



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

**NOTICE OF HIRING OF PANEL OF EXPERTS, POOL OF
TRAINERS, AND PANEL OF EXAMINERS FOR HARBOR
PILOT LICENSURE EXAMINATION**

Please be informed that the Maritime Industry Authority (MARINA) is need of two (2) Panel of Examiners for Harbor Pilot Licensure Examination and additional applicants for three (3) slots for the Panel of Experts (POEs) for the Deck Department, six (6) slots for POEs for the Engine Department, and six (6) Pool of Trainers for the Engine Department, to be assigned at Maritime Training Program Development Division, Manpower Development Service, at MARINA Central Office, Manila.

For interested parties, the following documents are required:

Documentary Requirements for the Panel of Experts, Pool of Trainers and Panel of Examiners for Harbor Pilots:

Panel of Examiners for Harbor Pilots	Pool of Trainers and Panel of Experts
<ul style="list-style-type: none">a. Curriculum Vitae with all documents attesting the data reflected therein;b. Medical Certificate issued by a DOH-accredited medical clinic valid for one (1) year;c. Appointment in a pilotage district issued by the Philippine Ports Authority;d. Certificate of Training Completion of IMO Model Courses 6.09;e. Certificate of Training Completion of IMO Model Courses 3.12;f. Valid NBI Clearance; andg. Two (2) recent passport-size-colored photographs of the applicant in uniform without headgear.	<ul style="list-style-type: none">a. PRC Board Certificate or Valid MARINA License;b. SRB or SIRB reflecting 3 years of sea service as Merchant Marine Officer/ Fishing Vessel Officer;c. Certificate of Sea Service issued by company supporting entries in SRB or SIRB;d. Valid Medical Certificate issued by a DOH-accredited medical clinic or hospital;e. IMO Model Course 6.09 (for POTs);f. IMO Model Course 3.12 (for POEs)g. For Engine Department, BS in Marine Engineering TOR/Diploma, Masteral/Doctorate (if any);h. For Deck Department, BS in Marine Transportation TOR/Diploma, Masteral/Doctorate (if any); andi. Employment Certificate as Instructor in MTIs or MHEIs (if any).



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Qualifications of the Panel of Examiners for Harbor Pilots, Panel of Experts and Pool of Trainers:

Panel of Examiners for Harbor Pilots	Panel of Experts	Pool of Trainers
<p>a. Must be a Filipino citizen;</p> <p>b. Must be a Licensed Harbor Pilot;</p> <p>c. With five (5) years of experience in a pilotage district;</p> <p>d. Physically and mentally fit;</p> <p>e. Must have completed the IMO Model Course 6.09 (Training Course for Trainers);</p> <p>f. Must have completed the IMO Model Course 3.12 (Training Course for Assessors); and</p> <p>g. Of good moral character.</p>	<p>a. Must be a Filipino Citizen;</p> <p>b. Physically and mentally fit;</p> <p>c. Qualified and certificated Assessors;</p> <p>d. Well-recognized in the industry for integrity and professionalism;</p> <p>e. Duly licensed Master Mariner/ Chief Mate/ OIC-Navigational Watch/ Major Patron (For Deck);</p> <p>f. Duly licensed Chief Engineer/ Second Engineer/ OIC-Engineering Watch/ Marine Engine Mechanic 3 (For Engine);</p> <p>g. Must have at least three (3) years of sea service as Master/Skipper/Chief Officer/Deck Officer (For Deck); and</p> <p>h. Must have at least three (3) years of sea service as Chief Engineer Officer/Second</p>	<p>a. Must be a Filipino Citizen;</p> <p>b. Physically and mentally fit;</p> <p>c. Qualified and certificated Instructors;</p> <p>d. Well-recognized in the industry for integrity and professionalism;</p> <p>e. Duly licensed Chief Engineer/ Second Engineer/ OIC-Engineering Watch/ Marine Engine Mechanic 3 (For Engine); and</p> <p>f. Must have at least three (3) years of sea service as Chief Engineer Officer/Second Engineer/ Engine Officer (For Engine).</p>



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	Engineer/ Engine Officer (For Engine).	
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Duties and Responsibilities of the Appointed Panel of examiners, Panel of Experts and Pool of Trainers:

Panel of Examiners	Panel of Experts	Pool of Trainers
<p>a. Formulate test questions and periodically review and update the same;</p> <p>b. Check test papers of examinees;</p> <p>c. Submit results of the examination to the Administrator;</p> <p>d. Recommend to the Administrator the issuance of Harbor Pilot Licenses to all successful examinees; and,</p> <p>e. Perform other duties as directed by the Administrator.</p>	<p>a. Formulate procedures and examination questions in the conduct of theoretical assessment including answers based on the Competency Mapping for submission to the MARINA Administrator through MDS on a quarterly basis;</p> <p>b. Update the Competency Mapping, Knowledge Understanding and Proficiency, Methods of Demonstrating Competence, and Criteria for evaluating Competences, as necessary;</p> <p>c. Formulate procedures and scenarios in the conduct of practical assessment based on the Competency Mapping for submission to the MARINA Administrator through MDS on a quarterly basis;</p> <p>d. Conduct practical assessment;</p> <p>e. Calibrate, validate and revise as needed assessment instrument;</p>	<p>a. Conduct training on Engine Operation Maintenance 1 and Engine Operation Maintenance for Motorbanca;</p> <p>b. Calibrate, validate and revise teaching instruments, as needed;</p> <p>c. Attend meeting/s organized by the MARINA Administrator or his duly.</p>



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	<p>f. Attend meeting/s organized by the MARINA Administrator or his duly authorized representative; and</p> <p>g. The POEs shall submit a report to the MDS after conducting any activity assigned by the MARINA.</p>	
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Interested applicants must submit their application through email at: mds@marina.gov.ph (The subject of the email should be "Application for PANEL OF EXAMINERS/ PANEL OF EXPERTS / POOL OF TRAINERS").

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

Deadline for submission: 16 May 2025

fr: Nanta de Atienza 4/16/25
SONIA B. MALALUAN
Administrator
f.g. *A* *DB* *DS Tr SD# 2025-164*