

08 January 2025

NOTICE OF FILLING-UP OF VACANT POSITIONS

Please be informed that the Maritime Industry Authority (MARINA) Regional Office VI has available positions to be filled, as indicated in the attached list dated 08 January 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);
- ❖ 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*);
- ❖ Certified true copy of Training Certificates (*if any*); and
- ❖ Certificate of Previous/Current Employment with detailed Job Description

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);
- ❖ Certified True Copies of documents supporting the PDS (*e.g. Training Certificates, Certificate of Employment with detailed Job Description*);
- ❖ IPCR Ratings for the last two rating periods;
- ❖ Behavioral Dimension Forms (*rating periods should be aligned with the IPCR Ratings*);
- ❖ Certified True Copy of Transcript of Record for Masteral Studies (*if any*);
- ❖ Designation Order as Officer-in-Charge (*if any*)

Golden Voyage Towards Green and Digital Maritime

MARINA Building
De La Rama Street, Muelle Loney
Iloilo City, Philippines



Telephone Number: (033) 5012031
Website: www.marina.gov.ph



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY
REGIONAL OFFICE VI

Interested applicants may submit their applications through email at: mro6@marina.gov.ph (subject of email should be: **Application for (POSITION TITLE) under (DIVISION/OFFICE WHERE THE VACANCY EXISTS)**). Hard copies of the documents must be submitted personally or sent thru postal delivery or any available courier.

Application documents must be addressed to:

MR. JEFFREY A. BANGSA
Regional Director
MARINA Regional Office VI
De La Rama St., Iloilo City

Moreover, applicants must submit another cover/application letter for every position being applied. Applicants with **incomplete requirements will not be processed.** Only shortlisted applicants shall be notified for further assessment.

Deadline of submission: **January 22, 2025**

JEFFREY A. BANGSA
Regional Director

MARINA Building
De La Rama Street, Muelle Loney
Iloilo City, Philippines



Telephone Number: (033) 5012031
Website: www.marina.gov.ph



POSITION TITLE	SENIOR MARITIME INDUSTRY DEVELOPMENT SPECIALIST
ITEM NO.	MARINA-DOTrB-SRMIDS-53-2017
NO. OF POSITION	1
OFFICE/DIVISION	MARINA Regional Office VI
SALARY GRADE	18 (₱ 51,304.00)

QUALIFICATION STANDARDS

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

GENERAL FUNCTION OF THE POSITION

1. Evaluate and process application for registration and documentation of ships operating in Philippine waters in compliance with maritime policies, rules and regulation;
2. Maintain and update the Register of Philippine Domestic Ships, including fishing vessels for domestic trading and records of liens, mortgages and encumbrances of Philippine-registered and bareboat chartered domestic ships; and
3. Register deck, engine, roll books and other books onboard domestic ships, including fishing vessels operating in domestic trade.

Golden Voyage Towards Green and Digital Maritime

MARINA Building
De La Rama Street, Muelle Loney
Iloilo City, Philippines



Telephone Number: (033) 5012031
Website: www.marina.gov.ph