



JAN 18 2023

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 18 2023. 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*);
- ❖ IPCR Ratings for the last two rating periods;
- ❖ Behavioral Dimension Forms (*rating periods should be aligned with the IPCR Ratings*)
- ❖ pCertified 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)*]. Hard copies of the documents must be sent thru postal delivery or any available courier.

Application documents must be addressed to:

Ms. JINKY M. MENDOZA, J.D.
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: 01 February 2023

Nenita S. Atienza 1/13/23

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

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

1.

Position Title	Director II
No. of Position	1
Item No	MARINA-DOTrB-DIR2-23-2017
Office/Division	Management Information Systems Service (MISS)
Salary Grade	26 (P 116, 040.00)

Qualification Requirements:

Education	Master's Degree/ Certificate in Leadership and Management from CSC
Experience	Five (5) years of supervisory/ management experience
Training	One hundred twenty (120) hours of supervisory/ management learning and development intervention
Eligibility	Career Service Professional / Second Level Eligibility

Duties and Responsibilities of the Position

Manages and exercises overall supervision in the performance of functions of the Office; and oversees the development, evaluation, implementation and monitoring of studies, programs and projects relative promotion and development of the Agency.

2.

Position Title	Maritime Education and Training Standards Supervisor [Managerial]
No. of Position	1
Item No	MARINA-DOTrB-METSS-68-2017
Office/Division	Office of the Executive Director, Standards of Training, Certification and Watchkeeping Office (OED, 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. 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;

2. Collates and analyzes reports for the purpose of proposing improvements of monitoring procedures;
3. Collates and analyzes reports for the purpose of proposing improvements in the Philippine Maritime Education (MET) system; and
4. Assists the STCWO Executive Director in the STCW-related curriculum development; and

3.

Position Title	Chief Administrative Officer
No. of Position	1
Item No	MARINA-DOTrB-CADOF-29-2017
Office/Division	Administrative Services Division, Standards of Training, Certification and Watchkeeping Office (STCWO)
Salary Grade	24 (P 90, 078.00)

Qualification Requirements:

Education	Master's Degree/ Certificate in Leadership and Management from 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. Plans, prepares and implements the work program of the division consistent with the STCWO Work Program.
2. 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.

4.

Position Title	Chief Maritime Industry Development Specialist
No. of Position	1
Item No	MARINA-DOTrB-CMIDS-10-2018
Office/Division	Public Information Division, Standards of Training, Certification and Watchkeeping Office (STCWO)
Salary Grade	24 (P 90, 078.00)

Qualification Requirements:

Education	Master's Degree/ Certificate in Leadership and Management from 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. Plans, prepares and implements the work program of the division consistent with the STCWO Work Program.
2. Supervises, assigns/distributes and monitors all work/ activities/ tasks of the division staff with respect to the internal operations of the division
3. . Reviews information/reports that are to be communicated to the IMO in accordance with Regulation 1/7 of the STCW Convention 1978
4. Reviews draft information materials prepared by proponent Division for posting and dissemination

5. 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	Bachelors' 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

6.	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	Bachelors' 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. Under general supervision, assists and advises the Chief Administrative Officer in the development, implementation of policies, rules and regulations; plans, directs and supervises activities of the section performing human resource management, supply and property management, records management and other administrative and support services functions;
2. Formulates and develops appropriate systems and procedures pertaining to property, personnel and records management; and
3. Supervises the maintenance and update of records pertaining to personnel, records, all accountable equipment, supplies/materials and other properties of the Office;

7.	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	Bachelors' 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

8.	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	Bachelors' 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

9.	Position Title	Supervising Maritime Industry Development Specialist
	No. of Position	1
	Item No	MARINA-DOTrB-SVMIDS-39-2017
	Office/Division	MARINA Regional Office No. I & II [La Union]
	Salary Grade	22 (P 71,511.00)

Qualification Requirements:

Education	Bachelors' 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 Regional Director in the day-to-day operations of the Office;
2. Recommends policy reforms, plans, programs, projects and other activities geared towards improving efficiency and effectiveness in the delivery of MARINA services in the Region, enforcement of MARINA rules and regulations, and utilization of resources; and
3. Planning and scheduling meetings, public consultations appointments, and the like

10.	Position Title	Supervising Maritime Industry Development Specialist
	No. of Position	1
	Item No	MARINA-DOTrB-SVMIDS-50-2017
	Office/Division	MARINA Regional Office No. X [Cagayan De Oro City]
	Salary Grade	22 (P 71,511.00)

Qualification Requirements:

Education	Bachelors' 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 Regional Director in the day-to-day operations of the Office;
2. Recommends policy reforms, plans, programs, projects and other activities geared towards improving efficiency and effectiveness in the delivery of MARINA services in the Region, enforcement of MARINA rules and regulations, and utilization of resources; and
3. Planning and scheduling meetings, public consultations appointments, and the like

11.	Position Title	Attorney III
	No. of Position	1
	Item No	MARINA-DOTrB-ATY3-32-2017
	Office/Division	MARINA Regional Office No. VII [Cebu 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]
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Duties and Responsibilities of the Position

1. Represents the Maritime Industry Authority in the trial/hearing of cases in courts and quasi-judicial bodies.
2. Represents the Office of the Solicitor General upon proper designation, before judicial, quasi-judicial investigations and hearings
3. Conduct hearings in proper cases involving maritime issues and violations; and
4. Render legal opinions, conduct legal researches and proper pleadings

12.

Position Title Accountant III

No. of Position 1

Item No MARINA-DOTrB-A3-22-2017

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

Salary Grade 19 (P 51,357.00)

Qualification Requirements:

Education	Bachelor's Degree in Commerce/ Business Administration major in Accounting
Experience	Two (2) years of relevant experience
Training	Eight (8) hours of relevant training
Eligibility	RA 1080 [CPA]

Duties and Responsibilities of the Position

1. Formulates, updates, implements and enforces policies, rules and regulations on accounting matters in accordance with COA and DBM laws, policies, rules and regulations, including the of enforcement of existing rules and regulations affecting salaries/wages, allowances, benefits, monetization of leave, etc.
2. Reviews existing guidelines and circulars related to the grant of salaries, incentives and other benefits, monetization of leave credits, allowances (PERA, ADCOM, RATA), and prepares corresponding payrolls thereof and other disbursement/journal entry vouchers
3. Maintains all books of accounts through bookkeeping activities and prepares the corresponding reports thereon.

13.

Position Title Engineer III

No. of Position 1

Item No MARINA-DOTrB-ENG3-41-2017

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

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/survey evaluation relative to registration.
2. Conducts inspection/survey of the vessel for compliance of MARINA MCs and seaworthiness of the vessel and vessel plan verification.
3. Conducts investigation on maritime incidents/complaints.
4. Conducts supervision on inclining test and underwater survey.

14. Position Title Attorney II

No. of Position 1

Item No MARINA-DOTrB-ATY2-27-2017

Office/Division Hearing and Adjudication Division, Franchising Service (FS)

Salary Grade 18 (P 46,725.00)

Qualification Requirements:

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

Duties and Responsibilities of the Position

1. Assists in the hearing, adjudication and review of all applications for CPC or exemption therefrom and other motions relative to the quasi-judicial function of the Authority.
2. Prepares orders, rulings, resolutions and decisions of the hearing officers and/or the MARINA Board relative to: sale and transfer of ships; CPC or exemption certificates to ships; orders modifying, suspending or revoking any certificate or authority to operate; Show Cause Orders and/or Cease and Desist Orders related to maritime

accidents/incidents; subpoena, subpoena duces tecum and summons to witnesses to appear.

3. Recommends submission to the MARINA Board all such decisions, orders or rulings for deliberation in the en banc Board meeting before these are finalized, signed by the Board members and issued to the parties concerned

15.	Position Title	Senior Maritime Industry Development Specialist
	No. of Position	1
	Item No	MARINA-DOTrB-SRMIDS-34-2017
	Office/Division	Maritime Safety Inspection Division, Maritime Safety Service (MSS)
	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. 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, rules codes, and regulations and other issuances for the safe and management operation of companies and/or ships, seaworthiness of ships and the protection of the marine environment.
2. Evaluates applications/requests 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, 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.
3. Evaluates applications/ of requests of shipping companies for the grant of letter authorizations to recognized organizations (ROs) to conduct ship surveys, for and in behalf of the Authority, and if warranted, recommends the issuance of relevant certificates to Philippine-registered ships operating .in international trade.

16.	Position Title	Senior Shipping Operations Specialist
	No. of Position	1
	Item No	MARINA-DOTrB-SRSOS-34-2017

Office/Division	Maritime Safety Audit Division, Maritime Safety Service (MSS)
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. Conducts document review and assessment of the Safety Management Systems (SMS) Manual/s submitted by companies
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.
3. Prepares audit reports and recommends appropriate action on applications/requests for the issuance of safety management related certificates.

17. Position Title Engineer II

No. of Position 1

Item No MARINA-DOTrB-ENG2-37-2017

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

Salary Grade 16 (P 39,672.00)

Qualification Requirements:

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

Duties and Responsibilities of the Position

1. Provide a system of assisting various officers, professionals, technicians, skilled workers and seamen to be gainfully employed in shipping enterprises, priority being given to domestic needs;
2. To require any public water transport utility or Philippine flag vessels to provide shipping services to any coastal areas in the country where such services are necessary for the development of the area, to meet emergency sealift requirements, or when public interest so requires; and

3. Investigate by itself or with the assistance of other appropriate government agencies or officials, or experts from the private sector, any matter within its jurisdiction, except marine casualties or accidents which shall be undertaken by the Philippine Coast Guard

18.	Position Title	Engineer II
	No. of Position	1
	Item No	MARINA-DOTrB-ENG2-40-2017
	Office/Division	Naval Architecture and Marine Engineering Division, Shipyards Regulation Service (SRS)
	Salary Grade	16 (P 39,672.00)

Qualification Requirements:

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

Duties and Responsibilities of the Position

1. Assists in the conduct of continuing policy-oriented and technical / engineering researches and studies on ship design, plans approval for ship reconstruction, construction, conversion, major alterations, reconditioning and measurements, loadline assignment and stability calculations;
2. 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;
3. 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 of ratification / accession to | implementation of international conventions, as applicable, in coordination [with relevant Units of the Authority;

19.	Position Title	Engineer II
	No. of Position	1
	Item No	MARINA-DOTrB-ENG2-41-2017
	Office/Division	Operations Monitoring Division, Enforcement Service (ES)
	Salary Grade	16 (P 39,672.00)

Qualification Requirements:

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

Duties and Responsibilities of the Position

1. 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;
2. Assists in the conduct of analysis of all violations committed by maritime enterprises / entities resulting from the discharge of enforcement and compliance monitoring functions / activities;
3. Prepares position / discussion papers on matters / issues in the discharge of enforcement and compliance monitoring functions, and technical papers in support of ratification / accession to and / or implementation of international conventions, in coordination with the concerned Units of the Authority;

20.

Position Title	Engineer II
No. of Position	1
Item No	MARINA-DOTrB-ENG2-43-2017
Office/Division	Complaints and Investigation Division, Enforcement Service (ES)
Salary Grade	16 (P 39,672.00)

Qualification Requirements:

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

Duties and Responsibilities of the Position

1. Conducts inquiry/fact-finding activities relating to the maritime accidents/incidents and complaints aimed at determining whether existing maritime laws, policies, rules and regulations governing the different maritime industry sectors/sub-sectors.
2. Prepares and submits reports/recommendations based on the results of the inquiry/fact finding activities relating to complaints and maritime accidents/incidents.

3. Assists in the conduct of inspection/survey and audit of companies and/or ship/s involved in maritime accidents and that subject of complaints and submit reports/ recommendations thereon.

21.	Position Title	Shipping Operations Specialist II
	No. of Position	1
	Item No	MARINA-DOTrB-SHOS2-45-2017
	Office/Division	Shipyard Development and Licensing Division, Shipyards Regulation Service (SRS)
	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. 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 availment 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 o shipyards.

2. 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 license/ registration to operate.

22.	Position Title	Maritime Industry Development Specialist II
	No. of Position	1
	Item No	MARINA-DOTrB-MIDS2-39-2017
	Office/Division	Shipping Business Division, Domestic Shipping Service (DSS)
	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. Prepares inventories of domestic shipowners/ operators and maritime . enterprises/entities, monitors compliance with post approval conditions, records submitted documents relative to accreditation, ship acquisition, special/ exemption permits, exportation of ships, including submission of 4.5% withholding tax, etc. and prepares reports/Memoranda thereon.
2. Assists in the conduct of researches/studies and recommends the adoption/ implementation of participation in projects and programs supportive of the regulatory/supervisory functions of the Division.

23.	Position Title	Administrative Assistant III
	No. of Position	1
	Item No	MARINA-DOTrB-ADAS3-17-2017
	Office/Division	Policy Development and Review Division, Planning and Policy Service (PPS)
	Salary Grade	9 (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

1. Proof reads type written materials
2. Prepares routine correspondence
3. Performs clerical and administrative functions

24.	Position Title	Administrative Assistant III
	No. of Position	1
	Item No	MARINA-DOTrB-ADAS3-73-2017
	Office/Division	Quality Management Division, Standards of Training, Certification and Watchkeeping Office (STCWO)
	Salary Grade	9 (P 21,211.00)

Qualification Requirements:

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

Duties and Responsibilities of the Position

1. Assists in the maintenance and implementation of the Quality Standard System (QSS);
2. Assist in the preparation of communications, reports, minutes of the meetings, resolutions and other similar secretariat services; and
3. Performs clerical and administrative functions

25. Position Title	Administrative Assistant II [Human Resource Management Assistant
No. of Position	1
Item No	MARINA-DOTrB-ADAS2-27-2017
Office/Division	Human Resource Management and Development Division, Management, Financial and Administrative Service
Salary Grade	8 (P 19,744.00)

Qualification Requirements:

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

Duties and Responsibilities of the Position

1. Assists in the development, updating, management and implementation of the plans and programs on human resource management and development in coordination with private institutions and government agencies and in consultation with the various Units of the Authority.
2. Performs clerical and administrative functions