



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

**MEMORANDUM**

FOR/TO : **All Directors/Officers-in-Charge  
MARINA CO Service Units & Regional Offices**

FROM : **The Officer-in-Charge, MFAS**

SUBJECT : **RE: NOTICE OF HIRING OF CONTRACT OF SERVICE**

DATE : 15 March 2024

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Transmitted herewith is the Notice of Vacancy for COS. Details of the vacancy as published in the MARINA Website is hereby attached.

For your reference and dissemination to all your staff and other interested parties.

**RALPH A. NARVAEZ**

KCP/bdv

## NOTICE OF HIRING OF CONTRACT OF SERVICE PERSONNEL

Please be informed that the Maritime Industry Authority (MARINA) is in need of personnel to be assigned at MARINA Central Office under Contract of Service status. For interested parties, the following documents are required:

### Documentary requirements

- ❖ Letter of intent specifying the position being applied for;
- ❖ Duly accomplished Personal Data Sheet with latest ID picture and Work Experience Sheet (CS Form No. 212, Revised 2017), indicating all the required data/information, which may be downloaded from the CSC Website ([www.csc.gov.ph](http://www.csc.gov.ph));
- ❖ Certified True Copy of Training Certificates;
- ❖ Certified True Copy of Transcripts of Records/Diploma;
- ❖ Certified True Copy of Certificate of Eligibility/Rating/License (if applicable);
- ❖ Certificate of Previous/Current Employment with detailed Job Description

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

**Ms. KAROL C. PONCE**

Officer-in-Charge

Human Resource Management and Development Division  
Maritime Industry Authority

Applicants with **incomplete requirements will not be processed**. Only shortlisted applicants shall be notified for further assessment.

Deadline for Submission: MAR 25 2024

  
**RALPH A. NARVAEZ**

Officer-in-Charge

Management, Financial and Administrative Service

**NOTICE OF HIRING OF CONTRACT OF SERVICE PERSONNEL**  
dated MAR 15 2024

Position Title	<b>Project Development Officer III (Marine Environment Economic Analyst)</b>
No. of Position	<b>1</b>
Office/Division	<b>Marine Environment Protection Development Service (MEPDS)</b>
Status	<b>Contract of Service</b>
Salary Grade	<b>SG-18 : (P 43,681.00)</b>
Qualification Requirements:	

Education:	Bachelor's Degree Relevant to the Job Preferably graduate of BS Economics, Mathematics or Statistics Background in environment economics is a plus
Experience:	At least three (3) years in developmental, research, policy formulation or governance-related work, or a combination of two or more
Training:	Eight (8) hours of relevant training
Eligibility:	Career Service Eligibility (if applicable)
Others:	<ul style="list-style-type: none"><li>• Proficient in English skills both oral and written</li><li>• Advance in Microsoft Office and video-conferencing platforms</li><li>• Good interpersonal skills</li></ul>

**Duties and Responsibilities/ Terms of Engagements:**

1. Conduct economic analysis related to marine environmental protection and use of the natural environment, such as water, air, land and renewable energy resources, among others;
2. Evaluate and quantify benefits costs, incentives, and impacts of alternative options using economic principles and statistical techniques; and
3. Coordinate and monitor projects and other activities as may be assigned by the head of the office.



**NOTICE OF HIRING OF CONTRACT OF SERVICE PERSONNEL**  
dated MAR 15 2024

Position Title	<b>ATTORNEY III</b>
No. of Position	<b>1</b>
Office/Division	<b>MARINA-NCR</b>
Status	<b>Contract of Service</b>
Salary Grade	<b>SG-21 (P 60,901.00)</b>
Qualification Requirements:	

Education: Bachelor of Laws/Juris Doctor

Experience: With At least three (1) year relevant experience

Training: Four (4) hours of relevant training

Eligibility: RA 1080 (BAR)

**Duties and Responsibilities/ Terms of Engagements:**

1. Presides hearings and prepares the Minutes of Hearing for the applications/petitions;
2. Renders legal opinions/resolves legal issues on the aforementioned applications/petitions, motions for temporary authority to operate (Special Permit/Provisional Authority), and such other matters with legal import, as may be assigned;
3. Handles and prosecutes all complaints against domestic ship owners/operators, shipyards, ship management companies, classification societies and recognized organizations, manning companies, seafarers, and other maritime enterprises/entities within the MARINA-NCR's jurisdiction, and accordingly prepares all the necessary pleadings in the prosecution of the same;
4. Prepares/submits position/discussion papers on matters/issues affecting the provision/operation of public water transportation services in the domestic trade;

5. Identifies, evaluates, and analyzes external/internal information that will serve as inputs to the discharge of functions relating to the quasi-judicial, administrative, supervisory and regulatory functions over water transport services;
6. Prepares communications and responses/replies to inquiries to the quasi-judicial, administrative, supervisory and regulatory functions over water transport services; and
7. Performs other tasks and duties as may be assigned by the Section Head and/or the Regional Director.

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