



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

July 08, 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 **July 08, 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/XqEHxJKFWiqfPbuu6>. Alternatively, you may submit hard copies personally to HRMDD at the 10th floor, MARINA Bldg., Central Office.

Application documents must be addressed to:

Ms. MILABEL J. ADIL
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: July 19, 2025



ATTY. MARVIC S. RAMOS
Director II
Management, Financial and Administrative Service



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

MARITIME INDUSTRY AUTHORITY

BEHAVIORAL DIMENSION FORM

Name of Employee: _____

Position Title: _____

Division/Office: _____

Rating Period: _____

BEHAVIORAL DIMENSION	POINT SCORE
Human Relations	
Dependability	
Punctuality (to be rated by HRMDD)	
Initiative	
Leadership (for Supervisors only)	
Stress Tolerance (for Supervisors only)	

OVERALL POINT SCORE	EQUIVALENT POINT SCORE	EQUIVALENT ADJECTIVAL RATING
9.6 – 10.00	10	Outstanding
8.0 – 9.5	8	Very Satisfactory
4.6 – 7.9	6	Satisfactory
2.8 – 4.5	4	Unsatisfactory
2.0 – 2.7	2	Poor

Signature over Printed Name of Rater/Supervisor

Revised Form/01 March 2024/ PSB Reso 05A-2024

1. Position Title	Attorney V
No. of Position	1
Item No	MARINA-DOTrB-ATY5-23-2017
Office/Division	Legal Services Division, Legal Service (Central Office)
Salary Grade	25 (P 111,727.00)

Qualification Requirements:

Education	Bachelor of Laws
Experience	3 years of relevant experience
Training	16 hours of relevant training
Eligibility	RA 1080

Duties and Responsibilities of the Position

1. Plans, prepares, and implements the work program of the Division;
2. Supervises, assigns/distributes work, and monitors all activities/assigned tasks of the Division, & prepares individual rating report and reviews/evaluates performance of the Division staff;
3. Initiates and/or supervises the review of all proposed actions/matters/issues requiring legal intervention arising from or relating to or having a bearing on the legal aspects of maritime policies, rules, regulations, plans, programs, and projects and/or the discharge of the regulatory/supervisory and promotional/developmental functions by the different Units of MARINA;
4. Supervises the conduct of study, evaluation and review of IMO and other international maritime laws, conventions, codes, resolutions, rules and regulations, and recommends appropriate actions towards 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 MARINA;
5. Supervises 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. Supervises the preparation, evaluation, and review of agreements, contracts, and other legal instruments to which MARINA is a party, or which may affect it;
7. Provides necessary technical/legal assistance and Secretariat staff during MARINA Board and EXECOM Meeting;
8. Participates in the conduct of public consultation in coordination with other MARINA Units, relevant government agencies, private sector associations and other entities

involves in the different maritime sector operations; Prepares communications and responses to inquiries relating to the Authority's existing laws/mandates, plans, programs, projects, policies, rules and regulations and other maritime-related legal matters/issues.

2. Position Title Attorney V

No. of Position 1

Item No MARINA-DOTrB-ATY5-25-2017

Office/Division Hearing and Adjudication Division, Franchising Service (Central Office)

Salary Grade 25 (P 111,727.00)

Qualification Requirements:

Education	Bachelor of Laws
Experience	3 years of relevant experience
Training	16 hours of relevant training
Eligibility	RA 1080

Duties and Responsibilities of the Position

1. Plans, prepares, and implements the work program of the division consistent with the FS Work Program;
2. Supervises, assigns/distributes, and monitors all work/activities/tasks of all 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 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. Initiates and/or supervises, 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. Acts as Clerk of Court in quasi-judicial hearings and supervises, assigns and/or undertakes hearing, adjudication, review and preparation of resolutions/Decisions

relative to all applications for CPC or exemption therefrom and other motions relative to the quasi-judicial function of the Authority;

6. Supervises, assigns and/or undertakes hearing/ adjudication, review and preparation of resolutions/Decisions relative to 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;
7. 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;
8. Prepares and submits position/discussion papers on matters/issues affecting the provision/operation of public water transportation services in the domestic trade;
9. Prepares communications and responses/replies to inquiries relating to the quasi-judicial, administrative, supervisory, and regulatory functions over water transport services;
10. Motivates, trains, and develops division staff;
11. Maintains morale and discipline between/among division staff;
12. Develops cooperation and well-coordinated division workforce; and
13. Performs other functions as may be assigned by the Director or higher authorities:
 - a) acts as OIC of the FS in the absence of the director;
 - b) Represents the Authority in local/international meetings/conferences.

3. Position Title	Planning Officer V
No. of Position	1
Item No	MARINA-DOTrB-PLO5-23-2017
Office/Division	Project Planning and Development Division, Planning And Policy 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 PPS 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. Initiates and/or supervises the formulation, updating and implementation of sector plans of the Authority and programs and the MIDP consistent with the MTPDP, prescribed performance governance systems and developments in the national/regional/international maritime industry and regional/international cooperation/agreements/commitment, in coordination with appropriate Units of the Authority and in consultation with appropriate government agencies and the private sector, and integrates/translates them into a practicable, coordinated and gender-sensitive, Maritime Industry Development Plan (MIDP), which shall cover the plans and programs of the maritime industry sectors/sub-sector, namely: domestic shipping, overseas shipping, maritime manpower, shipbuilding and ship repair and maritime safety;
4. Supervises and monitors the: (a) evaluation/assessment of the implementation of the MIDP and its effects on the maritime industry vis-à-vis national development policies and thrusts; (b) development and implementation of monitoring/feedback and measurement system and the identification of bottlenecks in the implementation thereof and proposed solutions; and, (c) evaluation of the submitted Work Programs and appropriate performance appraisal of all Units of the Authority through the implementation of an office performance evaluation methodology/system and submits reports/recommendations to Top Management;
5. Initiates and/or supervises the preparation of project proposals necessary to implement the Authority's plans and programs for adoption, implementation and/or endorsement as foreign technical assistance/cooperation and/or in-house programs based on systematic programming and prioritization;
6. Initiates and/or supervises the conduct of special studies to further develop/promote the different maritime industry sectors that will enhance/maintain the competitive advantage of the Philippines as the prime supplier of maritime manpower worldwide; to have an attractive Philippine ship registry; to become a major center of shipbuilding and ship repair; and, to have modern, vibrant and safe domestic

merchant fleet as part of a seamless transportation system, in coordination with the relevant Units of the Authority, concerned government agencies and the private sector association;

7. Prepares and/or recommends position/information/discussion papers on matters affecting the different maritime industry sectors/subsector;
8. Prepares communications and responses/replies to inquiries relating to the Authority's plans, programs, and projects and the implementation of the MIDP;
9. Motivates, trains, and develops division staff;
10. Maintains morale and discipline between/among division staff;
11. Develops cooperation and well-coordinated division workforce;
12. Performs other functions as may be assigned by the Director or higher authorities such as:
 - Act as OIC of the PPS in the absence of the Director.
 - Represents the Authority in local/international meetings/conferences.

4. Position Title	Chief Administrative Officer [Human Resource Management Officer V]
No. of Position	1
Item No	MARINA-DOTrB-CADO-26-2017
Office/Division	Human Resource Management and Development 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. 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;

2. Initiates and/or supervises the development, updating, management, and implementation of the plans and programs on human resource management development, in coordination with private institutions and government agencies, and in consultation with the various Units of the Authority;
3. Initiates and/or supervises the formulation, updating, implementation, and enforcement of policies, rules, and regulations in all areas of human resource management, and development, in accordance with CSC laws, rules, and regulations, including the enforcement of existing rules and regulations affecting salaries and wages; and
4. Develops and maintains active coordination and linkage/s with other relevant government agencies, human resource management service providers, and other local/international entities/organizations for the continuing capacity building and training needs/requirements of the Authority's personnel.

5. Position Title Attorney III

No. of Position 1

Item No MARINA-DOTrB-ATY3-33-2017

Office/Division MARINA Regional Office No. VIII [Tacloban City]

Salary Grade 21 (P 70,013.00)

Qualification Requirements:

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

Duties and Responsibilities of the Position

1. Conduct hearings on CPC applications or Petitions;
2. Receives documentary evidence relative to the CPC applications or Petitions;
3. Prepares Show Cause Orders or Cease and Desist Orders when warranted under the rules;
4. Conducts hearings and investigations involving complaints against ship owners/operators;
5. Provides legal assistance/advice or legal opinions sought by the different units of the Authority on matters/issues arising from or relating to the discharge of their respective functions;

6. Prepares, evaluates, and reviews agreements, contracts, and other legal instruments to which MARINA is a party, or which may affect the Authority;
7. Prepare 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. Prepares/Drafts Legal Clearances or Certificates of No Pending Case;
9. Performs other functions as may be assigned by the Director.

6. Position Title Engineer III

No. of Position 1

Item No MARINA-DOTrB-ENG3-39-2017

Office/Division Naval Architecture and Marine Engineering Division, Shipyards Regulation Service (Central Office)

Salary Grade 19 (P 56,390.00)

Qualification Requirements:

Education	Bachelor's Degree in Engineering relevant to the job
Experience	2 years of relevant experience
Training	8 hours of relevant training
Eligibility	RA 1080

Duties and Responsibilities of the Position

1. Approval of Plans for all types of ship;
2. Issuance of Authority to Acquire Vessel through Local Construction;
3. Issuance of Construction Certificate under PD 1059;
4. Issuance/Re-issuance of Tonnage Measurement Certificate inclusive of Inspection/ Survey;
5. Supervision of Inclining Experiment and the conduct of Light Weight Survey;
6. Issuance/Re-issuance of Coastwise/International Load Line Certificate, inclusive of Survey/Inspection;
7. Prepare Communication/Memoranda at different MARINA Offices and other Agencies;
8. Perform other duties that may be assigned by the immediate Supervisor.

7. Position Title	Senior Shipping Operations Specialist
No. of Positions	1
Item Nos.	MARINA-DOTrB-SRSOS-36-2017
Office/Division	Maritime Safety Inspection Division, Maritime Safety Service (Central Office)
Salary Grade	18 (P 51,304.00)

Qualification Requirements:

Education	Bachelor's degree relevant to the job
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. Assists in the formulation and updating of plans, programs, projects, policies, rules, regulations, standards, and specifications necessary for the maritime safety subsector, specifically with respect to the safe management and operation of companies and ships, seaworthiness of ships, and the protection of the marine environment;
2. Conducts initial evaluation/assessment of the responsiveness/ effectiveness of the plans, programs, projects, incentives, financing schemes, standards, policies, rules, regulations and guidelines for the maritime safety sub-sector, specifically with 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;
3. Evaluates applications/ requests of shipping companies/operators/maritime entities for the issuance of safety and other related certificates;
4. Conducts periodic inspections/surveys of Philippine-flag ships;
5. Prepares report and recommends, after due compliance with existing policies, rules, regulations, and guidelines, the issuance/endorsement of safety and other safety-related certificates;
6. Conducts technical evaluation/ inspections of ships in relation to the grant of authority to acquire ships through importation or bareboat chartering and with respect to applications for the importation of spare parts/equipment and others; prepares report thereon; and recommends the issuance of appropriate certificates and/or endorsements thereon;
7. Evaluates and recommends appropriate action on applications/requests for 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;

8. Monitors, evaluates, and audits the performance of recognized organizations and accredited classification societies, underwater surveying companies, manufacturers, suppliers, and distributors of life-saving appliances and firefighting equipment, in accordance with set parameters and criteria as embodied in existing MARINA policies, rules, and regulations, and submits reports/ recommendations thereon;
9. Evaluates applications/ requests of shipping companies for the grant of letter authorizations to recognized organizations to conduct ship surveys, for and in behalf of the Authority, and if warranted, recommends the issuance of relevant certificates to Philippine-registered ships operating in international trade;
10. Monitors and evaluates 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;
11. Prepares/submits position/information/ discussion papers on matters/issues relating to the discharge of functions on the safe management and operation of companies/ships, seaworthiness of ships, and the protection of the marine environment, and technical papers in support of ratification/ accession to the implementation of international conventions;
12. Identifies, evaluates, and analyzes external/ internal information that will serve as inputs to the discharge of functions relating to the safe management and operation of companies/ships, seaworthiness of ships, and the protection of the marine environment;
13. Determines and recommends the development of databases and monitoring systems that will facilitate the discharge of functions relating to the safe management and operation of companies/ ships, seaworthiness of ships, and protection of the marine environment;
14. Prepares communications and responses/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;
15. Performs other functions as may be assigned by the Division Chief or Director.

8. Position Title	Senior Maritime Industry Development Specialist
No. of Position	1
Item No	MARINA-DOTrB-SRMIDS-45-2017
Office/Division	Naval Architecture and Marine Engineering Division, Shipyards Regulation Service (Central Office)

Salary Grade 18 (P 51,304.00)

Qualification Requirements:

Education	Bachelor's degree relevant to the job
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. 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 each rating period;
3. Assists in the formulation and updating of plans, programs, projects, standards, criteria, policies, rules, regulations, and guidelines relating to ship design, plans approval for ship construction, reconstruction, conversion, major alterations, reconditioning and measurements, loadline assignment and stability calculations;
4. Conducts initial evaluation/assessment of the responsiveness/effectiveness of the plans, programs, projects, incentives, financing schemes, standards, policies, rules, regulations and guidelines pertaining to ship design, plans approval for ship construction, reconstruction, conversion, major alterations, reconditioning and measurements, loadline assignment and stability calculations, and recommends the areas of improvement/revision thereon;
5. Evaluates applications/requests of shipyard enterprises, shipowners/operators / companies and related maritime enterprises/entities relating to ship design, plans approval for ship construction, reconstruction, conversion, major alterations, reconditioning and measurements, loadline assignment and stability calculations, accreditation of marine surveying companies and loadline assignors, and related applications in accordance with existing laws, policies, rules and regulations;
6. Develops preliminary designs, setting up the basic characteristics of proposed ships;
7. Administers ship construction contracts;
8. Conducts inspection of ships during the course of construction, reconstruction, conversion, major alterations, reconditioning in accordance with the existing laws, policies, rules and regulations, standards, and specifications, and prepares a report relative thereto;
9. Assists in the conduct of continuing policy-oriented and technical / engineering researches and studies on ship design, plans approval for ship construction, reconstruction, conversion, major alterations, reconditioning and measurements, loadline assignment and stability calculations;

10. Monitors and evaluates 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 ship design, plans approval for ship construction, reconstruction, conversion, major alterations, reconditioning, and measurements, loadline assignment and stability calculations and other related safety aspects of ship design/construction;
11. Prepares/submits position/discussion / information papers on matters/issues relating to the discharge of functions on ship design, plans approval for ship construction, reconstruction, conversion, major alterations, reconditioning and measurements, loadline assignment and stability calculations and other related safety aspects of ship design/construction, and technical papers in support of ratification/accession to / implementation of international conventions, as applicable, in coordination with relevant Units of the Authority;
12. Determines and recommends the development of databases and monitoring systems;
13. Identifies, evaluates, and analyzes external/internal information that will serve as inputs to the discharge of functions relating to ship design, plans approval for ship construction, reconstruction, conversion, major alterations, reconditioning and measurements, loadline assignment and stability calculations, and related functions;
14. Prepares communications and responses/replies to inquiries on ship design, plans approval for ship construction, reconstruction, conversion, major alterations, reconditioning and measurements, loadline assignment and stability calculations, and related functions.

9. Position Title	Engineer II
No. of Position	2
Item No	MARINA-DOTrB-ENG2-36-2017 MARINA-DOTrB-ENG2-38-2017
Office/Division	Maritime Safety Audit Division, Maritime Safety Service (Central Office)
Salary Grade	16 (P 43,560.00)

Qualification Requirements:

Education	Bachelor's Degree in Engineering relevant to the job
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	RA 1080

Duties and Responsibilities of the Position

1. Assists in the review of guidelines concerning MARINA's Safety Regulatory functions;
2. Receives/processes applications for issuance of Ship Safety Certificates;

3. Verifies the authenticity of submitted documents required for the issuance of certificates;
4. Conducts inspection of ships and prepares report after the conduct of survey;
5. Monitors vessels to comply with the requirements/standards under MARINA circulars and the rules and standards stipulated under RPMRR and SOLAS;
6. Prepares communication letters/memoranda of correspondence to queries; and
7. Performs other related functions as may be assigned by the Director, Division Chief and Supervisor from time to time.

10. Position Title	Shipping Operations Specialist II
No. of Position	1
Item No	MARINA-DOTRB-SHOS2-41-2017
Office/Division	Maritime Safety Inspection Division, Maritime Safety 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 plans, programs, projects, policies, rules, regulations, standards and specifications necessary for the maritime safety sub-sector, specifically with respect to the safe management and operation of companies and ships seaworthiness of ships and the protection of the marine environment;
2. Conducts initial evaluation/assessment of the responsiveness/effectiveness of the plans, programs, projects, incentives, financing schemes, standards, policies, rules, regulations and guidelines for the maritime safety sub-sector, specifically with respect to the safe management and operation of companies and ships, seaworthiness of ships and protection of the marine environment; and recommends the areas of improvement/ revision thereon;
3. Evaluates applications/ requests of shipping/ companies/ operators/ maritime entities for the issuance of safety and other related certificates, in accordance with relevant policies, rules, regulations, standards and conventions, codes rules and regulations and other issuances for the safe operation of ships and the protection of the marine environment;

4. Conducts periodic inspections/surveys of Philippine flag ships to determine compliance with relevant policies, rules and regulations, standards, and specifications, including applicable international conventions, codes rules and regulations and other issuances for the safe management and operation of companies and/or ships, seaworthiness of ships and the protection of the marine environment;
5. Prepares report and recommends, after due compliance with existing policies, rules, regulations, and guidelines, the issuance/endorsement of safety and other safety-related certificates;
6. Conducts technical evaluation/ inspections of ships in relation to the grant of authority to acquire ships thru importation or bareboat chartering and with respect to applications for the importation spare parts/equipment and others for VAT Exemption under existing laws; and upon arrival in Philippines ports of Philippine-registered ships operating in international trade; prepares reports thereon; and recommends the issuance of appropriate certificates and/or endorsements thereon, after due compliance with the relevant provisions of SOLAS 74, as amended, and applicable MARINA policies, rules and regulations;
7. Evaluates and recommends appropriate action on applications/requests for 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;
8. Evaluates applications/ requests of shipping companies for the grant of letter authorizations to recognized organizations (ROs) to conduct ship surveys, for and in behalf of the Authority, and it warranted, recommends the issuance of relevant certificates to Philippine-registered ships operating in international trade;
9. Monitors and evaluates 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;
10. Gathers necessary inputs and assists in the preparation of position/information/ discussion papers on matters/issues relating to the discharge of functions on the safe management and operation of companies/ships, seaworthiness of ships, and the protection of the marine environment, and technical papers support of ratification/accession to/implementation of international conventions as applicable, in coordination with relevant Units of the Authority;
11. Identifies, evaluates and analyzes external/ internal information that will serve as inputs to the discharge of functions relating to the safe management and operation of companies/ships, seaworthiness of ships, and the protection of the marine environment;
12. Prepares communications and responses/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.

11. Position Title Shipping Operations Specialist II

No. of Position 1

Item No MARINA-DOTrB-SHOS2-45-2017

Office/Division Shipyard Development and Licensing Division, Shipyard Regulation 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, criteria, policies, rules, regulations, and guidelines relating to shipyard operations, licensing/registration of shipbuilding, ship repair, ship recycling and ship breaking enterprises/entities, including the adoption, review, updating and implementation of the Comprehensive Development Plan, in coordination with relevant Units of the Authority, concerned government agencies and private sector associations/entities and/or in collaboration with the different maritime administrations and other international organizations;
2. Conducts initial evaluation/assessment of the responsiveness/effectiveness of the plans, programs, projects, incentives, financing schemes, standards, policies, rules, regulations and guidelines pertaining to shipyard operations, licensing/registration of shipbuilding, ship repair, ship recycling and shipbreaking enterprises/entities; and recommends the areas of improvement/revision thereon;
3. Evaluates applications/ requests of shipyard enterprises, shipowners/ operators/ companies and related maritime enterprises/entities for the issuance of licenses, certificates, and approvals relating to the licensing/ registration to engage in shipbuilding, ship repair, afloat repair, boatbuilding and shipbreaking, importation of SBSR machineries, equipment and spare parts, incentives availment etc.,i accordance with existing laws, policies, rules and regulations, standards, and specifications, including applicable international conventions, codes, rules and regulations and other issuances for the safe operation of shipyards;
4. Conducts pre-qualification inspection of new applicants for registration/licensing to engage in shipbuilding, ship repair, afloat repair, boatbuilding and shipbreaking and

annual inspection of all MARINA-licensed/registered shipyards for the renewal of license/registration to operate;

5. Prepares report and recommends, after due compliance with existing laws, policies, rules, regulations, guidelines, standards, and specifications, the issuance/endorsement of licenses, certificates, and approvals;
6. Assists in the conduct of continuing policy-oriented and technical/engineering researches and studies for the modernization of the local shipbuilding industry and other developmental activities, programs and projects, development programs on fuel conservation, corrosion control in ships, and proper disposal of marine chemicals and other wasted matters derived from various shipbuilding activities;
7. Monitors and evaluates 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 operation of shipyards and compliance with labor, health and safety standards for shipbuilding, ship repair, ship recycling and shipbreaking activities and the protection of the marine environment;
8. Gathers necessary inputs and assists in the preparation of position/discussion papers on matters/issues relating to the discharge of functions on the safe operation of shipyards and compliance with labor, health and safety standards for shipbuilding, ship repair, ship recycling and shipbreaking activities and the protection of the marine environment, and technical papers in support of ratification/accession to/implementation of international conventions, as applicable, in coordination with relevant Units of the Authority;
9. Identifies, evaluates and analyzes external/internal information that will serve as inputs to the discharge of functions relating to the safe operation of shipyards and compliance with labor, health and safety standards for shipbuilding, ship repair, ship recycling and shipbreaking activities and the protection of the marine environment;
10. Gathers necessary inputs and assists in the conduct of studies to promote the pursuit of Naval Architecture/ Marine Engineering and related courses on shipbuilding/ ship repair/ afloat repair/ boatbuilding/ shipbreaking to enhance the technical capability of MARINA-licensed shipyards and sustain the competitive position of the country in the international shipbuilding industry and submits recommendations thereon;
11. Prepares communications and response/replies to inquiries relating to the Authority's discharge of functions on safe operation of shipyards and compliance with labor, health and safety standards for shipbuilding, ship repair, ship recycling and shipbreaking activities and the protection of the marine environment; and
12. Performs other functions as may be assigned by the Division Chief or Director.

12. Position Title	Administrative Officer III [Cashier II]
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No. of Position	1
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Item No	MARINA-DOTrB-ADOF3-41-2017
Office/Division	Administrative and Finance Division, Standards of Training, Certification and Watchkeeping Office (Central Office)
Salary Grade	14 (P 37,024.00)

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. Issues Official Receipt/s (OR) for payment received;
2. Reconciles actual collection with the ORs issued;
3. Deposits the collection to Landbank of the Philippines;
4. Prepares Land Bank Confirmation/Bureau of Treasury Report of Confirmation;
5. Prepares the Repost of Daily Collection and Deposits;
6. Prepares the Report of Monthly Summary of Collections and Deposits;
7. Prepares the Report of Accountability for Accountable Forms every month;
8. Maintains and updates the Cash Record Book;
9. Files ORs and ATAPs; and
10. Does other functions may be assigned by Immediate Supervisor.

13. Position Title	Administrative Assistant III
No. of Position	1
Item No	MARINA-DOTrB-ADAS3-72-2017
Office/Division	Administrative and Finance Division, Standards of Training, Certification and Watchkeeping Office (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. Prepares and issues Official Receipts to clients and deposits collections on the next working day;
2. Prepares Report of Collection (Daily), including duplicate or with ATAP and deposit slip to be submitted to Accounting;
3. Prepares Confirmation Report submitted to LandBank and Bureau of Treasury every end of the month;
4. Prepares report of Monthly Summary of Collection to be submitted to Accounting;
5. Prepares Report of Accountability for Accountable Forms (RAAF) to be submitted to Supply and COA;
6. Performs other work as may be assigned.

14. Position Title Administrative Assistant II

No. of Position 1

Item No MARINA-DOTrB-ADAS2-28-2017

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

Salary Grade 8 (P 21,448.00)

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. Assists in the formulation, updating, implementation, and enforcement of policies, rules, and regulations on accounting matters in accordance with COA and DBM laws, policies, rules, and regulations, including the enforcement of existing rules and regulations affecting salaries/wages, allowances, benefits, monetization of leave, etc;
2. Assists in the preparation of various payrolls/disbursement vouchers;
3. Assists in the implementation of the established monitoring system on the disbursement of funds and enforcement of the existing national government accounting system;
4. Assists in the preparation and generation of reports for submission to DBM, COA, DOT, and other relevant agencies; and
5. Assists in activities relating to claims, reconciliation/updating of accounts, remittances, and dormant accounts.

15. Position Title Administrative Aide VI

No. of Position 1

Item No MARINA-DOTrB-ADA6-18-2017

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

Salary Grade 6 (P 18,957.00)

Qualification Requirements:

Education	Completion of two years studies in college or High School Graduate with relevant vocational / trade course
Experience	None required
Training	None required
Eligibility	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility

Duties and Responsibilities of the Position

1. Performs clerical tasks, as assigned by the OIC-Division Chief/Supervisor;
2. Drafts 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. Dockets hearing schedules and acts as Clerk of Court;
5. Preparation of inventory of cases and other related reports;

6. Follows up and retrieves documents and submits to the concerned official/office; and
7. Performs other functions as may be assigned by the Division Chief or the OIC-Director

16. Position Title Administrative Aide VI [Cash Clerk II]

No. of Position 1

Item No MARINA-DOTrB-ADA6-24-2017

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

Salary Grade 6 (P 18,957.00)

Qualification Requirements:

Education	Completion of 2 years studies in college
Experience	None required
Training	None required
Eligibility	Career Service (Sub-Professional) First 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 rating period;
3. Assist in the preparation of Advice of Check Issue and Cancelled/List of Due and Demandable Accounts Payable - Advice to Debit Accounts (LDDAP-ADAP) and Summary of LDDAP- ADAs Issued and Invalidated ADA Entries;
4. Submit request (to debit from payroll account) to concerned bank;
5. Submit Advice of Check Issued and Cancelled (ACIC) to concerned bank;
6. Submit List of Due and Demandable Accounts Payable-Advice to Debit Accounts (LDDAP-ADA) and Summary of LDDAP-ADAs issued and invalidated ADA entries to concerned bank;
7. Released check to employees and various creditors;
8. Receives approved/signed Disbursement Vouchers and checks;
9. Prepares Certification of Loans/Premiums of MARINA Officials and Employees; and

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

17. Position Title Administrative Aide IV

No. of Position 2

Item No MARINA-DOTrB-ADA4-25-2017
MARINA-DOTrB-ADA4-26-2017

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

Salary Grade 4 (P 16,833.00)

Qualification Requirements:

Education	Completion of two years studies in college or High School Graduate with relevant vocational / trade course
Experience	None required
Training	None required
Eligibility	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility

Duties and Responsibilities of the Position

1. Performs clerical and administrative functions.