



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

July 18, 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 July 18, 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) (**please carefully read the instructions**);
- ❖ 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*);
-SHOULD BE DIRECTLY SENT TO HRMDD BY APPLICANT'S SUPERVISOR IN A SEALED ENVELOPE OR THRU SUPERVISOR'S EMAIL
- ❖ Certified true copy of Training Certificates (*if any*); and
- ❖ Certificate of Previous/Current Employment (or any proof of employment)

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) (**please carefully read the instructions**);
- ❖ Certified True Copies of documents supporting the PDS (*e.g. Training Certificates, Certificate of Employment with detailed Job Description, Commendations*);
- ❖ IPCR Ratings for the last two rating periods;
- ❖ Behavioral Dimension Forms (*rating periods should be aligned with the IPCR Ratings*)
-SHOULD BE DIRECTLY SENT TO HRMDD BY APPLICANT'S SUPERVISOR IN A SEALED ENVELOPE
- ❖ Certified True Copy of Transcript of Record for Masteral Studies, or Certificate of Units Earned (*if any*)

Interested and qualified applicants should signify their interest in writing and submit their application online thru this link <https://forms.gle/4v2kjCcxUvjczQrL8>.

Golden Voyage Towards Green and Digital Maritime Future

MARINA Building
20th Street corner Bonifacio Drive
1018 Port Area (South), Manila,
Philippines



Tel. Nos.: (632) 8523-9078
Email: oadm@marina.gov.ph
Website: <https://marina.gov.ph>


Please be informed that we are no longer accepting hard copies of documents, except for Behavioral Dimension Form. All application shall be submitted through the online application form.

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

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

Deadline for Submission: AUG 0 1 2024


CHERYL V. PASCUA
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 (to be rated by HRMDD)	
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	Maritime Education and Training Standards Supervisor [Deck]
No. of Position	1
Item No	MARINA-DOTrB-METSS-59-2017
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 Deck Officer
Eligibility	Certificate of Competency under RA 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	Planning Officer V
No. of Position	1
Item No	MARINA-DOTrB-PLO5-23-2017
Office/Division	Project Planning and Development Division, Planning and Policy Service (PPS)
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. Plans, prepares and implements the work program of the division consistent with the PPS 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.
3. Initiates and/or supervises the formulation, updating and implementation of sector plans of the Authority and programs and the MIDP consistent with the MTPDP, prescribed performance governance systems and developments in the national/regional/international maritime industry and regional/international cooperation/agreements/commitment, in coordination with appropriate Units of the Authority and in consultation with appropriate government agencies and the private sector, and integrates/translates them into a practicable, coordinated and gender-sensitive, Maritime Industry Development Plan (MIDP), which shall cover the plans and programs of the maritime industry sectors/sub-sector, namely: domestic shipping, overseas shipping, maritime manpower, shipbuilding and ship repair and maritime safety.
4. Supervises and monitors the: (a) evaluation/assessment of the implementation of the MIDP and its effects on the maritime industry vis-à-vis national development policies and thrusts; (b) development and implementation of monitoring/feedback and measurement system and the identification of bottlenecks in the implementation thereof and proposed solutions; and, (c) evaluation of the submitted Work Programs and appropriate performance appraisal of all Units of the Authority through the implementation of an office performance evaluation methodology/system and submits reports/recommendations to Top Management.
5. Initiates and/or supervises the preparation of project proposals necessary to implement the Authority's plans and programs for adoption, implementation and/or endorsement as foreign technical assistance/cooperation and/or in-house programs based on systematic programming and prioritization.
6. Initiates and/or supervises the conduct of special studies to further develop/promote the different maritime industry sectors that will enhance/maintain the competitive advantage of the Philippines as the prime supplier of maritime manpower worldwide; to have an attractive Philippine ship registry; to become a major center of shipbuilding and ship repair; and, to have modern, vibrant and safe domestic merchant fleet as part of a seamless transportation system, in coordination with the relevant Units of the Authority, concerned government agencies and the private sector associations.
7. Prepares and/or recommends position/information/discussion papers on matters affecting the different maritime industry sectors/subsector.

3. Position Title Information Officer V

No. of Position 1

Item No MARINA-DOTrB-INFO5-24-2017

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

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. Plans, prepares and implements the work program of the division consistent with the MISS 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.
3. Initiates and/or supervises the formulation, updating, and implementation of plans and programs to ensure complete, accurate, available, reliable, relevant and timely provision, maintenance and preparation, dissemination/publication of maritime industry sector related data/statistics/information and reports that will serve as inputs/bases of the different Units of Authority in the discharge of their regulatory/supervisory and developmental/promotional functions; and undertakes coordination on the possible outsourcing thereof.
4. Initiates and/or supervises the conceptualization, design, implementation and promotion of the use of the Authority's maritime library that shall cover the latest reference materials/issuances of international maritime organizations that shall bear impact on the Authority's mandates/functions and shall cater to the requirements/needs of the different maritime industry sectors.

4. Position Title Chief Administrative Officer

No. of Position 1

Item No MARINA-DOTrB-CADOF-28-2017

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

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. Plans, prepares and implements the work program of the division consistent with the MFAS 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.
3. Initiates and/or supervises the formulation, updating, implementation and enforcement of policies, rules and regulations relating to cashiering, records, supplies, property and equipment, and general services, in accordance with applicable laws, policies, rules and regulations of concerned government agencies.
4. Initiates, supervises, and coordinates all activities pertaining to the cash, records, supply and general services sections of the MFAS.
5. Develops and maintains active coordination and linkage/s with other relevant government agencies and the MARINA Regional Offices (MROs) relative to cashiering, records, supply and general services.

5. Position Title Chief Shipping Operations Specialist

No. of Positions 1

Item Nos. 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. Plans, prepares and implements the work program of the division consistent with the MSS 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.
3. 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.
4. Supervises/monitors the processing of reviews/edits technical evaluation/inspection reports and recommends/endorsees 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 (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.
5. 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.
6. Supervises and monitoring and evaluation of 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 the safe management and operation of companies and/or ships, seaworthiness of ships and the protection of the marine environment.
7. Prepares/submits position/discussion/ information papers on matters/issues relating to the discharge of function on the safe management and operation of companies/ships, seaworthiness of ships, and the protection of the marine environment, and technical papers in support ratification/accession to/implantation of international conventions, as applicable in coordination with relevant Units of the Authority.
8. Participate in the conduct of public consultation in coordination with other MARINA Units, relevant government agencies, private sector associations and other entities involved in the safe management and operation of companies/ships, seaworthiness

of ships and the protection of the marine environment regarding issues, problems, complaints, concerns, proposed laws, programs, projects, policies, rules, regulations and guidelines and in relation to the briefing/orientation on newly approved issuance.

9. Prepares communications and response/replies to inquiries relating to the Authority's discharge of functions relating to the safe management and operation of companies/ships, seaworthiness of ships and the protection of the marine environment.

6. Position Title	Attorney III
No. of Position	1
Item No	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.

7. Position Title Attorney III

No. of Position 1

Item No MARINA-DOTrB-ATY3-26-2017

Office/Division MRO 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.

8. 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 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 services to determine their responsiveness and effectiveness to the developmental/ promotional objectives of the domestic shipping, and such other plans, programs, projects, policies, rules and regulations relating to the industry.
2. Evaluates and ensures the completeness and propriety in form and order of all applications/ petitions/ motions for CPC/ PA/ SP to operate a public water transportation service, pursuant to the Rules of Practice and Procedures in the Exercise of Quasi-Judicial functions by MARINA MC 74-A and subsequent amendments thereto.
3. 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.
4. 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.
5. 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.
6. Assists in the hearing, adjudication, review and preparation of resolutions/ Decisions relative to investigation and resolution of complaints made in writing involving any violation of existing laws, rules and regulations.
7. Recommends impositions of fines and/or penalties, dismissal of complaint cases and CPC applications, for violation/s of the Public Service Act, as amended, relevant MARINA rules and regulations and the terms and conditions of the CPC/PA/SP in the course of drafting decisions/orders or rulings.
8. Prepares/ submits position/ discussion papers on matters/issues affecting the provision/operations of public water transportation services in the domestic trade.
9. Determines and recommends development of databases/monitoring systems on all issued Orders, rulings, resolutions and decisions, in coordination with the MISS.
10. 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.
11. Prepares communications and response/ replies to inquiries relating to the quasi-judicial, administrative, supervisory and regulatory functions over water transport services.

9.Position Title Maritime Industry Development Specialist I

No. of Position 1

Item No MARINA-DOTrB-MIDS1-8-2019

Office/Division Cooperation and Strategic Maritime Initiatives Division, Overseas Shipping Service (OSS)

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 laws, policies, rules, regulations, guidelines and measures, including advisories in compliance with the IMO Member State Audit Scheme (IMSAS) which may affect or impact on the operations of Philippine-registered ships engaged in international voyages and related maritime industry sectors, in collaboration with relevant Units of the Authority, concerned government agencies and private sector associations/entities;
2. Conducts mock audit and/or evaluation/assessment of the responsiveness/effectiveness of the laws, policies, rules, regulations, guidelines, and measures, including advisories pertaining to the Philippine compliance to IMO instruments/protocols and other international conventions which the country is a party to/ member;
3. Monitors and evaluates maritime developments and issuances made by international, regional, and sub-regional maritime organizations of convention, codes, laws protocols, circulars, resolutions, rules and regulations related top IMSAS, including monitoring of the scheduled, meetings thereof; prepares and/or coordinates the preparation of all the necessary position/discussion /information/technical papers, and intended interventions, in collaboration with appropriate Units of the Authority, concerned government agencies and private sector associations/entities;
4. Identifies, evaluates and analyzes external/internal information that will serve as inputs to the discharge of CSMID functions, in coordination with appropriate Units of the Authority, private sector, shipping conferences/ associations, local/foreign independent operators and relevant government agencies

10. Position Title Administrative Officer I

No. of Position 1

Item No MARINA-DOTrB-ADOF1-31-2017

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

Salary Grade 10 (P 23,176.00)

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. Performs clerical and administrative tasks, as assigned by the OIC-Division Chief/Supervisor;
2. Drafts memoranda, letters, minutes of the meeting and presentation materials upon instruction of any superior;
3. Communicates with other service units and regional offices upon instruction;
4. Follows up and retrieves documents and submits to the concerned official/office; and

11. Position Title Administrative Aide VI [Clerk III]

No. of Position 1

Item No MARINA-DOTrB-ADA6-19-2017

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

Salary Grade 6 (P 17,553.00)

Qualification Requirements:

Education	Completion of two- year 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