



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

September 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 September 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/UipCwssrXTGtZxeA>.

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: OCT 21 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	Director II
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No. of Position	1
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Item No	MARINA-DOTrB-DIR2-24-2017
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Office/Division	Management, Financial and Administrative Service (Central Office)
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Salary Grade	26 (P 121,146.00)
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Qualification Requirements:

Education	Master's Degree OR 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

1. Develops and administers a strategic human resource development and management program which shall include personnel hiring/recruitment; selection/promotion; succession/retirement and position classification; employee's learning and development; performance management; employee's relations/morale/discipline;
2. Provides accounting and financial services, including maintenance of books or accounts, preparation of financial statements and reports, and funds management and control;
3. Prepares and develops, in accordance with other Units of the Authority, the office's budgetary requirements and undertakes all activities relative to the established budget cycle and implications thereof vis-à-vis the existing laws and the circulars, rules and regulations issued by the Office of the President, DBM and DOTR;
4. Acts as lead MARINA office with respect to budget hearings/consultations undertaken by DOTr, DBM, COA, Senate and Congress;
5. Provides general and auxiliary services relative to management, custody and disposal of records, supplies and equipment, collection of fees and charges and disbursements, security, custodial works and general utility;
6. Provides general administrative support and supervision over the different units of the Authority, including the MROs, covering administrative, fiscal and personnel management matters/activities;
7. Issues Administrative Orders/Memoranda on the adoption of internal rules and regulations, relative to the implementation/enforcement of administrative, financial/fiscal or personnel management matters or activities;
8. Undertakes assessment/review/audit of the existing systems and procedures or the Authority for purposes of improving the flow of work and raise productivity and, as

appropriate, ascertains whether financial and operating records and reports contain accurate, reliable, timely, complete and useful information, and that controls over record keeping and reporting are accurate and effective, including compliance of the Authority and/or its Units with existing plans, programs, policies rules and regulations and procedure; and

9. Performs such other functions as may be assigned by higher authorities.

2. 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 (Central Office)

Salary Grade 24 (P 94,132.00)

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 DSS 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 reports; and reviews/evaluates the performance of division staff at the end of each rating period;
3. 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 the 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.
4. Initiates and/or supervises researches studies/activities, and recommends measures that will improve/further develop the domestic shipping industry.
 5. Initiates and/or supervises and recommends the adoption, review, continuing implementation, and monitoring of appropriate levels of domestic shipping service standards, quality of service, and efficiency through regular conduct of enhanced Passenger Service Rating System (PSRS) and Cargo Service Rating System (CSRS) surveys, in coordination with concerned Units of the Authority and the MARINA Regional Offices;
 6. Prepares position/discussion papers on matters/issues relating to the discharge of the regulatory/supervisory and promotional/developmental functions covering the domestic shipping sector;
 7. 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 domestic shipping industry/operation regarding issues, problems, complaints, concerns on the proposed laws, programs, projects, 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.

3. Position Title Supervising Maritime Industry Development Specialist

No. of Position 1

Item No MARINA-DOTrB-SVMIDS-43-2017

Office/Division MARINA Regional Office No. VI [Iloilo City]

Salary Grade 22 (P 74,836.00)

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. Plans, prepares, and implements the work program of the division consistent with the RO Work Program;

2. Supervises, assigns/distributes, and monitors all work/activities/tasks of the section/sector staff with respect to the internal operations of the section/sector; prepares individual rating reports; and reviews/evaluates the performance of section/sector staff at the end of each rating period;
3. Initiates and/or supervises the preparation of recommendations for the adoption, review, updating, and implementation of the plans, programs, projects, incentives, financing schemes, standards, policies, rules, regulations, and guidelines relative to the regulation/supervision and promotion/ development of the various aspects of the maritime industry sectors/sub-sector, namely: domestic shipping, overseas shipping maritime safety, shipbuilding and ship repair, maritime manpower and evaluation of their responsiveness/effectiveness on the maritime industry from the point of view of regional operations;
4. Undertakes and/or supervises the evaluation of applications/requests from the different shipowners/operators/companies, shipyards, and other maritime enterprises/entities and recommends the issuance of appropriate certificates, permits, licenses, approvals, and other documents based on existing MARINA Administrative Orders on the delegation of signing authority to RO Directors covering the different maritime industry sectors pursuant to existing policies, rules and regulations of the Authority;
5. Undertakes and/or supervises all the necessary functions/activities relating to the general administrative, management, and finance aspects of the Regional Office, in close coordination with the Office of the Administrator and the Management, Finance and Administrative Service (MFAS) of the Authority;
6. Identifies and submits viable routes suitable for long-haul and liner routes, short-haul ferry routes, RORO routes, tramp operations, feeder routes, and hub ports to guide and advise domestic ship owners/operators where shipping services can be provided or are necessary in order to promote and spur economic activities;
7. Assists in the conduct of research/studies on competition and consumer protection cases, competition systems and policies, investigations of abuses of dominant positions/market power, and other anti-competitive acts in other countries/economies in order to have an extensive base of experience and knowledge in the identification of areas of harm to effective competition and recommends appropriate action to strengthen the Authority's intervention function;
8. Initiates and/or supervises the conduct of research/studies and analysis/evaluation of the prevailing issues, problems, and concerns affecting the different maritime industry sectors/sub-sectors, namely: domestic shipping, overseas shipping, maritime safety, shipbuilding and ship repair, maritime manpower and submits/generates reports/papers/outputs that will support the regulatory/supervisory and promotional/developmental functions of the Authority and further improve the different maritime industry sectors;
9. Maintain close coordination and cooperation with the different Units of the Authority, relevant government agencies/entities, NGOs, and private sector associations concerned to continually improve the services being provided to clients,

shipowners/operators, and other maritime enterprises/entities and improved the competitiveness of the country's maritime industry;

10. Coordinates the conduct of public consultation in the RO in cooperation with concerned Units of the Authority, relevant government agencies, private sector associations, and other entities involved in the different maritime industry sectors: domestic shipping, maritime safety, shipbuilding, and ship repair, maritime manpower regarding issues, problems, complaints, proposed laws, programs, 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;
11. Recommends the development and maintenance of databases and monitoring systems on the different maritime industry sectors in terms of determination of compliance with the standards, provisions, terms, and conditions of approval/permits/certificates/licenses issued by the Authority to further improve work productivity and efficiency in public service, in coordination with the MISS;
12. Prepares communications/response/replies to inquiries and matters relating to the discharge of the regulatory/supervisory and promotional/developmental functions within their respective areas of jurisdiction covering the various maritime industry sectors;
13. Prepares and submits position/information/discussion papers on matters/issues relating to the discharge of the regulatory/supervisory and promotional/developmental functions covering the different maritime industry sectors in coordination with the relevant Units of the Authority.

4. Position Title	Supervising Shipbuilding Specialist
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No. of Position	1
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Item No	MARINA-DOTrB-SVSS-44-2017
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Office/Division	MARINA Regional Office No. VII [Cebu City]
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Salary Grade	22 (P 74, 836.00)
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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

10. To process Accreditation for Manufacturers, Suppliers and Servicing Entities for LSA, and other Safety related Appliances and Equipment / License for Ship Building / Ship Repairer, Ship Building, Ship Repairer, and Boat Building;
11. To conduct Safety Management Audit to Companies and Ships;
12. To Conduct Ship Safety Inspection;
13. To supervise Ship's Underwater Survey;
14. To conduct investigation on Maritime Incidents / Marine Protest & Letter.

5. Position Title Administrative Officer V [Human Resource Management Officer III]

No. of Position 1

Item No MARINA-DOTrB-ADOF5-28-2017

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

Salary Grade 18 (P 49,015.00)

Qualification Requirements:

Education	Bachelor's degree
Experience	Eight (8) hours of relevant training
Training	Two (2) years of relevant experience
Eligibility	Career Service (Professional) Second Level Eligibility

Duties and Responsibilities of the Position

1. Develops, updates, manages, and implements the plans and programs on human resource management development in coordination with private institutions and government agencies and in consultation with the various Units of the Authority;
2. Formulates, updates, implements, and enforces policies, rules, and regulations in all areas of human resource management and development in accordance with CSC laws, rules, and regulations.
3. Develops, updates, and administers personnel hiring/recruitment/selection/promotion/succession/retention/rewards or awards/incentives, retirement systems and procedures, and undertakes continuing assessment/improvement thereof;
4. Develops and implements existing performance appraisal system and undertakes continuing assessment/improvement thereof, in coordination with the different Units of the Authority;

5. Promotes sound employee-management relations (as well as relations with employee associations), particularly in the determination of personnel welfare/benefits/service;
6. Recommends the continuing development and maintenance of databases and monitoring systems relating to the human resource management and development functions of the Authority to further improve work productivity and efficiency in public service, in coordination with the MISS;
7. Prepares communications responses/replies to inquiries relating to the Authority's plans, programs, policies, rules, and regulations on human resource management and development and prepares/submits reports as required by other government agencies;

6. Position Title	Engineer II
No. of Positions	1
Item Nos.	MARINA-DOTrB-ENG2-37-2017
Office/Division	Maritime Safety Audit Division, Maritime Safety Service (Central Office)
Salary Grade	16 (P 41,616.00)

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 review of guidelines concerning MARINA's Safety Regulatory functions;
2. Receives/processes applications for issuance of Ship Safety Certificates;
3. Verifies authenticity of submitted documents required on the issuance of certificates;
4. Conducts inspection of ships and prepares report after the conduct of survey;
5. Monitors vessels to comply with the requirements/standards under MARINA circulars and the rules and standards stipulated under RPMMRR and SOLAS;
6. Prepares communication letters/memoranda of correspondence to queries;

7. Position Title	Engineer II
No. of Position	1
Item No	MARINA-DOTrB-ENG2-42-2017

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

Salary Grade 16 (P 41,616.00)

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 review and updating 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 sectors/sub-sectors namely: domestic shipping, overseas shipping, shipbuilding/ship repair, maritime manpower, and maritime safety;
2. Assists in the evaluation/assessment of 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. Conduct desktop monitoring of the terms and conditions of CPCs/PAs/SPs and 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);
5. Undertakes document verification to validate results of the desktop 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;
6. 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;
7. 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;

8. Identifies, evaluates, and analyzes external/ internal information that will serve as inputs to the discharge of functions relating to enforcement and compliance monitoring, including analysis of evaluation;
9. Prepares communications and responses/ replies to inquiries relating to the Authority's discharge of enforcement and compliance monitoring functions;

8. Position Title	Accountant II
No. of Position	1
Item No	MARINA-DOTrB-A2-11-2018
Office/Division	Financial Services Division, Standards of Training, Certification and Watchkeeping Office (Central Office)
Salary Grade	16 (P 41,616.00)

Qualification Requirements:

Education	Bachelor's degree in Commerce / Business Administration, major in Accounting
Experience	One (1) year of relevant experience
Training	Four (4) hours of relevant training
Eligibility	RA 1080

Duties and Responsibilities of the Position

1. Responsible for daily collection and deposit reconciliation, as well as the preparation of a daily List of Deposited Collections (LDC);
2. Responsible for preparation and submission of monthly reports of collection and deposits, including Journal Entry Voucher (JEV) and Cash Receipts Journal (CRJ);
3. Responsible for the evaluation of travel and meal reimbursements and the preparation of Disbursement Vouchers (DV) and Obligation Request Status (ORS);
4. Assists in verifying HR Summary of Late, Undertime, and Absences vs. Attachments;
5. Assists in checking STCWO JO/COS/BOE payroll;
6. Assists in the preparation of other communication documents such as letters, memorandum, special orders, minutes of meetings/post activity reports, disposition forms and routing/action slips, etc.

9. Position Title	Shipbuilding Specialist II
No. of Position	1
Item No	MARINA-DOTrB-SHS2-41-2017

Office/Division	Naval Architecture and Marine Engineering Division, Shipyard Regulation Service (Central Office)
Salary Grade	15 (P 38,413.00)

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 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, including the adoption, review, updating and implementation of the Comprehensive Development Plan for the SBSR Sector pursuant to EO 588, in coordination with the relevant Units of the Authority. Concerned government agencies and private sector associations/entities and/or in collaboration with the different maritime administrations and other international organizations;
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, 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;
4. Develop preliminary designs setting up the basic characteristics of proposed ships;
5. Administers ship construction contracts;
6. Conducts inspection of ships during the course of construction, reconstruction, conversion, major alterations, and 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;

7. Prepares report and recommends, after due compliance with existing policies, rules, regulations, and guidelines, the issuance/ endorsement of safety and other safety-related certificates;
8. 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;
9. 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;
10. 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;
11. Identifies, evaluates and analyzes external/internal information that will serve as inputs to the discharge of functions relating to ship design, plans approval for ship construction, reconstructions, conversion, major alterations, reconditioning and measurements, loadline assignment and stability calculations, related functions;
12. Gathers necessary inputs and assists in the conduct of studies to promote the pursuit of Naval Architecture/ Marine Engineering and related courses on shipbuilding/ ship repair/ afloat repair/ boatbuilding/ shipbreaking to enhance the technical capability of MARINA-licensed shipyards and sustain the competitive position of the country in the international shipbuilding industry and submits recommendations thereon; and
13. Prepares communications and response/replies to inquiries on ship design, plans approval for ship construction, reconstruction, conversion, major alterations, reconditioning and measurements, loadline assignment and stability calculations and related functions.

10. Position Title	Administrative Officer IV [Human Resource Management Officer II]
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No. of Position	1
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Item No	MARINA-DOTrB-ADOF4-30-2017
Office/Division	Human Resource Management and Development Division, Management, Financial and Administrative Service (Central Office)
Salary Grade	15 (P 38,413.00)

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. Assists the Division Chief in the planning, preparation, and implementation of the division's work program;
2. Assists in the development, updating, management, and implementation of the plans and programs on human resource management development in coordination with private institutions and government agencies and in consultation with the various Units of the Authority;
3. Assists in the review, formulation, updating, implementation, and enforcement of policies, rules and regulations in all areas of human resource management and development, in accordance with CSC laws, rules and regulations;
4. Assists in the administration of activities relating to hiring/recruitment/selection/promotion/succession and retention/ learning and development and undertakes continuing research/inquiries in coordination with concerned public and private entities;
5. Assists in the implementation of existing performance appraisal system and submits observations/deviations thereon;
6. Safeguards, updates and maintains the filing system on personnel records and related human resource files;
7. Prepares communications responses/replies to inquiries relating to the Authority's plans, programs, policies, rules and regulations on human resource management and development, and prepares/submits reports as required by other government agencies.

11. Position Title	Maritime Industry Development Specialist II
No. of Position	1
Item No	MARINA-DOTrB-MIDS2-31-2017
Office/Division	

Maritime Training Program Development Division, Manpower
Development Service (Central Office)

Salary Grade 15 (P 38,413.00)

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 and updating of plans, programs, projects, standards, policies, rules, regulations, and guidelines pertaining to the documentation and licensing of qualified domestic seafarers and harbor, bay, and river pilots and on the competency assessment system of the domestic seafarers, shipyard manpower and other maritime manpower resources of the country;
2. Conducts initial evaluation/assessment of the responsiveness/effectiveness of the plans, programs, projects, standards, policies, rules, regulations, and guidelines pertaining to the documentation and licensing of qualified domestic seafarers and harbor, bay, and river pilots, and on the competency assessment system of the domestic seafarers, shipyard manpower, and other maritime manpower resources of the country;
3. Assists in the establishment, updating, and implementation of a system of development and maintenance of a reservoir of trained maritime manpower to meet the current and future needs of the maritime manpower industry, in collaboration with concerned Units of the Authority, relevant government agencies and the private sector;
4. Assists in the design and development of training programs/curricula in response to/in compliance with national/international laws, conventions, codes, rules and regulations, and other developments in the maritime manpower sector and implements/conducts the same, as required/applicable to the domestic seafarers, harbor, bay and river pilots, shipyard manpower and other maritime manpower resources of the country;
5. Assists in the screening/processing of applicants and the conduct/administration of licensure examinations for harbor, bay and river pilots and officers of ships engaged in the domestic trade below 500 GT and 750 KW;
6. Assists in the implementation of apprenticeship programs for the domestic seafarers, harbor, bay and river pilots, shipyard manpower and other maritime manpower resources of the country, in coordination with shipowners/operators, maritime schools and training centers, shipyards, other relevant maritime industry providers and foreign/local government agencies/organizations;

7. Prepares position/discussion papers on matters/issues relating to the discharge of functions on the documentation and licensing of qualified domestic seafarers and harbor, bay and river pilots, competency assessment system of the domestic seafarers, shipyard manpower and other maritime manpower resources of the country implementation of apprenticeship programs;
8. Identifies, evaluates and analyzes external/internal information that will serve as inputs to the discharge of functions relating to the documentation and licensing of qualified domestic seafarers and harbor, bay and river pilots, and competency assessment system of the domestic seafarers, shipyard manpower and other maritime manpower resources of the country; and
9. Prepares communications and response/replies to inquiries relating to the Authority's discharge of functions on the documentation and licensing of qualified domestic seafarers and harbor, bay and river pilots, and competency assessment system of the domestic seafarers, shipyard, manpower, and other maritime manpower resources of the country.

12. Position Title Maritime Industry Development Specialist II

No. of Position 1

Item No MARINA-DOTrB-MIDS2-3-2018

Office/Division Research and Development Division, Standards of Training, Certification and Watchkeeping Office (Central Office)

Salary Grade 15 (P 38,413.00)

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. Conducts documentary review for training course that needs to be developed/to be revised;
2. Prepares working documents for training course that needs to be developed/to be revised;
3. Facilitates conduct of Pilot Testing and Validation for the newly developed/revised training standard;

4. Collates and prepares reports;
5. Finalizes course package;
6. Distributes the approved developed/revised documents;
7. Prepares Division's Monthly Accomplishment Report, PPMP, and Work and Financial Plan;
8. Draft special orders, proposals, minutes of meetings, and other related documents for the disposal of job; and
9. Represent the Division on committees and task groups as necessary.

13. Position Title Maritime Industry Development Specialist II

No. of Position 1

Item No MARINA-DOTrB-MIDS2-50-2017

Office/Division Complaints and Investigation Division, Enforcement Service (Central Office)

Salary Grade 15 (P 38,413.00)

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. Conducts preliminary inquiry/fact-finding to complaints and maritime accidents/incidents and complaints aimed at determining whether existing maritime laws, policies, rules, and regulations governing the different maritime industry sectors/sub-sectors, namely: domestic shipping, overseas shipping, shipbuilding/ship repair, maritime manpower, and maritime safety, have been violated;
2. Prepares and submits/reports recommendations based on the results of the preliminary inquiry/fact-finding activities relating to complaints and maritime accidents/incidents and complaints;

3. Assists in the conduct of inspection/ survey and audit of companies and/or ship/s involved in maritime accidents and those subject of complaints and submits reports/ recommendations thereon;
4. Assists and analysis of the root causes of all maritime incidents/ accidents and complaints based on the outcome/result of preliminary inquiries/fact-finding activities and marine inquiries/ investigations conducted thereon, as applicable, and prepares report/ recommendations thereon;
5. Prepares position/ discussion papers on matters/issues relating to 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 relevant Units of the Authority;
6. Identifies, evaluates, and analyzes external/internal information that will serve as inputs to the discharge of functions relating to the conduct of preliminary inquiry/ fact-finding activities on maritime accidents/incidents and complaints and root causes analyses of maritime incidents/accidents;
7. Prepares communications and responses/ replies to inquiries relating to the Authority's discharge of preliminary inquiry/fact-finding activities on maritime accidents/ incidents and complaints and root cause analyses of maritime incidents/ accidents.

14. Position Title Maritime Industry Development Specialist I

No. of Position 1

Item No MARINA-DOTrB-MIDS1-1-2018

Office/Division Research and Development Division, Standards of Training, Certification and Watchkeeping Office (Central Office)

Salary Grade 11 (P 28,512.00)

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. Conducts Documentary Review for the training course that needs to be developed/to be revised;

2. Prepares working documents of the training and program standards to be developed or revised;
3. Facilitates conduct of Pilot Testing and Validation for the newly developed/revised training standards;
4. Facilitates the planning, design and development, and revision of new courses in convention requirements when necessary;
5. Identifies resources required to develop and deliver training projects;
6. Prepares the course packages of the approved training programs for maritime training institutions;
7. Represent the division on committees and task groups as necessary;
8. Prepares briefing notes, proposals, minutes of meetings, and other related documents for the disposal of the job.

15. Position Title Maritime Industry Development Specialist I

No. of Position 1

Item No MARINA-DOTrB-MIDS1-37-2017

Office/Division Shipping Business Division, Domestic Shipping Service (Central Office)

Salary Grade 11 (P 28,512.00)

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, incentives, financing schemes, standards, policies, rules, regulations, and guidelines pertaining to the different aspects of domestic shipping operations;
2. Gathers necessary inputs/information and assists in the initial evaluation/assessment of the responsiveness/effectiveness of the plans, programs, projects, incentives, financing schemes, standards, policies, rules, regulations, and guidelines pertaining to the different aspects of domestic shipping operations;

3. Evaluates and recommends on applications/requests of domestic shipowners/operators/companies and maritime enterprises/entities pertaining to accreditation, ship acquisition, special permits for temporary change in trading status or utilization of ships in the domestic trade, permanent conversion, importation of marine engines/spare parts, incentives availment and other relevant applications;
4. 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;
5. Assists in the conducts researches/studies and recommends the adoption/implementation of/participation in projects and programs supportive of the regulatory/supervisory functions of the Division;
6. Assists in the evaluation, validation, and monitoring of the financial standing and tax payment capabilities of the domestic shipping industry players to ensure the maintenance and sustenance of their operations/services in the domestic shipping business;
7. Identifies, evaluates, and analyzes external/internal information that will serve as inputs to the discharge of functions relating to accreditation of domestic operators and maritime enterprises/entities; acquisition of ships for domestic trading and fishing operations, special permits for temporary change in trading status or utilization of ships in the domestic trade, importation of marine engines/spare parts, incentives availment and other applications /requests related to domestic shipping operations;
8. Gathers necessary inputs/information and assists in the preparation of position/discussion papers on matters/issues relating to the discharge of the regulatory/supervisory and promotional/developmental functions covering the domestic shipping sector.

16. Position Title	Maritime Industry Development Specialist I
No. of Position	1
Item No	MARINA-DOTrB-MIDS1-65-2017
Office/Division	Certification Division, Standards of Training, Certification and Watchkeeping Office (Central Office)
Salary Grade	11 (P 28,512.00)

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. Evaluate documents submitted by the seafarers;
2. Validation of application;
3. Assists in the development and implementation of a system for effective and efficient filing and maintaining of seafarer's records;
4. Prepares reports on the inventory of Blank Certificates on stocks, spoiled certificates, and the number of certificates to be requested;
5. Records the details of the spoiled certificates in the logbook;
6. Issues Certified True Copies of requested certificates and authenticates the same.

17. Position Title Administrative Assistant III

No. of Position 1

Item No MARINA-DOTrB-ADAS3-22-2017

Office/Division Information Technology Division, Management Information Systems Service (Central Office)

Salary Grade 9 (P 22,219.00)

Qualification Requirements:

Education	Completion of two years 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

1. Key-in test run programs developed by the programmers;
2. Assist programmers in the documentation of programs;

3. Maintains program and data file catalogs;
4. Assist in the creation and maintenance of data base of the assigned units, service, and division including:
 - Key-in Data file inputs and overseas printing of outputs
 - Verifies completeness of source documents and;
 - Verifies the correctness of inputted data.
5. Trains computer encoders in his assigned units, service, and division;
6. Assist immediate supervisors in the performance of mandated tasks of the units, services, and division;
7. Does inputting/encoding of programs and application systems.

18. 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 (Central Office)

Salary Grade 9 (P 22,219.00)

Qualification Requirements:

Education	Completion of two years 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

1. Prepares and encodes communications, reports, and other documents for review of the Senior MIDS;
2. Gather/complies memoranda, circulars, orders, rules and regulations, and other official documents;
3. Provides secretarial support; and
4. Files incoming and outgoing communications, memoranda and other official documents;
5. Ensure the availability of supplies and materials of the Division.

19. Position Title Administrative Aide VI [Clerk III]

No. of Position 3

Item No MARINA-DOTrB-ADA6-28-2017
MARINA-DOTrB-ADA6-23-2017
MARINA-DOTrB-ADA6-29-2017

Office/Division General Services Division, MFAS
General Services Division, MFAS
Maritime Training Program Development Division, MDS

Salary Grade 6 (P 18,255.00)

Qualification Requirements:

Education	Completion of two years studies in college
Experience	None required
Training	None required
Eligibility	Career Service (Subprofessional) / First-Level Eligibility

Duties and Responsibilities of the Position

1. Performs clerical and administrative functions.