



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

January 10, 2025

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 January 10, 2025. 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 through this link: <https://forms.gle/PPLkcR2mKMhSxL2q8>. Alternatively, you may submit hard copies personally to HRMDD at the 10th floor, MARINA Bldg., Central Office.


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>

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: January 24, 2025


ATTY. MARVIC S. RAMOS
Director III
Management, Financial and Administrative Services

1. Position Title	Director II
No. of Position	1
Item No	MARINA-DOTrB-DIR2-22-2017
Office/Division	Legal Service (Central Office)
Salary Grade	26 (P 126,252.00)

Qualification Requirements:

Education	Master's Degree OR Certificate in Leadership and Management from CSC
Experience	5 years of supervisory/ management experience
Training	120 hours of supervisory/ management learning and development intervention
Eligibility	Career Service (Professional) Second Level Eligibility

Duties and Responsibilities of the Position

1. Provides legal service/advice to the MARINA Board of Directors, the Executive Committee (EXECOM), the Administrator, the Deputy Administrators and the various organizational Units of the Authority;
2. Reviews and recommends for consideration of the Administrator actions deemed appropriate relating to or having a bearing on the legal aspects of maritime policies, rules, regulations, plans, programs, and projects approved by the MARINA Board;
3. Conducts continuing legal research/studies and recommends input which shall serve as the bases of the appropriate Unit/s of the Authority in the formulation, development, update, and implementation of plans, programs, projects, policies, rules, and regulations covering the different maritime industry sectors;
4. Prepared/reviewed legislative proposals/appropriate bills, executive orders, and other issuances necessary to implement plans, programs, projects, and policies on maritime matters, including the preparation of position papers relative to the proposed legislations/bills and representing the Authority in public hearing/s and deliberation thereof;
5. Studies/evaluates/reviews IMO and other international maritime laws, conventions, codes, resolutions, rules, and regulations which may affect the Authority's mandates/functions and recommends appropriate action toward the ratification of said conventions and/or eventual adoption of national regulations implementing such, in collaboration with the Overseas Shipping Service (OSS) and other relevant Units of the Authority;
6. Provides legal assistance/advice in the formulation, promulgation, interpretation and implementation of policies, rules and regulations governing the internal operations and activities of the Authority;

7. 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;
8. Prosecutes all violations of the rules and regulations of the MARINA, and coordinate with the Office of the Solicitor General (OSG) for proper representation on decisions of the Authority which are appealed to the Court of Appeals or Supreme Court;
9. Coordinates with the Office of the OSG for proper representation, in all litigations and/or actions whether in judicial, quasi-judicial or administrative proceedings to protect the rights and interests of the Authority on its officials and employees in the performance of their duties;
10. Prepares reviews and evaluates agreements, contracts and other legal instruments to which the Authority is a party, or which may affect the Authority;
11. Hears, adjudicates, reviews and prepares resolutions/Decisions relative to all violations committed by ship owners/operators and other maritime enterprises/entities of maritime and water transportation laws;
12. Hears, adjudicates, reviews and prepares resolutions/Decisions relative to administrative cases against erring employees of the Authority and/or conducts administrative investigations, as may be assigned by higher authorities;
13. Represents the Authority in international conferences, meetings and negotiations, as may be assigned by higher authorities;
14. Acts as MARINA Board Secretary and collaborates with the MARINA board or Directors/EXECOM, including supervision of the necessary technical/legal assistance/secretariat staff and to ensure that (a) the Board/EXECOM agenda is prepared, finalized and properly disseminated; (b) transcription of Board/EXECOM proceedings and discussion are accurate; (c) all pertinent Board/EXECOM records and documents are properly and safely kept; (d) all approved resolutions are duly certified; and € the necessary linkage between the MARINA Board of Directors, the EXECOM and Management is provided, among others;
15. Identifies external/internal information that will serve as inputs to the discharge of functions relating to the administrative violations of existing policies, rules and regulations by shipowners and other maritime enterprises/entities, rendition of legal opinions on matters/issues arising from or relating to the regulatory/supervisory functions of the various Units of the Authority and other related functions, in coordination with appropriate units of the Authority, private sector and relevant government agencies;
16. Conducts or participates in the conduct of public consultation in coordination with other MARINA Units, relevant government agencies, private sectors associations and other entities involved in the different maritime industry sector operations regarding the issues, problems, complaints, concerns on the provision of services, 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;

17. Recommends the development and maintenance of databases and monitoring systems that will facilitate the discharge of functions relating to the administrative violation of existing policies, rules, and regulations by shipowners, and other maritime enterprises/entities, rendition of legal opinions on matters/issues arising from or relating to the regulatory/supervisory functions of the various Units of the Authority and other related functions, in coordination with the MISS;
18. Prepares response/reply to inquiries relating to the Authority's existing laws/mandates, plans, programs, projects, policies, rules and regulations, and other maritime-related legal matters/issues; and,
19. Perform such other functions as may be assigned by higher authorities.

2. Position Title	Director II
No. of Position	1
Item No	MARINA-DOTrB-DIR2-28-2017
Office/Division	Overseas Shipping Service (Central Office)
Salary Grade	26 (P 126,252.00)

Qualification Requirements:

Education	Master's Degree OR Certificate in Leadership and Management from CSC
Experience	5 years of supervisory/ management experience
Training	120 hours of supervisory/ management learning and development intervention
Eligibility	Career Service (Professional) Second Level Eligibility

Duties and Responsibilities of the Position

1. Recommends the adoptions, review updating and implementation and monitoring of the overseas shipping sector's plans, programs, projects, incentives system, financing schemes, standards, criteria, policies, rules, regulations, and guidelines for the development of a competitive overseas shipping fleet in response to the operational realities in the overseas shipping sector such as determination of trends on the utilization of Philippine-registered domestic ships in the overseas shipping trade, freight/charter rates and the financial performance Philippine shipping companies and in pursuance of this Authority's regulatory/supervisory and promotional/developmental functions relating to the accreditation of overseas

shipping companies/enterprises/entities; acquisition of ships for overseas utilization, ship registration and documentation, special permits for temporary change in trading status or utilization of ships in the overseas trade, importation of marine engine/spare parts, incentives availment and other application /requests related to overseas shipping operations;

2. Evaluate and recommend appropriate action on all applications/requests of overseas shipping companies/maritime entities relating to accreditation, acquisition of ships for overseas utilization, ship registration and documentation, temporary/permanent utilization of domestic ships in international trading, incentives availment and related application pursuant to existing MARINA policies, rules and regulations and RA's 7471/9301 and their implementing rules and regulations;
3. Undertakes, evaluation review and analysis of the present and future economic and commercial shipping trends, practices and markets, regulation systems covering shipping services in the liner, tramp/bulk and specialized shipping sectors; competition within each sector; rates and similar matters affecting Filipino and foreign operators, and recommends the adoption and implementation of applicable policies, rules and regulations in the overseas shipping sector, in consultation with shipping conferences/associations and local/foreign independent operators;
4. Undertakes measures to implement cargo reservation policies of the government and related bilateral agreements entered into by the Philippines;
5. Undertakes or assists in the conduct of studies, review and evaluation of relevant international maritime laws, conventions, codes, resolutions, rules and regulations which may affect the Philippine maritime industry and the Authority through the preparation of the necessary position/information/discussion papers and coordination with concerned technical Units of the Authority for the submission of technical paper/s and endorses these papers to the legal Service (LS) for purposes of ratification of /accession to and/or implementation of said international maritime conventions, laws, codes, resolutions, rules and regulations, as applicable;
6. Recommends the adaptation, review, updating and implementation of laws, policies, rules, regulations, guideline and measures, including advisories, in compliance with the applicable provisions of ratified international maritime conventions or bases on relevant international maritime laws, codes, protocols, resolutions, rules and regulations issue/adopted by the international maritime and related organizations, to which the Philippines is a party/member-state. 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;
7. Participates in the negotiations of bilateral and multilateral shipping agreements and international, regional and sub-regional maritime transport agreements/arrangements, recommends the adoption and implementation of appropriate courses of action, policies and measures that would further the interest of the Philippine maritime industry and monitors the progress of the commitments of the different flag state administration to such agreements/arrangements vis-à-vis the country's progress thereon;

8. Conducts regular monitoring of the scheduled meetings of international, regional and sub-regional maritime organizations, prepares and/or coordinates the preparation of all necessary position/discussion/information/technical papers including intended interventions, in collaboration with appropriate Units of the Authority, concerned government agencies and private sector associations/entities for the consideration of Management, prior to the participation/attendance of designated MARINA officials/staff to such meetings;
9. Coordinates with national and international agencies on the effective implementation of Flag State Administration functions;
10. Monitors compliance of the Philippine with its obligation to generate and submit periodic and updated reports to the IMO through GSIS as well as to other international organizations, as may be required;
11. Undertakes all necessary administrative/technical arrangements and maintains transparency relative to bilateral relations and negotiations process in coordination with the bilateral partners and prospective partner and with relevant government agencies and private sector associations/entities;
12. Provides assistance in the formulation of criteria that will serve as guidepost of parties during negotiations involving bilateral shipping agreements;
13. Maintains/coordinates relations with and provides position/information papers and necessary technical advice to relevant government agencies involved in the implementation of bilateral and multilateral shipping agreements/arrangements and international, regional, and sub-regional maritime transport agreements/arrangements directly affecting the Philippine maritime industry;
14. Coordinates with relevant government agencies and other ASEAN Member states in the fulfilment of the planned integration of the logistics and maritime transport services sector in the ASEAN Region as stipulated in the Brunei Action plan and its successor, the ASEAN Master Plan on Connectivity and such other maritime-related measures, which may be instituted by the ASEAN;
15. Coordinates with other Flag State Administrations and international, regional and national organizations on policy matters affecting the management and operation of the Philippine International Shipping sector;
16. Conducts or participates in the conduct of public consultation in coordination with concerned Units of the Authority, relevant government agencies, private sector associations and other entities involved in ten overseas shipping industry/operations regarding issues, problems, complaints, concerns on the provision of overseas shipping services, proposed laws, programs, projects, policies, rules, regulations and guidelines and in relation to the briefing/orientation on newly approved issuances and international shipping developments;
17. Recommends the development and maintenance of databases and monitoring systems on overseas shipping operations in terms of compliance of overseas

shipping companies and Philippine flag ships with international maritime safety and environmental standards, existing MARINA policies, rules, regulations, guidelines and other requirements, including freight/charter market trend in the world shipping according to major trades not limited to dry bulk, tanker, reefer and breakbulk, and determination of compliance with the standards, provisions, terms and conditions of approvals/permits/certificates/licenses issued by the Authority and international shipping developments to further improve work productivity and efficiency in public service, in coordination with the MISS;

18. Identifies external/internal information that will serve as inputs to the discharge of the regulatory/supervisory and promotional/developmental functions covering the overseas shipping sector, in coordination with appropriate Units of the Authority, private sector, shipping conferences/associations, local/foreign independent operators and relevant government agencies;
19. Prepares response/replies to inquiries relating to the discharge of the regulatory/supervisory and promotional/developmental function covering the overseas shipping sector;
20. Undertakes preparation of position/information/discussion papers on matters/issues relating to the discharge of the regulatory/supervisory and promotional/developmental functions covering the overseas shipping sector;
21. Represents the Authority in international maritime conferences, meetings and negotiations, as may be assigned by higher authorities; and,
22. Performs such other functions as may be assigned by higher authorities.

3. Position Title	Chief Administrative Officer [Budget Officer V]
No. of Position	1
Item No	MARINA-DOTrB-CADOF-27-2017
Office/Division	Budget Division, Management, Financial and Administrative Service (Central Office)
Salary Grade	24 (P 98,185.00)

Qualification Requirements:

Education	Master's Degree OR Certificate in Leadership and Management from the CSC
Experience	4 years of supervisory/ management experience
Training	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 reports; and reviews/evaluates the 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 budget preparation, budget authorization, budget execution, and accountability, in accordance with applicable COA and DBM, and DOTC laws, policies, rules and regulations;
4. Initiates, supervises and coordinates all activities pertaining to budgetary requirements of the Authority, including preparation of annual budget estimates, requests for special budgets and sub-allotments and other budget-related concerns, in coordination with the different Units of the agency;
5. Develops and maintains active coordination and linkage/s with other relevant government agencies and the MARINA Regional Offices (MROs) relative to budget matters;
 - Performs other functions as may be assigned by the Director or higher authorities such as:
 - -Acts as OIC of the MFAS in the absence of the Director.
 - -Represent the Authority in local/international maritime conferences, meetings, and seminars on budgeting matters.

4. Position Title Chief Shipping Operations Specialist

No. of Position 1

Item No MARINA-DOTrB-CSOS-31-2017

Office/Division Maritime Safety Inspection Division, Maritime Safety Service (Central Office)

Salary Grade 24 (P 98,185.00)

Qualification Requirements:

Education	Master's Degree OR Certificate in Leadership and Management from the CSC
Experience	4 years of supervisory/ management experience
Training	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/endorses 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;
 - Performs other functions as may be assigned by the Director or higher authorities;
 - Acts as OIC of the MSS in the absence of the Director;
 - Represent the Authority in local/international meetings/conferences.

5. Position Title	Attorney IV
No. of Positions	1
Item Nos.	MARINA-DOTrB-ATY4-26-2017
Office/Division	Hearing and Adjudication Division, Franchising Service (Central Office)
Salary Grade	23 (P 87,315.00)

Qualification Requirements:

Education	Bachelor of Laws
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	RA 1080

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 the Division Chief in the supervision and monitoring of all activities/assigned tasks of the Division and its staff, prepares individual rating report at the end of each rating period;
3. 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 industry, and such other plans, programs, projects, policies, rules and regulations regarding to the industry, in coordination with relevant Units of the Authority;
4. 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;

5. Directs the publication of hearings in newspapers of general/local circulation and to serve judicial processes to the affected parties, Office of the Solicitor General, Philippine Coast Guard (PCG), and other concerned MARINA Regional Offices;
6. 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;
7. Prepares orders, rulings, resolutions, and decisions of the hearing officers and/or the MARINA Board relative to the 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;
8. Recommends submission to the MARINA Board all such decisions, orders, or rulings for deliberation in the Board meeting before being finalized, signed by the Board members, and issued to the parties concerned;
9. Assists in the hearing, adjudication, review, and preparation of resolutions/decisions relative to the investigation and resolution of complaints made in writing involving any violation of existing laws, rules and regulations, in coordination with concerned Units of the Authority;
10. 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;
11. 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 discharge of functions relating to the quasi-judicial, administrative, supervisory, and regulatory functions over water transport services regarding issues, problems, complaints, concerns on the provision of domestic shipping services, 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;
12. Prepares/submits position / discussion papers on matters/issues affecting the provision/operation of public water transportation services in the domestic trade;
13. Determines and recommends the development of databases/monitoring systems on all issued Orders, rulings, resolutions, and decisions, in coordination with the MISS;

14. Prepares communications and response/replies to inquiries relating to the quasi-judicial, administrative, supervisory, and regulatory functions over water transport services.

6. Position Title	Supervising Maritime Industry Development Specialist
No. of Position	1
Item No	MARINA-DOTrB-SVMIDS-29-2017
Office/Division	Maritime Training Program Development Division, Manpower Development Service (Central Office)
Salary Grade	22 (P 78,162.00)

Qualification Requirements:

Education	Bachelor's degree relevant to the job
Experience	3 years of relevant experience
Training	16 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 the Division Chief in the supervision and monitoring of all activities/assigned tasks of the division and its staff, and prepares individual rating reports at the end of each rating period;
3. 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;
4. Conducts initial evaluation/assessment of the responsiveness/effectiveness of the plans, programs, projects, standards, and 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;
5. Establishes, updates, and implements a system of development and maintenance if 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;

6. Designs, develops and recommends 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;
7. Assists in the screening/processing of applicants and the conduct/administration licensure examinations for harbor, bay and river pilots and officers of ships engaged in the domestic trade below 500 GT and 750 KW;
8. Designs, develops and recommends plans and the arrangements for 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 school and training centers, shipyards, other relevant maritime industry providers and foreign/local government agencies/organizations;
9. 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 maritime manpower sector regarding issues, problems, complaints, proposed laws, programs, rules, regulations and guidelines and in relation to briefing/orientation on newly approved issuances;
10. 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 maritime manpower sector regarding issues, problems, complaints, proposed laws, programs, rules, regulations and guidelines and in relation to briefing/orientation on newly approved issuances;
11. Determines and recommends the development of databases/monitoring systems that will facilitate the discharge of functions relating to Filipino domestic seafarers, harbor, bay and river pilots, shipyard manpower and other maritime manpower resources, in coordination with MISS;
12. 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;

7. Position Title	Attorney III
No. of Position	1
Item No	MARINA-DOTrB-ATY3-26-2017
Office/Division	Prosecution Division, Legal Service (Central Office)

Salary Grade 21 (P 70,013.00)

Qualification Requirements:

Education	Bachelor of Laws
Experience	1 year of supervisory experience
Training	4 hours of relevant training
Eligibility	RA 1080

Duties and Responsibilities of the Position

1. Assists Attorney V in the planning, preparation, and implementation of the division's work program;
2. Prepares individual rating reports at the end of each rating period;
3. 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;
4. 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;
5. 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;
6. 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;
7. 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;
8. 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;
9. Reviews the reliability and integrity of financial and operating information and the means used to identify, measure, classify and report such information;
10. Reviews existing information systems and procedures to ensure smooth flow of work and improved productivity, and, as appropriate, ascertain whether financial and operating records and reports contain accurate, reliable, timely, complete and useful

information, and that controls over record keeping and reporting are adequate and effective;

11. Reviews compliance of the Authority and/or its Units with existing plans, programs, policies, rules, regulations and procedures;
12. Reviews/examines the existing system of performing specified functions of each Unit, allocation and disbursement of funds, including efficiency or adequacy of existing procedures thereon;
13. Reviews the means of safeguarding assets;
14. Prepares reports and submits recommendations in internal audits conducted;
15. Assists the Attorney V in the exercise of the role as Chief Prosecutor of all violations of maritime and water transportation laws, and in handling cases in courts in collaboration with the Office of the Solicitor General as well as decisions of the Authority which are appealed to Court of Appeals or Supreme Court;
16. 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;
17. Assists Attorney V in the hearing, adjudication, review, and preparation of resolutions/Decisions relative to administrative cases against erring employees of the Authority and/or conducts administrative investigations;
18. Determines and recommends development of databases and monitoring systems that will facilitate the discharge of functions relating to plan formulation/updating and project development/evaluation covering the maritime industry sectors, in coordination with the MISS;
19. Identifies, evaluates, and analyzes external/internal information that will serve as inputs to the formulation/revision of policies, rules, and regulations in coordination with appropriate Units of the Authority, private sector, and relevant government agencies;
20. Prepares communications and responses/replies to inquiries relating to the Authority's existing laws/mandates, plans, programs, projects, policies, rules and regulations and other maritime-related legal matters/issues.

8. Position Title	Accountant III
No. of Position	1
Item No	MARINA-DOTrB-A3-23-2017
Office/Division	Financial Service Division, Standards of Training, Certification and Watchkeeping Office (Central Office)
Salary Grade	19 (P 56,390.00)

Qualification Requirements:

Education	Bachelor's degree in Accountancy or Commerce/Business Administration Major in Accounting
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	RA 1080

Duties and Responsibilities of the Position

1. Prepares financial accountability reports;
2. Prepares documents on financial matters;
3. Maintains book of account, gathers reports, prepares journal entry vouchers, and maintains subsidiary and general ledger;
4. Prepares financial reports;
5. Review withholding and remittance of taxes;
6. Monitors the compliance of the notices of suspension and disallowances;
7. Coordinates with other sections for the reconciliation of records on supplies, properties, and matters with financial implications;
8. Prepares disbursement vouchers and obligation request and status;
9. Processes/validates all financial claims and checks supporting documents;
10. Drafts communications and reports;
11. Performs other related functions/tasks as directed by the superior.

9. Position Title Administrative Officer V [HRMO III]

No. of Position 1

Item No MARINA-DOTrB-ADOF5-36-2017

Office/Division Administrative and Finance Division, Standards of Training, Certification and Watchkeeping Office (Central Office)

Salary Grade 18 (P 51,304.00)

Qualification Requirements:

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

Duties and Responsibilities of the Position

1. Prepares/process necessary documents relative to employee selection, promotion, leaves administration, resignation, salary adjustments, position classification/reclassification, fringe benefits, and other benefits services for submission to the HRMDD MFAS;
2. Disseminate information/updates on Civil Service and MARINA rules and regulations;
3. Prepares official communication and reports pertaining to personnel management for submission/notation of the MFAS;
4. Take charge of the preparation of documents/reports as the basis for the grant of performance-based incentives and awards, rewards, and step increments of the STCWO personnel for submission to the HRMDD, MFAS;
5. Acts as the Secretariat to the Selection and Promotion Board in the filling-up of STCW Office positions and prepare minutes of the meeting;
6. Monitors and implements Performance Evaluation System and participates in reviews of the Office's Performance standards;
7. Conducts training needs analysis and prepares the corresponding report for submission to the HRMDD, MFAS;
8. Facilitates conduct of in-house training, and;
9. Performs other functions as may be assigned.

10. Position Title Attorney II

No. of Position 1

Item No MARINA-DOTrB-ATY2-26-2017

Office/Division Legal Services Division, Legal Service (Central Office)

Salary Grade 18 (P 51,304.00)

Qualification Requirements:

Education	Bachelor of Laws
Experience	None required
Training	None required
Eligibility	RA 1080

Duties and Responsibilities of the Position

1. Assists in the review and evaluation of all proposed actions relating to or having a bearing on the legal aspects of maritime policies, rules, regulations, plans, programs, and projects of MARINA, and submits recommendations thereon;
2. Assists in the conduct of continuing legal research/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 implementations of plans, programs, projects, policies, rules, and regulations covering the different maritime industry sectors;
3. Assists in the provision of legal assistance/advice in the formulation, promulgation and implementation of policies, rules, and regulations governing the internal operations and activities of MARINA and in the rendition of legal opinions sought by the different Units of the Agency on matters/issues arising from or relating to the discharge of their respective regulatory/supervisory functions and compiles the same for future reference;
4. Assists in the conduct of study, evaluation and review of IMO and other international maritime laws, conventions, codes, resolutions, rules and regulations which may affect MARINA, and recommends appropriate actions towards the ratification of said conventions and/or eventual adoption of national regulations implementing such;
5. Assists in the preparation and review of legislative proposals/appropriate bills, executive orders and other issuances necessary to implement plans, programs, projects and policies on maritime matters, including the preparation of position papers relative to proposed legislations/bills and represents MARINA in public hearings and deliberations thereof;
6. Prepares, evaluates and reviews agreements, contracts and other legal instruments to which MARINA is a party, or which may affect it;
7. Provides the necessary technical/legal assistance and Secretariat staff services during MARINA Board and Executive Committee (EXECOM) meetings;
8. Identifies, evaluates, and analyzes external/internal information that will serve as inputs to the discharge of functions relating to the administrative violation of existing policies, rules, and regulations shipowners and other maritime enterprises/entities, rendition of legal opinions on matters/issues arising from or relating to the regulatory/supervisory functions of the various Units of MARINA and other related

functions, in coordination with appropriate units of the agency, private sector and relevant government agencies, and conducts analysis thereof;

9. Prepares communications and responses/ replies to inquiries relating to the Authority's existing laws/mandates, plans, programs, projects, policies, rules and regulations and other maritime-related legal matters/issues.

11. Position Title Information Officer II

No. of Position 1

Item No MARINA-DOTrB-INFO2-28-2017

Office/Division Information and Publication Division, Management Information Systems Service (Central Office)

Salary Grade 15 (P 40,208.00)

Qualification Requirements:

Education	Bachelor's Degree
Experience	1 year of relevant experience
Training	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. Prepares individual rating report at the end of the rating period;
3. Assists in the dissemination of maritime related information through press releases, notices and publication of brochures and special reports;
4. Maintains a complete and relevant databank on maritime information;
5. Generates and distributes periodic reports and maritime statistics, domestic sea trade and domestic shipping routes inventories;
6. Provides library service and e-library service;
7. Provides assistance to other Agency Units in the preparation of maritime-related reports and in the conduct of special market development research and related surveys;

8. Maintains a monitoring system on MARINA's operation and existing systems and procedures, and recommends necessary improvements;
9. Implements VERDA/information on vessel registry;
10. Assists in the development of computer-based application systems.

12. 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 40,208.00)

Qualification Requirements:

Education	Bachelor's degree relevant to the job
Experience	1 year of relevant experience
Training	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 and 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;
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;
6. Assists in the implementation of apprenticeship programs for domestic seafarers, harbor, bay and river pilots. Shipyard manpower and other maritime manpower resources of the country, in coordination with shipowners/operators, maritime school 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 and 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, competency assessment system of the domestic seafarers, shipyard manpower and other maritime manpower resources of the country;
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, shipyard manpower and other maritime manpower resources of the country; and
10. Performs other functions as may be assigned by the Division Chief or Director.

13. Position Title	Information Officer I
No. of Position	1
Item No	MARINA-DOTrB-INFO1-30-2017
Office/Division	Information and Publication Division, Management Information Systems Service (Central Office)
Salary Grade	11 (P 30,024.00)

Qualification Requirements:

Education	Bachelor's degree
Experience	None required
Training	None required
Eligibility	Career Service (Professional) Second Level Eligibility

Duties and Responsibilities of the Position

11. Assists the Division Chief in the planning, preparation and implementation of the division's work program;
12. Prepares individual rating reports at the end of each rating period;
13. Assists in the formulation and updating of plans and programs to ensure complete, accurate, available, reliable, and timely provision, maintenance, and 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;
14. Gathers internal/external information/statistics including sex-disaggregated data and reports necessary for plan formulation/updating, policy development/review/revision and project development/evaluation and in support of the regulatory/supervisory and developmental/promotional functions of the Authority;
15. Assists in the preparation and generation of periodic reports on the maritime industry sector statistics and other maritime-related information as identified and/or required by the different Units of the Authority and other government entities, including the private sector and the public;
16. Monitors submission of the monthly performance/accomplishment reports of the different Units of the Authority covering the discharge of its regulatory/supervisory and promotional/developmental functions, financial performance;
17. Gathers information and prepares inputs to support the conceptualization, design and/or publication of maritime-related information/statistics, reports and related materials, as required;
18. Gathers information and prepares inputs to support the design, development, documentation and maintenance of maritime information systems, procedures and database that meet the requirements/needs of the different Units;
19. Implements and/or documents the implementation of monitoring systems developed on the Authority's operations and existing systems and procedures;

20. Participates in the conduct of and/or identifies available information/data necessary in the conduct of special market development researches and other related surveys to support the planning and policy formulation functions of the Authority;
21. Gathers all necessary information/inputs to the conceptualization, design, implementation and promotion of the use of the Authority's maritime library;
22. Prepares communications/response/replies to inquiries relating to the Authority's maritime industry sector-related data/statistics/information/data bank and all agency performance/accomplishment reports, monitoring systems and procedures;

14. Position Title Administrative Officer II [Budget Officer I]

No. of Position 1

Item No MARINA-DOTrB-ADOF2-32-2017

Office/Division Budget Division, Management, Financial and Administrative Service (Central Office)

Salary Grade 11 (P 30,024.00)

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, updating, implementation, and enforcement of policies, rules, and regulations relating to budget preparation, budget authorization, and budget execution and accountability, in accordance with applicable COA, DBM, and DOTr laws, policies, rules, and regulations;
2. Assists in the preparation of annual budget estimates, requests for special budgets and sub-allotments, and other budgetary requirements of the Authority, in coordination with the different Units of the Agency;
3. Assists in the preparation of materials/documents in relation to budget hearings/consultations conducted at the DBM, DOTr, House of Representatives, and the Senate;
4. Assists in the preparation/generation of annual work plan, financial plan, physical accomplishment report, quarterly survey report on employment and compensation

for government offices required by PSA, monthly balance/status of allotment of PS, MOOE and EO per Office covering regular and special budgets;

5. Prepares communications/response/replies to inquiries relating to existing budgeting policies, rules and regulations; and
6. Performs other functions as may be assigned by the Division Chief or Director.

15. Position Title Maritime Industry Development Specialist I

No. of Position 1

Item No MARINA-DOTrB-MIDS1-7-2019

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

Salary Grade 11 (P 30,024.00)

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 the Division Chief in the planning, preparation and implementation of the work program of the division consistent with the OSS Work Program;
2. Prepares individual rating report at the end of each rating period;
3. 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;
4. Conduct 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;
5. 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;

6. 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; and
7. Performs other functions as may be assigned by the Division Chief or Director.

16. Position Title Administrative Officer II

No. of Position 1

Item No MARINA-DOTrB-ADOF2-30-2017

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

Salary Grade 11 (P 30,024.00)

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 the Division Chief in the planning, preparation and implementation of the division's work program;
2. Prepares individual rating reports at the end of each rating period;
3. Assists the Division Chief in the discharge of its functions/duties and activities of MFAS, in coordination with the different units of the agency;
4. Assists in the review and examination of internal control procedures, determines whether the system functioning is intended and introduces changes, where necessary to make them constantly adaptable to changing conditions;

5. Assists in the review and appraisal of established objectives and goals of the Authority, including existing programs Projects, employee's performance management reporting procedures, and contracts;
6. Assists in the examination directed towards exposure of any fraud, irregularity, wasteful practice of substantial amount of recurring nature so as to minimize or stop the repetition of such offenses;
7. Assists in the review of the reliability and integrity of financial and operating information and the means used to identify, measure, classify, and report such information;
8. Assists in the review of existing information systems and procedures to ensure smooth flow of work and improved productivity, and as appropriate, ascertain whether financial and operating records and reports contain accurate, reliable, timely, complete, and useful information, and that controls over record keeping and reporting are adequate and effective;
9. Assists in the review of the compliance of the Authority and/or its Units with existing plans, programs, policies, rules, regulations and procedures;
10. Assists in the review of the means of safeguarding assets;
11. Assists in the preparation of reports and recommendations on internal audits conducted;
12. Prepares communications/responses/replies to inquiries relating to existing accounting policies, rules and regulations;
13. Performs other functions as may be assigned by the Division Chief or Director.

17. 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 30,024.00)

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 the Division Chief in the planning, preparation, and implementation of the division's work program;
2. Prepares individual rating reports at the end of each rating period;
3. 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;
4. 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:
5. Evaluate and recommends 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;
6. 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;
7. 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;
8. 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;
9. 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;
10. 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;

11. Performs other functions as may be assigned by the Division Chief or Director.

18. Position Title Administrative Assistant III

No. of Position 1

Item No MARINA-DOTrB-ADAS3-41-2017

Office/Division Shipyard Development and Licensing Division, Shipyards Regulation Service (Central Office)

Salary Grade 9 (P 23,226.00)

Qualification Requirements:

Education	Completion of two years studies in college or High School Graduate with relevant vocational / trade course
Experience	1 year of relevant experience
Training	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. Performs clerical and administrative tasks, as assigned by the OIC-Division Chief/Supervisor;
2. Draft 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:
5. Performs other functions as may be assigned by the Division Chief or the OIC-Director.