

NOTICE OF HIRING OF CONTRACT OF SERVICE PERSONNEL

Please be informed that the Maritime Industry Authority (MARINA) needs personnel to be assigned at the MARINA Central Office under Contract of Service. 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 CONTRACT OF SERVICE PERSONNEL
dated MAY 09 2025

Position Title **ATTORNEY III**

No. of Position **One (1)**

Office/Division **Legal Division, STCW Office**

Status **Contract of Service**

Monthly Rate **SG-21 (P 70,013.00)**

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:

- Evaluates report as a result of the monitoring conducted by the Inspection and Monitoring Team of STCW Office for appropriate action;
- Investigates and determines administrative cases involving Maritime Training Institutes and Filipino Seafarers;
- Prepares and drafts Show Cause Orders, Notices Decisions and Resolutions against Maritime Training Institutes and Filipino Seafarers;
- Makes an intensive and thorough research on jurisprudence and laws applicable to the resolution of cases;
- Resolve motions and petitions filed by the Maritime Training Institutes and Filipino Seafarers;
- Conducts Administrative Hearing, as well as rules on the motions and objections raised by the parties involved in the case;
- Prepares and drafts minutes of the Administrative Hearing;
- Makes research on foreign and local jurisprudence relative to the Philippine and International maritime laws and studies the interpretation thereof, involving questions of law;

- Prepares draft legislative bills and other proposed measures relating to maritime matters and issues;
- Prepares comments on legislative proposals from Congress and Senate relating to maritime industry;
- Represents the Legal Division in Technical Working Group meetings and all other meetings, seminars and events relative to the function of STCW Office;
- Reviews and studies all existing policies, rules and regulations of STCW Office and proposes amendments and revisions thereof;
- Assists the Executive Director during the MARINA Board Meeting in the presentation of any proposed MARINA Circular affecting the functions of STCW Office, relative to the legal issues raised during the said meeting;
- Prepares memoranda and correspondences needed by the Executive Director; and
- Performs other related tasks that may be assigned by the Division Chief/Executive Director as necessary.