improve the services being provided.

9. Position Title Information Officer IV

No. of Position 1

Item No MARINA-DOTrB-INFO4-25-2017

Office/Division Information and Publication Division, Management Information Systems Service (MISS)

Salary Grade 22 (P 71, 511.00)

Qualification Requirements:

Education	Bachelor's Degree
Experience	Three (3) years of relevant experience
Training	Sixteen (16) hours of relevant training
Eligibility	Career Service Professional/Second Level Eligibility

Duties and Responsibilities of the Position

1. Formulates, updates, and recommends 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 the Authority in the discharge of their regulatory/supervisory and developmental/promotional functions;

2. Evaluates and analyzes internal/external information/statistics including sex-disaggregated data and reports necessary for plan formulation/updating, policy development/review/revision and project development/evaluation and in support of the regulatory/supervisory and developmental/promotional functions of the Authority;
3. Prepares, generates, publishes and distributes/disseminates 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;
4. Translates submitted monthly performance/accomplishment reports of the different Units of the Authority covering the discharge of its regulatory/supervisory and promotional/developmental functions, financial performance-into quarterly/semestral/annual agency accomplishment reports and other annual and biennial maritime-related statistical/management reports, as periodically required by relevant government agencies;
5. Conceptualize, designs, disseminates and/or publishes maritime-related information/statistics, reports and related materials that will enhance the knowledge of the private sector, the general public and other concerned entities about MARINA, its plans, programs, projects, policies, rules and regulations and its performance; and
6. Designs, develops, documents and maintains, in coordination with different Units of the Authority, maritime information systems, procedures and databases that meet the requirements/needs of the different Units in support of their promotional/developmental and regulatory/supervisory functions and of the maritime industry sectors.

10. Position Title	Supervising Maritime Industry Development Specialist
No. of Position	1
Item No	MARINA-DOTrB-SVMIDS-30-2017
Office/Division	Seafarers' Certification and Documentation Division, Manpower Development Service (MDS)
Salary Grade	22 (P 71, 511.00)

Qualification Requirements:

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

Duties and Responsibilities 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 and recommends appropriate action on all applications for the issuance/ registration of relevant identification and record books/certificates/ documents to qualified applicants/ seafarers (domestic or overseas) pursuant to applicable national/international laws, conventions, codes and existing rules and regulations;
3. 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 (domestic or overseas); and
4. Prepares position/discussion papers on matters/issues relating to the discharge of the regulatory/supervisory and promotional/developmental functions covering the maritime manpower sector.

11. Position Title	Supervising Shipping Operations Specialist
No. of Position	1
Item No	MARINA-DOTrB-SVSOS-33-2017
Office/Division	Shipyards Development and Licensing Division, Shipyards Regulation Service (SRS)
Salary Grade	22 (P 71, 511.00)

Qualification Requirements:

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

Duties and Responsibilities of the Position

1. Evaluates applications/requests of shipyard enterprises, shipowners/ operators/companies and related maritime enterprises/entities for the issuance of licenses, certificates, and approvals 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 avilment etc, in accordance with existing laws, policies, rules and regulations. , standards, and specifications, including applicable international conventions, codes, rules and regulations and other issuances for the safe operation of shipyards;
2. Conduct pre-qualification inspection of new applicants for registration/ licensing to engage in shipbuilding, ship repair, afloat repair, boatbuilding and shipbreaking and

annual inspections of all MARINA-licensed/ registered shipyards for the renewal of license/ registration to operate;

3. Prepares report and recommends, after due compliance with existing laws, policies, rules, regulations, guidelines, standards, and specifications, the issuance/endorsement of licenses, certificate, and approvals;
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, developmental programs on fuel conservation, corrosion control in ships, and proper disposal of marine chemicals and other wasted matters derived from various shipbuilding activities; and
5. Monitors and evaluates maritime developments and issuances made by international, regional and sub-regional maritime organization of conventions, codes, laws, protocols, circulars, rules and regulations, resolutions, protocols pertaining 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

12. Position Title	Supervising Maritime Industry Development Specialist
No. of Position	1
Item No	MARINA-DOTrB-SVMIDS-9-2018
Office/Division	Public Information Division, Standards of Training, Certification and Watchkeeping Office (STCWO)
Salary Grade	22 (P 71, 511.00)

Qualification Requirements:

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

Duties and Responsibilities of the Position

1. Supervises the preparation of plans and programs for information dissemination as to the updates in the STCW Administration, policies and procedures;
2. Supervises the preparation of correspondence to IMO and other maritime administrations as to the STCW implementation in the Philippines;
3. Supervises / Organizes TWG meetings for issues regarding public information campaigns as to the STCW implementation in the Philippines;
4. Supervises the preparation of administrative matters such as circulars and advisories concerning the conduct of programs on matters of SCTW implementation in the Philippines for;

5. Prepares the schedule of conduct of information dissemination programs; and
6. Supervise the day to day activities of the Public Information Division.

13. Position Title	Supervising Maritime Industry Development Specialist
No. of Position	1
Item No	MARINA-DOTrB-SVMIDS-54-2017
Office/Division	Accreditation Division, Standards of Training, Certification and Watchkeeping Office (STCWO)
Salary Grade	22 (P 71, 511.00)

Qualification Requirements:

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

Duties and Responsibilities of the Position

1. Assists the Division Chief in the supervision and monitoring of all activities/ assigned tasks of the Division and its staff; and
2. Evaluates application for MTI Accreditation, Course Accreditation and Instructors/Assessors

14. Position Title	Supervising Maritime Industry Development Specialist
No. of Position	1
Item No	MARINA-DOTrB-SVMIDS-7-2018
Office/Division	Examination and Assessment Division, Standards of Training, Certification and Watchkeeping Office (STCWO)
Salary Grade	22 (P 71, 511.00)

Qualification Requirements:

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

Duties and Responsibilities 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. Serves as one of the overall Supervisors in all theoretical examination for Marine Deck and Engine Officers related functions and activities

15. Position Title	Supervising Maritime Industry Development Specialist
No. of Position	1
Item No	MARINA-DOTrB-SVMIDS-8-2018
Office/Division	Surveillance Division, Standards of Training, Certification and Watchkeeping Office (STCWO)
Salary Grade	22 (P 71, 511.00)

Qualification Requirements:

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

Duties and Responsibilities of the Position

Supervises the planning and conduct of random surveillance of any approved training programs offered by Maritime Training Institutions (MTIs) as well as the maritime education programs offered by Maritime Higher Education Institutions (MHEIs).

16. Position Title	Supervising Maritime Industry Development Specialist
No. of Position	1
Item No	MARINA-DOTrB-SVMIDS-6-2018
Office/Division	Research and Development Division, Standards of Training, Certification and Watchkeeping Office (STCWO)
Salary Grade	22 (P 71, 511.00)

Qualification Requirements:

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

Duties and Responsibilities of the Position

1. Assist the Chief MIDS in the supervision of the overall implementation of policies and standards, plans and programs pertaining to research and development of maritime education programs and training courses;
2. Supervise all activities of the Division;

3. Review draft Circulars and Advisories, and endorse to the Chief MIDS for approval;
4. Endorse for approval of the Chief MIDS reviewed Minutes of Meetings;
5. Participate in review of education programs or training courses; and
6. Acts for and on behalf of the Chief MIDS, as assigned and during his absence.

17. Position Title	Supervising Maritime Industry Development Specialist
No. of Position	1
Item No	MARINA-DOTrB-SVMIDS-42-2017 MARINA-DOTrB-SVMIDS-47-2017
Office/Division	MARINA Regional Office No. V [Legaspi] MARINA Regional Office No. VIII [Tacloban]
Salary Grade	22 (P 71, 511.00)

Qualification Requirements:

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

Duties and Responsibilities of the Position

1. Conducts Company/Shipboard Audit and or endorse Document of Compliance (DOC);
2. Oversees/Supervises the Functions of the Technical Personnel of the Region; and
3. Conducts Periodical vessels surveys, lightweight surveys, small craft Tonnage measurement and safety surveys

18. Position Title	Attorney III
No. of Positions	1
Item Nos.	MARINA-DOTrB-ATY3-26-2017,
Office/Division	Prosecution Division, Legal Service (LS)
Salary Grade	21 (P 63, 997.00)

Qualification Requirements:

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

Duties and Responsibilities of the Position

1. Reviews and evaluates all proposed actions relating to or having a bearing on the legal aspects of maritime policies, rules, regulations, plans, programs and projects of the Authority, and submits recommendations thereon;
2. Conducts continuing legal researches/studies and submits position papers/recommendations which shall serve as inputs/bases of the appropriate Units of the Authority in the formulation, development, update and implementation of plans, programs, projects, policies, rules and regulations covering the different maritime industry sectors;
3. Provides legal assistance/advice in the formulation, promulgation, and implementation of policies, rules and regulations governing the internal operations and activities of the Authority and renders legal opinions sought by the different Units of the Authority on matters/issues arising from or relating to the discharge of their respective regulatory/supervisory functions and compiles the same for future reference;
4. Reviews and examines the existing system of internal control procedures, determines whether the system is functioning as intended and introduce changes, where necessary, to make them constantly adaptable to changing conditions;
5. Conducts review and appraisal of established objectives and goals of the Authority, including its existing programs/projects, employee's performance management reporting procedures and contracts;
6. Conducts examination directed towards exposure of any fraud, irregularity, wasteful practice of substantial amount of recurring nature so as to minimize or stop the repetitions of such offenses; and
7. Hears, adjudicates, reviews and prepares resolutions/Decisions relative to all violations committed by shipowners/operators and other maritime enterprises/entities of maritime and water transportation laws.

19. Position Title Attorney III

No. of Position 1

Item No MARINA-DOTrB-ATY3-37-2017

Office/Division MARINA Regional Office No. XII [General Santos City]

Salary Grade 21 (P 63, 997.00)

Qualification Requirements:

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

Duties and Responsibilities 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 draft orders and/or decisions in relation to quasi-judicial cases filed.

20. Position Title Engineer III

No. of Position 1

Item No MARINA-DOTrB-ENG3-34-2017

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

Salary Grade 19 (P 51, 357.00)

Qualification Requirements:

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

Duties and Responsibilities of the Position

1. Conducts inspection of Ships;
2. Conducts company and ship audits;
3. Assist in screening and evaluation of application; and
4. Evaluates company SMS Manuals

21. Position Title Senior Shipbuilding Specialist

No. of Position 1

Item No MARINA-DOTrB-SRSS-46-2017

Office/Division Naval Architecture and Marine Engineering Division, Shipyard Regulation Service (SRS)

Salary Grade 18 (P 46,725.00)

Qualification Requirements:

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

Duties and Responsibilities of the Position

1. Assists in the formulation and updating of plans, programs, projects, standards, criteria, policies, rules, regulations and guidelines relating to ship design, plans approval for ship construction, reconstruction, conversion, major alterations, reconditioning and measurements, loadline assignment and stability calculations;
2. Conducts initial evaluation / assessment of the responsiveness / effectiveness of the plans, programs, projects, incentives, financing schemes, standards, policies, rules, regulations and guidelines pertaining to ship design, plans approval for ship construction, reconstruction, conversion, major alterations, reconditioning and measurements, loadline assignment and stability calculations, and recommends the areas of improvement / revision thereon;
3. Evaluates applications / requests of shipyard enterprises, shipowners / operators / companies and related maritime enterprises / entities relating to ship design, plans approval for ship construction, reconstruction, conversion, major alterations, reconditioning and measurements, loadline assignment and stability calculations, accreditation of marine surveying companies and loadline assignors, and related applications in accordance with existing laws, policies, rules and regulations; and
4. Develops preliminary designs setting up the basic characteristics of proposed ships.

22. Position Title Senior Maritime Industry Development Specialist

No. of Position 1

Item No MARINA-DOTrB-SRMIDS-47-2017

Office/Division Franchises Supervision and Regulation Division, Franchising Service (FS)

Salary Grade 18 (P 46,725.00)

Qualification Requirements:

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

Duties and Responsibilities of the Position

1. Assists in the formulation, updating of policies, rules, and regulations necessary to implement the relevant provisions of RA 9295 and its IRR and subsequent

amendments, governing the operation of public water transportation service to determine their responsiveness and effectiveness to the developmental/ promotional objectives of the domestic shipping industry, and such other plans, programs, projects, policies, rules and regulations relating to the industry, in coordination with relevant Units of the Authority;

2. Evaluates and recommends appropriate action on applications/petition for the issuance of Certificate of Public Convenience (CPC), or any extensions or amendments thereto, or Orders modifying, suspending or revoking the same, with respect to entry into/ exit from a routes, amendments of routes, substitution/ replacement of ship, change in sailing schedule, among others, taking into consideration the economic and beneficial effect which the proposed service shall have to the port, province or region which it proposes to serve, and the financial capacity of the domestic shipowner/operator to provide and sustain safe, reliable, adequate, efficient and economic service, in accordance with set standards, as embodied in existing policies, rules and regulations of the Authority;
3. Monitors the submission of Annual Report of Operations and Finances of all CPC grantees and undertakes evaluation and analysis thereof to determine continuing compliance with the financial capability requirement in the issuance of CPC in accordance with prescribed financial ratios/industry benchmarks; and
4. Monitors the quarterly submission of actual rates charged by concerned CPC grantees and undertakes evaluation and analysis thereof to verify whether the prescribed standards, quality and efficiency in shipping services vis-à-vis the actual rates charged are continuously maintained and strictly adhered to in the interest of public service.

23. Position Title	Senior Maritime Industry Development Specialist
No. of Position	1
Item No	MARINA-DOTrB-SRMIDS-64-2017
Office/Division	Quality Management Division, Standards of Training, Certification and Watchkeeping Office (STCWO)
Salary Grade	18 (P 46,725.00)

Qualification Requirements:

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

Duties and Responsibilities of the Position

1. Assists in the maintenance and implementation of the Quality Standard System (QSS);
2. Acts as Document Controller for the quality standards system;
3. Formulates policies, programs, guidelines and systems to achieve the objectives and functions of the organization;
4. Assists in overseeing or participates in the conduct of major research studies of the Division which includes formulation of conceptual schemes, design of research instrument, supervision of data collection, data processing. statistical analysis of data and reports and the formulation of necessary recommendations towards the achievement of the Division's area of concern;
5. Act as Lead Auditor / Auditor during the conduct of audits; and
6. Recommends progress and projects related to the organization's area of concern.

24. Position Title	Administrative Officer IV [Budget Officer II]
No. of Position	1
Item No	MARINA-DOTrB-ADOF4-32-2017
Office/Division	Budget Division, Management, Financial and Administrative Service (MFAS)
Salary Grade	15 (P 36, 619.00)

Qualification Requirements:

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

Duties and Responsibilities of the Position

1. Assists in the formulation, updating, implementation and enforcement of policies, rules and regulations relating to budget preparation, budget authorization, and budget execution and accountability, in accordance with applicable COA, DBM and DOTC laws, policies, rules and regulations;
2. Assists in the preparation of annual budget estimates, requests for special budgets and sub-allotments and other budgetary requirements of the Authority, in coordination with the different Units of the agency;
3. Assists in the preparation/generation of annual work plan, financial plan, physical accomplishment report, quarterly survey report on employment and compensation

for government offices required by NSO, monthly balance/status of allotment of PS, MODE and EO per office covering regular and special budgets; and

4. Assists in the preparation of materials/documents in relation to budget hearings/consultations conducted at the DBM, DOTC, House of Representatives and the Senate.

25. Position Title	Administrative Officer III [Records Officer II]
No. of Position	1
Item No	MARINA-DOTrB-ADOF3-40-2017
Office/Division	Administrative Services Division, Standards of Training, Certification and Watchkeeping Office (STCWO)
Salary Grade	14 (P 33, 843.00)

Qualification Requirements:

Education	Bachelor's Degree
Experience	One (1) year of relevant experience
Training	Four (4) hours of relevant training
Eligibility	Career Service Professional / Second Level Eligibility

Duties and Responsibilities of the Position

1. Takes charge in the management, maintenance, retrieval and disposition of official records and documents of the STCWO;
2. Establishes and maintains an active continuing program for management, preparation and disposition of records;
3. Prepares communications/letters/ correspondence pertaining to records matters;
4. Authenticates copies of documents/records;
5. Coordinates with other recording units on matters relating to report requirements;
6. Develops a system of recording most suitable for adoption in accordance with established recording standards; and
7. Keeps and maintains or records all incoming and outgoing communications of the STCWO;

26. Position Title	Maritime Industry Development Specialist I
No. of Position	1
Item No	MARINA-DOTrB-MIDS1-39-2017
Office/Division	

Ship Registration and Documentation Division, Domestic Shipping Service (DSS)

Salary Grade 11 (P 27, 000.00)

Qualification Requirements:

Education	Bachelor's Degree Relevant to the Job
Experience	None Required
Training	None Required
Eligibility	Career Service Professional / Second Level Eligibility

Duties and Responsibilities of the Position

8. Gathers necessary inputs/information and assists in the initial evaluation/assessment of the responsiveness/ effectiveness of the plans, programs, projects, standards, policies, rules and regulations and guidelines pertaining to ship registration, documentation and licensing;
9. Evaluates and recommends appropriate action on all applications/ requests of domestic shipowners/operators / companies and maritime enterprises/ entities pertaining to ship registration, documentation, and licensing;
10. Maintains and updates the Register of Philippine Domestic Ships, including fishing vessels for domestic and international trading, and records of liens, mortgages and encumbrances of Philippine-registered and bareboat chartered domestic ships;
11. Registers deck, engine, roll books and other books and other books onboard domestic ships including fishing vessels operating in either domestic or international trade; and
12. Gathers necessary inputs/information in the formulation of measures and assists in the further development of the fishing sector (in domestic and international trading) in collaboration with concerned Units of the Authority, relevant government agencies and private sector associations/ organizations in pursuance/ implementation of applicable provisions of national and international laws, conventions, codes, rules and regulations;

27. Position Title Maritime Industry Development Specialist I

No. of Position 1

Item No MARINA-DOTrB-MIDS1-46-2017

Office/Division Operations Monitoring Division, Enforcement Service (ES)

Salary Grade 11 (P 27, 000.00)

Qualification Requirements:

Education	Bachelor's Degree Relevant to the Job
Experience	None Required
Training	None Required
Eligibility	Career Service Professional / Second Level Eligibility

Duties and Responsibilities of the Position

1. Assists in the review and updating of an enhance compliance monitoring system in the enforcement of national and international laws, rules and regulations, circulars, orders, decisions, rulings, governing the different maritime industry sector/sub-sector, namely; domestic shipping, overseas shipping, shipbuilding/ ship repair, maritime manpower and maritime safety;
2. Assists in the evaluations/assessment in the implementation of the enhanced compliance monitoring system in the enforcement of national and international laws, rules and regulations, circulars, orders, decisions, rulings and submits recommendations thereon;
3. Conducts desk top monitoring of the terms and conditions of CPCs/PAs/SPs, post approval requirements/ conditions of accreditation and ship acquisition approvals, safety-related certificates and other MARINA issuances using the enhanced compliance monitoring system, in coordination with the different Units of the Authority;
4. Prepares and submits reports/ recommendations on the violations noted/ committed by maritime enterprises/entities for the consideration/ appropriate action of Management through the Legal Service (LS) or Franchising Service (FS); and
5. Undertakes document verification to validate results of the desk top monitoring conducted on the terms and conditions of CPCs/PAs/SPs, post approval requirements/ conditions of accreditation and ship acquisition approvals, safety-related certificates and other MARINA issuances.

28. Position Title	Maritime Industry Development Specialist I
No. of Position	1
Item No	MARINA-DOTrB-MIDS1-68-2017
Office/Division	Certification Division, Standards of Training, Certification and Watchkeeping Office (STCWO)
Salary Grade	11 (P 27, 000.00)

Qualification Requirements:

Education	Bachelor's Degree Relevant to the Job
Experience	None Required
Training	None Required
Eligibility	Career Service Professional / Second Level Eligibility

Duties and Responsibilities of the Position

Checks and ensures the qualification of the applicant-seafarer including the completeness of the information and documents required by the MISMO system for the type of certificate/s being applied for during online evaluation

29. Position Title	Maritime Industry Development Specialist I
No. of Positions	1
Item Nos.	MARINA-DOTrB-MIDS1-62-2017
Office/Division	Accreditation Division, Standards of Training, Certification and Watchkeeping Office (STCWO)
Salary Grade	11 (P 27, 000.00)

Qualification Requirements:

Education	Bachelor's Degree Relevant to the Job
Experience	None Required
Training	None Required
Eligibility	Career Service Professional / Second Level Eligibility

Duties and Responsibilities of the Position

1. Receives/Screens the following application and check completeness of said application and prepares the ATAP form:
 - a. Application for MTI Accreditation
 - b. Application for Course Accreditation
 - c. Application of Instructors/Assessors
2. Updates Training Center Directory; and
3. Maintains the database graduates

30. Position Title	Shipping Operations Specialist I
No. of Position	1
Item No	MARINA-DOTrB-SHOS1-41-2017
Office/Division	Maritime Safety Audit Division, Maritime Safety Service (MSS)
Salary Grade	11 (P 27, 000.00)

Qualification Requirements:

Education	Bachelor's Degree Relevant to the Job
Experience	None Required
Training	None Required
Eligibility	Career Service Professional / Second Level Eligibility

Duties and Responsibilities of the Position

1. Assists in the formulation and updating of plans, programs, projects, policies, rules, regulations, standards and specifications necessary for the marine 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 initial evaluation/assessment of the responsiveness/effectiveness of the plans, programs, projects, incentives, financing, schemes, standards, policies, rules, regulations and guidelines for the marine safety sub-sector, specifically with respect to the safe management and operation of companies and ships, seaworthiness of the ships and protection of the marine environment; and, recommends the areas of improvements/revision thereon.
3. Conducts document review and assessment of the Safety Management Systems (SMS) Manual/s submitted by companies.
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.
5. Prepares audit reports and recommends appropriate action on applications/require for the issuance of safety management related certificates.

31. Position Title Shipbuilding Specialist I

No. of Position 1

Item No MARINA-DOTrB-SHS1-42-2017

Office/Division Naval Architecture and Marine Engineering Division, Shipyards Regulation Service (SRS)

Salary Grade 11 (P 27, 000.00)

Qualification Requirements:

Education	Bachelor's Degree Relevant to the Job
Experience	None Required
Training	None Required
Eligibility	Career Service Professional / Second Level Eligibility

Duties and Responsibilities of the Position

1. Evaluates applications/ request of shipyard enterprises, shipowners/ operators/ companies and related maritime enterprises/ entities relating to ship design, plans approval for ship construction, reconstruction, conversion, major alterations, reconditioning, measurements; loadline assignment and stability calculations, accreditation of marine surveying company and loadline assignors; and related applications in accordance with the Revised Philippine Merchant Marine Rules and Regulation 1997 (RPMRR '97), as amended, existing laws, policies, rules and regulations, standards, and specification, including applicable international conventions, codes, rules and regulations and other issuances;
2. Conducts inspection of ships during the course of construction, reconstruction, conversion, major alterations, reconditioning in accordance with the Revised Philippine Merchant Marine Rules and Regulation 1997 (RPMRR '97), as amended, existing laws, policies, rules and regulations, standards, and specification, including applicable international conventions, codes, rules and regulations and other issuances;
3. Assist in the conduct of continuing policy-oriented and technical/ engineering researches and studies on ship design, plans approval for ship construction, reconstruction, conversion, major alterations, reconditioning and measurements; loadline assignment and stability calculations, in coordination with relevant Units of the Authority, concerned government agencies and private sector associations/entities and in collaboration with the different maritime administrations and other international organizations, and submits reports thereon;
4. 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 ship design, plans approval for ship construction, reconstruction, conversion, major alterations, reconditioning and measurements, loadline assignment and stability calculations and other related safety aspects of ship design/construction; and
5. Prepares/submits/ position/ discussion/ information papers on matters/issues relating to the discharge of functions on ship design, plans approval for ship construction, reconstruction, conversion, major alterations, reconditioning and measurements, loadline assignment and stability calculations and other related safety aspects of ship design/construction, and technical papers in support ratification/ accession to/ implementation of international conventions, as applicable, in coordination with relevant Units of the Authority.

32. Position Title	Administrative Assistant III
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No. of Position	1
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Item No	MARINA-DOTrB-ADAS3-25-2017
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Office/Division	Human Resource Management and Development Division, Management, Financial and Administrative Service (MFAS)
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Salary Grade 9 (P 21, 211.00)

Qualification Requirements:

Education	Completion of two- year studies in College or High School Graduate with relevant vocational/ trade course
Experience	One (1) year of relevant experience
Training	Four (4) hours of relevant training
Eligibility	Relevant MC 11 s. 1996 Career Service Sub-professional)/ First Level Eligibility

Duties and Responsibilities of the Position

Performs clerical and administrative functions related to human resource management (i.e. recruitment, trainings, compensation and benefits)

33. Position Title Administrative Assistant III

No. of Position 2

Item No MARINA-DOTrB-ADAS3-71-2017
MARINA-DOTrB-ADAS3-9-2018

Office/Division Administrative Services Division, Standards of Training, Certification and Watchkeeping Office (STCWO)

Financial Services Division, Standards of Training, Certification and Watchkeeping Office (STCWO)

Salary Grade 9 (P 21, 211.00)

Qualification Requirements:

Education	Completion of two- year studies in College or High School Graduate with relevant vocational/ trade course
Experience	One (1) year of relevant experience
Training	Four (4) hours of relevant training
Eligibility	Relevant MC 11 s. 1996 Career Service Sub-professional)/ First Level Eligibility

Duties and Responsibilities of the Position

Performs clerical and administrative functions

34. Position Title Administrative Assistant II [Human Resource Management Assistant]

No. of Position 1

Item No MARINA-DOTrB-ADAS2-26-2017

Office/Division Human Resource Management and Development Division, Management, Financial and Administrative Service (MFAS)

Salary Grade 8 (P 21, 211.00)

Qualification Requirements:

Education	Completion of two 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

Duties and Responsibilities of the Position

Performs clerical and administrative functions related to human resource management (i.e. recruitment, trainings, compensation and benefits)

35. Position Title Administrative Assistant II

No. of Position 1

Item No MARINA-DOTrB-ADAS2-30-2017

Office/Division General Services Division, Management, Financial and Administrative Service (MFAS)

Salary Grade 8 (P 21, 211.00)

Qualification Requirements:

Education	Completion of two years studies in College or High School Graduate with relevant vocation/trade course
Experience	One (1) year of relevant experience
Training	Four (4) hours of relevant training
Eligibility	Relevant MC 11 s. 1996 Career Service Sub-professional)/ First Level Eligibility

Duties and Responsibilities of the Position

Performs clerical and administrative functions

36. Position Title Administrative Aide VI [Clerk III]

No. of Position 4

Item No MARINA-DOTrB-ADA6-19-2017
MARINA-DOTrB-ADA6-31-2017
MARINA-DOTrB-ADA6-54-2017
MARINA-DOTrB-ADA6-21-2017

Office/Division Human Resource Management and Development Division, Management, Financial and Administrative Service (MFAS)

Seafarers' Certification and Documentation Division, Manpower Development Service (MDS)

Quality Management Division, Standards of Training, Certification and Watchkeeping Office (STCWO)

General Services Division, Management, Financial and Administrative Service (MFAS)

Salary Grade 6 (P 17, 553.00)

Qualification Requirements:

Education	Completion of two (2) years studies in College
Experience	None Required
Training	None Required
Eligibility	Career Service Sub-Professional / First Level Eligibility

Duties and Responsibilities of the Position

Performs clerical and administrative functions

37. Position Title Administrative Aide IV [Clerk II]

No. of Position 3

Item No
MARINA-DOTrB-ADA4-26-2017
MARINA-DOTrB-ADA4-31-2017
MARINA-DOTrB-ADA4-47-2017

Office/Division General Services Division, Management, Financial and Administrative Service (MFAS)

Ship Registration and Documentation Division, Domestic Shipping Service (DSS)

Office of the Executive Director, Standards of Training, Certification and Watchkeeping Office (STCWO)

Salary Grade 4 (P 15,586.00)

Qualification Requirements:

Education	Completion of two (2) years studies in College
Experience	None Required
Training	None Required
Eligibility	Relevant MC 11 s. 1996 Career Service Sub-professional)/ First Level Eligibility

Duties and Responsibilities of the Position

Performs clerical and administrative functions