



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 Director II**
Management, Financial and Administrative Service

SUBJECT : **NOTICE OF HIRING OF JOB ORDER AND CONTRACT OF
SERVICE**

DATE : 15 August 2024

Transmitted herewith is the Notice of Vacancy for Job Order and Contract of Service. 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.


CHERYL V. PASCUA


KCP/bdv

Golden Voyage Towards Green and Digital Maritime Future

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NOTICE OF HIRING OF CONTRACT OF SERVICE AND JOB ORDER PERSONNEL

Please be informed that the Maritime Industry Authority (MARINA) is in need of personnel to be assigned at MARINA Central Office under Job Order and 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);
- ❖ Training Certificates;
- ❖ Transcripts of Records/Diploma;
- ❖ 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 (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: AUG 31 2024



CHERYL V. PASCUA

Officer-in-Charge

Management, Financial and Administrative Service

NOTICE OF HIRING OF CONTRACT OF SERVICE PERSONNEL
dated AUG 15 2024

Position Title	Project Development Officer III (GAD Specialist)
No. of Position	One (1)
Office/Division	Planning Policy and Service (PPS)
Status	Contract of Service

Monthly Rate **P 43,681.00**

Qualification Requirements:

Education: Bachelor's Degree in any of the following areas:

- Gender/Women and Development
- Public Administration/Management
- Social Development
- Development Studies/Management
- Economics
- Social Sciences and other allied courses

Experience/Training: Two (2) years of relevant experience and eight (8) hours of relevant training in any of the following:

- Gender and Development;
- Gender Mainstreaming;
- GAD Planning and Budgeting
- Gender Analysis;
- Monitoring and evaluation;
- Policy Development and Advocacy;
- Research on development issues;
- Oral Presentation skills;
- Business correspondence & Technical Report Writing;
- Policy Review, Organizing; and
- Structural Development

Duties and Responsibilities/ Terms of Engagements:

1. Provides technical inputs in the review of the organization's GAD policy;
2. Provides guidance, inputs and support in the resetting of the agency's GAD lens and roadmap;
3. Liaises and participates in the building of the agency's GAD technical capacities;
4. Coordinates the organization of the GAD Focal Point System;
5. Coordinates and participates in the conduct of GAD capacity development programs, consultation meetings, partnership building, policy advocacy, and monitoring and evaluation activities;
6. Provides technical inputs in reviewing and endorsing GAD Plans and Budget;
7. Participates in the production of GAD related Information, Education and Communication (IEC) materials;
8. Provides technical inputs in planning, implementation, and assessment of the Offices' overall strategic and operational plans and activities;
9. Consolidation of inputs from GAD TWG and Preparation of GAD Annual Plans & Budget and other Reports;
10. Coordination with MARINA Offices/Members of the GAD FPS TWG and related government offices;
11. Documentation and preparation of Highlights of Meeting/Conferences; and
12. Performs other related tasks that may be assigned by the Division Chief/Director from time to time.

NOTICE OF HIRING OF CONTRACT OF SERVICE PERSONNEL
dated AUG 15 2024

Position Title **Attorney III**

No. of Position **One (1)**

Office/Division **Legal Division, STCW Office**

Status **Contract of Service**

Monthly Rate **P 60,901.00**

Qualification Requirements:

Education: Bachelor of Laws, Bachelor's Degree in Political Science, Legal Management, Philosophy or equivalent

Experience: One (1) year relevant experience

Training: Eight (8) hours of relevant training

Eligibility: RA1080

Duties and Responsibilities/ Terms of Engagements:

1. Evaluates report as a result of the monitoring conducted by the Inspection and Monitoring Team of STCW office for appropriate action;
2. Investigates and determines administrative cases involving Maritime Training Institutions;
3. Investigates and determines administrative cases against Filipino Seafarers;
4. Prepares and drafts Orders, Decisions and Resolution against Maritime Training Institutions and Filipino Seafarers;
5. Makes an intensive and thorough research on jurisprudence and laws applicable to the resolution of cases against MTIs and seafarers;
6. Resolve motions and petitions filed by the Maritime Training Institutions and Seafarers;
7. Conducts an Administrative Hearing;
8. Makes rulings on motions and objection of the parties involved in the case;

9. Makes a research on foreign and local jurisprudence relative to the Philippine and International Maritime Laws and studies the interpretation thereof and conduct research work on the more questions of law
10. Prepares draft legislative bills and other proposed measures relating to maritime matters and issues;
11. Prepares comments on legislative proposals from Congress and Senate relating to maritime industry;
12. Represents the STCW Office in Technical Working Group meetings and all other meetings, seminar and events relative to the function of STCW Office;
13. Reviews and studies all existing rules and regulations of STCW Office and proposes amendments and revisions thereof if necessary;
14. Assist the Executive Director during the MARINA board meeting in the presentation of any proposed MARINA Circular affecting the function of STCW Office particularly when there are legal issues to be resolved during the said meeting;
15. Prepares memoranda and correspondences needed by the Executive Director; and
16. Performs other related tasks that may be assigned by the Division Chief/Director from time to time

NOTICE OF HIRING OF JOB ORDER PERSONNEL

Dated AUG 15 2024

Position Title **Legal Officer I**

No. of Position **One (1)**

Office/Division **Legal Division, STCW Office**

Status **Job Order**

Monthly Rate **P 30,799.00**

Qualification Requirements:

Education: Bachelor's Degree relevant to the job or background in Law, Legal Management, or Legal Research

Experience: One (1) year relevant experience

Training: Four (4) hours of relevant training

Eligibility: Career Service Eligibility (preferably but not required)

Duties and Responsibilities/ Terms of Engagements:

1. Prepares initial drafts of Decisions and Resolutions on administrative cases involving Maritime Training Institutions and Filipino Seafarers;
2. Prepares initial draft of Certifications, Show Cause Orders, Legal Clearances on administrative cases involving Maritime Training Institutions and Filipino Seafarers;
3. Drafts Memoranda, Legal Opinions, Special Orders, Letters, and other documents of legal import (i.e. subpoena, affidavits, certifications) addressed to offices within MARINA and other government agencies.
4. Conduct legal research whenever necessary, as part of the effective implementation of the existing rules and regulations of the STCW Office; and
5. Performs other related tasks that may be assigned by the Division Chief/Director from time to time.

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