

NOTICE OF HIRING OF JOB ORDER PERSONNEL

Please be informed that the Maritime Industry Authority (MARINA) is in need of personnel to be assigned at MARINA Central Office under Job Order status. For interested parties, the following documents are required:

Documentary requirements

- ❖ Letter of intent specifying the position being applied for;
- ❖ Duly accomplished Personal Data Sheet with latest ID picture and Work Experience Sheet (CS Form No. 212, Revised 2017), indicating all the required data/information, which may be downloaded from the CSC Website (www.csc.gov.ph);
- ❖ Training Certificates;
- ❖ Transcripts of Records/Diploma;
- ❖ Certificate of Eligibility/Rating/License (if applicable);
- ❖ Certificate of Previous/Current Employment with detailed Job Description

Interested applicants may submit their applications through email at: rsphrmdd@gmail.com (subject of email should be: **Application for (Position Title under (DIVISION/OFFICE WHERE THE VACANCY EXIST).**

Ms. KAROL C. PONCE

Officer-in-Charge

Human Resource Management and Development Division
Maritime Industry Authority

Applicants with **incomplete requirements will not be processed**. Only shortlisted applicants shall be notified for further assessment.

Deadline for Submission: MAY 23 2025


Atty. MARIVIC S. RAMOS

Director II

Management, Financial and Administrative Service

NOTICE OF HIRING OF JOB ORDER PERSONNEL

dated MAY 09 2025

Position Title	Administrative Officer II
No. of Position	1
Office/Division	Accounting Division, Management, Financial and Administrative Service (AD, MFAS)
Status	Job Order
Monthly Rate	SG-11 (P 30,024.00)

Qualification Requirements:

Education: Bachelor of Science in Accountancy

Experience: None Required

Training: None Required

Eligibility: None Required

Duties and Responsibilities/ Terms of Engagements:

1. Preparation and recording of Report of Income, Financial Accountability Report 5 (FAR 5) and Revenue Performance Report (Central Office and Consolidated);
2. Preparation of Cash Receipts Journal;
3. Preparation of eMDS Disbursements Journal;
4. Preparation of Journal Entry Vouchers;
5. Preparation of Bank Reconciliation Statement (Fund 151)
6. Assist in the preparation of Financial Reports (Fund 151)
7. Prepares communications/responses to inquiries relating to existing accounting policies, rules and regulations;
8. Draft memoranda, letters, minutes of the meeting and presentation materials upon instruction of any superior;
9. Performs other functions as may be assigned by the Division Chief or Director.

MAY 09 2005

Position Title	Administrative Assistant II
No. of Position	1
Office/Division	Accounting Division, Management, Financial and Administrative Service (AD, MFAS)
Status	Job Order
Monthly Rate	SG-8 (P 21,448.00)
Qualification Requirements:	

Education: Completion of Bachelor of Science in Accountancy

Experience: None Required

Training: None Required

Eligibility: None Required

Duties and Responsibilities/ Terms of Engagements:

1. Performs clerical and administrative tasks, as assigned by the Division Chief/Supervisor;
2. Records incoming and outgoing documents, communications, Purchase Orders and Disbursement Vouchers;
3. Maintaining Subsidiary Ledger of Other Supplies and Materials;
4. Monitoring and Preparation of Report on Unliquidated Cash Advances for Special Disbursing Officers;
5. Draft memoranda, letters, minutes of the meeting and presentation materials upon instruction of any superior;
6. Communicates with other service units and regional offices upon instruction;
7. Follows up and retrieve documents and submits to the concerned official/office;
8. Performs other functions as may be assigned by the Division Chief or Director.

MAY 19 2025

Position Title Administrative Assistant III

No. of Position 1

Office/Division IMO Regional Presence Office, Manila

Status Job Order

Monthly Rate SG-9 (P 23,226.00)

Qualification Requirements:

Education: Completion of two (2) years studies in college with relevant to the Job

Experience: One (1) year relevant experience

Training: Four (4) hours relevant training

Eligibility: None Required

Duties and Responsibilities/ Terms of Engagements:

1. Assist in the organization and delivery of technical cooperation activities including through the provision of administrative support, but not limited to:
 - drafting routine correspondence articles, reports and documents in compliance with IMO style manual and guidelines;
 - taking dictation in English of correspondence, meetings, documents, mission reports, etc;
 - provision of secretarial services during meetings and other technical assistance activities; and
 - coordination of travel arrangements for the RC.
2. Liaise with the ASEAN Secretariat, PEMSEA, UNDP and other relevant agencies, on matters related to IMO's technical cooperation activities;
3. Consult social media on matters related to IMO and bring them to the attention of the RC, including those made available on the IMO website, IMODOCS and the Maritime Knowledge Center;
4. Maintain a record of all contact person in the region and other parts of the world including their telephone and email address;
5. Answer telephone and email enquiries to the extent possible, arrange appointments and receive visitors;
6. Maintain and keep up to date office records (for Member States and by subject matter) and reference files.
7. Maintain and keep up to date a record of all assets in the office as provided by the host country and prepare quarterly reports on the status of assets: and
8. Perform related duties that may be assigned by the RC from time to time or in their absence by the Head, Asia and Pacific Section. Subdivision for Maritime Development, Technical Cooperation and Implementation Division, IMO.

MAY 09 2025

Position Title Maritime Industry Specialist I

No. of Position 2

Office/Division Enforcement Service (ES)

Status Job Order

Monthly Rate SG-11 (P 30,024.00)

Qualification Requirements:

Education: Bachelor's Degree relevant to the job

Experience: None Required

Training: None Required

Eligibility: None Required

Duties and Responsibilities/ Terms of Engagements:

1. Prepare presentation and briefing materials for meetings, workshops, forums, and other activities of the office;
2. Update the data and information on Matrix of Maritime Accidents/Incidents;
3. Conduct compliance monitoring and enforcement of Ships/Boats and Shipyards and prepare monitoring reports;
4. Assist in data and information gathering relative to the conduct of marine casualty investigation;
5. Assist in the conduct of DOTr's Oplan Biyaheng Ayos;
6. Monitor Maritime Incidents/Accidents and status like passenger flows, scheduled of departure, and of major ports in the AOR of MARINA Central Office during weekends;
7. Prepare correspondence, formal letter, memorandum, reports, Terms of Reference and other procurement document necessary as assigned by the Superior;
8. Assist in the formulation and updating of plans and programs, projects, standards, policies, rules, regulations and guidelines pertaining to the issuance of relevant identification and record books/ documents to qualified applicants/seafarers (domestic/overseas); and
9. Other duties/functions as may be assigned by the Director/Supervisor.

Position Title Administrative Assistant I

No. of Position 1

Office/Division Enforcement Service (ES)

Status Job Order

Monthly Rate SG-07 (P 20,110.00)

Qualification Requirements:

Education: Completion of two (2) years studies in college with relevant to the Job

Experience: None Required

Training: None Required

Eligibility: None Required

Duties and Responsibilities/ Terms of Engagements:

1. Perform technical and administrative support to the Division Chief and Director;
2. Maintain a filing system of the official reports and official documents/forms retrievable and accessible while ensuring the safety and security of files;
3. Prepare simple communications but not limited to Special Orders, Memorandum, Disposition Forms, Letters, Reports Highlights of the meeting/discussion and others;
4. Conduct compliance monitoring and enforcement of Ships/Boats and Shipyards and prepare monitoring reports;
5. Assist in the data and information gathering relative to the conduct of marine casualty investigation;
6. Assist in the conduct of DOT's Oplan Biyaheng Ayos;
7. Assist in the formulation and updating of plans and programs, projects, standards, policies, rules, regulation and guidelines pertaining to the issuance of relevant identification and record books/documents to qualified applicants/ seafarers (domestic/overseas);
8. Take on any other tasks as assigned by the Director to support strategic initiatives and departmental goals. Handle a wide variety of activities with discretion and confidentiality;
9. Other duties/functions as may be assigned by the Director/Supervisor.