

## 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));
- ❖ 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](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:** \_\_\_\_\_

**CHERYL V. PASCUA**

Officer-in-Charge

Management, Financial and Administrative Service

**NOTICE OF HIRING OF CONTRACT OF SERVICE PERSONNEL  
dated \_\_\_\_\_**

**Position Title      Attorney III**

**No. of Position      One (1)**

**Office/Division      Legal Service**

**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:**          RA 1080

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

The role will primarily focus on the following legislative duties and legal functions:

- Attending congressional hearings;
- Assisting with legislative liaison duties;
- Managing other tasks during congressional recesses or in the absence of pending position papers; and
- Performs other task as directed by the Director, Legal Service and Division Chief, MLSD/PD, Legal Service

**NOTICE OF HIRING OF CONTRACT OF SERVICE PERSONNEL**  
**dated \_\_\_\_\_**

**Position Title      Legal Researcher III**

**No. of Position      One (1)**

**Office/Division      Legal Service**

**Status                Contract of Service**

**Monthly Rate        P 43,681.00**

**Qualification Requirements:**

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

**Experience:**      Two (2) years relevant experience

**Training:**         Eight (8) hours of relevant training

**Eligibility:**        Career Service Eligibility (preferably but not required)

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

1. Prepares draft decisions/resolutions;
2. Provides assistance in the review of legal documents;
3. Prepares Communication, Memorandum, SCO and other legal documents;
4. Prepares legal opinion and comment; and conduct legal research whenever necessary;
5. Provide assistance and legal advice;
6. Conduct and/or assist in hearings before the Legal Service; and
7. Performs other task as directed by the Director, Legal Service and Division Chief, MLSD/PD, Legal Service

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