

## 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 **01 August 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](http://www.csc.gov.ph));
- ❖ Work Experience Sheet (*CS Form No. 212 Attachment*) which may be downloaded from the CSC Website ([www.csc.gov.ph](http://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](http://www.csc.gov.ph));
- ❖ Work Experience Sheet (*CS Form No. 212 Attachment*) which may be downloaded from the CSC Website ([www.csc.gov.ph](http://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/yyk6kGXeswJwiSe58>. Alternatively, you may submit hard copies personally to HRMDD at the 10<sup>th</sup> floor, MARINA Bldg., Central Office.

Application documents must be addressed to:

**Ms. MILABEL J. ADIL**  
Officer-in-Charge  
Human Resource Management and Development Division  
10<sup>th</sup> floor, MARINA Building  
20<sup>th</sup> 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: August 13, 2025**

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

**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

<b>1. Position Title</b>	Maritime Education and Training Standards Supervisor (Engine)
<b>No. of Position</b>	3
<b>Item No</b>	MARINA-DOTrB-METSS-49-2017 MARINA-DOTrB-METSS-61-2017 MARINA-DOTrB-METSS-63-2017
<b>Office/Division</b>	Office of the Executive Director, Standards of Training, Certification and Watchkeeping Office (Central Office)
<b>Salary Grade</b>	26 (P 126,252.00)

**Qualification Requirements:**

<b>Education</b>	BS Marine Engineering
<b>Experience</b>	Completed the Management Level Course (MLC) for Deck Officer
<b>Training</b>	At least 3 years as a Merchant Marine Officer
<b>Eligibility</b>	Certificate of Competency under RA 8544

**Duties and Responsibilities of the Position**

1. Assist the MARINA Administrator and the STCWO Executive Director in ensuring Philippine compliance with the provisions of the STCW Convention;
2. In relation to the evaluation, inspection, and monitoring of Maritime Higher Education Institutions (MHEIs) and Maritime Training Institutions (MTIs):
  - a. Serve as lead auditors/inspectors/evaluators;
  - b. Prepare monitoring/audit/inspection/evaluation reports;
  - c. Collate and analyze reports for the purpose of proposing improvements of monitoring procedures in the Philippine maritime education and training (MET) system;
  - d. Assist the STCWO Executive Director in STCW-related curriculum development; and
  - e. Assist in the implementation and continuous improvement of the STCWO Quality Standards System (QSS).
3. Assist the Administration in the proper administration of STCW;
4. Contribute to developing better procedures and processes for the implementation of STCW;
5. Through anyone of its members who have the appropriate qualifications, temporarily act on behalf of any of the members of the MARINA Board of Examiners, upon designation by the Administrator; and
6. Perform other duties and responsibilities as may be directed by the ED.

**2. Position Title** Maritime Education and Training Standards Supervisor (Deck)

**No. of Position** 1

**Item No** MARINA-DOTrB-METSS-59-2017

**Office/Division** Office of the Executive Director, Standards of Training, Certification and Watchkeeping Office (Central Office)

**Salary Grade** 26 (P 126,252.00)

**Qualification Requirements:**

<b>Education</b>	BS Marine Transportation
<b>Experience</b>	Completed the Management Level Course (MLC) for Marine Engine Officers
<b>Training</b>	At least 3 years as a Merchant Marine Officer
<b>Eligibility</b>	Certificate of Competency under RA 8544

**Duties and Responsibilities of the Position**

1. Assist the MARINA Administrator and the STCWO Executive Director in ensuring Philippine compliance with the provisions of the STCW Convention;
2. In relation to the evaluation, inspection, and monitoring of Maritime Higher Education Institutions (MHEIs) and Maritime Training Institutions (MTIs):
  - a. Serve as lead auditors/inspectors/evaluators;
  - b. Prepare monitoring/audit/inspection/evaluation reports;
  - c. Collate and analyze reports for the purpose of proposing improvements of monitoring procedures in the Philippine maritime education and training (MET) system;
  - d. Assist the STCWO Executive Director in STCW-related curriculum development; and
  - e. Assist in the implementation and continuous improvement of the STCWO Quality Standards System (QSS).
3. Assist the Administration in the proper administration of STCW;
4. Contribute to developing better procedures and processes for the implementation of STCW;
5. Through anyone of its members who have the appropriate qualifications, temporarily act on behalf of any of the members of the MARINA Board of Examiners, upon designation by the Administrator; and
6. Perform other duties and responsibilities as may be directed by the ED.

<b>3. Position Title</b>	<b>Chief Maritime Industry Development Specialist</b>
No. of Position	1
<b>Item No</b>	<b>MARINA-DOTrB-CMIDS-9-2018</b>
Office/Division	Surveillance Division, Standards of Training, Certification and Watchkeeping Office (Central Office)
<b>Salary Grade</b>	<b>24 (P 98,185.00)</b>

Qualification Requirements:

<b>Education</b>	Master's degree or Certificate in Leadership and Management from the CSC
<b>Experience</b>	4 years of supervisory/ management experience
<b>Training</b>	40 hours of supervisory/ management learning and development intervention
<b>Eligibility</b>	Career Service (Professional) Second Level Eligibility

**Duties and Responsibilities of the Position**

1. Oversees the overall conduct of the surveillance.
2. Schedules and designates surveillance teams to conduct random surveillance.
3. Conducts random surveillance of all MTIs, MHEIs and Acs.
4. Review and approve the Surveillance Plan.
5. Reviews, Initials, and endorses the draft Special Order to Executive Director.
6. Reviews any form of complaint or report, for appropriate action.
7. Endorses the Surveillance Compliant Form to the Executive Director for appropriate action.
8. Endorses the Memorandum Reports submitted by the Surveillance Team to the Executive Director for consideration/appropriate action.
9. Establishes surveillance procedures for ATPs in compliance STCW Convention, 1978 as amended.
10. Plans and carries out an efficient and cost-effective schedule of random surveillance of any ATP conducted by MTIs.
11. Institutes measures to allow remote surveillance of all approved examination and assessment institutions.
12. Conducting surveillance operations, submitting surveillance reports, monitoring of reports (ER/TCROA) submitted by MTIs, Acs, MHEI through electronic email,

submitting of memorandum reports, making recommendations/doing appropriate action/s upon receipt of complaints.

13. Attending meetings (ECTG), seminars, and trainings.

4. Position Title	Chief Maritime Industry Development Specialist
No. of Position	1
Item No	MARINA-DOTrB-CMIDS-39-2017
Office/Division	Accreditation Division, Standards of Training, Certification and Watchkeeping Office (Central Office)
Salary Grade	24 (P 98,185.00)

Qualification Requirements:

<b>Education</b>	Master's degree or Certificate in Leadership and Management from the CSC
<b>Experience</b>	4 years of supervisory/ management experience
<b>Training</b>	40 hours of supervisory/ management learning and development intervention
<b>Eligibility</b>	Career Service (Professional) Second Level Eligibility

Duties and Responsibilities of the Position

1. Supervises the overall implementation of policies and standards; plans and programs pertaining to the inspection and accreditation of Maritime Training Institutes (MTI), courses, and Instructors/Assessors;
2. Recommends to the Executive Director the approval/disapproval of the application for accreditation of MTIs, courses, and Instructors/Assessors;
3. Reviews the implementation of inspection and accreditation policies and programs, and recommends adoption of amendments/improvement of the same;
4. Reviews and recommends to the Executive Director the approval of Circulars, and Advisories, as needed;
5. Identifies the courses to be adopted/developed and endorses the newly developed training course to the Executive Director;
6. Recommends to the Executive Director the schedule of inspection of MTIs and their courses;
7. Joins in the review on courses and recommends to the Executive Director the approval of the final output;
8. Prepares the program for the calibration of evaluators.



**5. Position Title** Supervising Maritime Industry Development Specialist

**No. of Position** 1

**Item No** MARINA-DOTrB-SVMIDS-37-2017

**Office/Division** Operations Monitoring Division, Enforcement Service (Central Office)

**Salary Grade** 22 (P 78,162.00)

**Qualification Requirements:**

<b>Education</b>	Bachelor's degree relevant to the job
<b>Experience</b>	3 years of relevant experience
<b>Training</b>	16 hours of relevant training
<b>Eligibility</b>	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 work program of the division consistent with the OSS Work Program;
2. Assists the Division Chief in the supervision and monitoring of all activities/assigned tasks of the division and its staff and prepares individual report at the end of each rating period;
3. Reviews, updates and recommends an enhanced compliance monitoring system in the enforcement of national and international laws, rules and regulations, circulars, orders, decisions, rulings, governing the different maritime industry sectors / sub-sectors;
4. Evaluates / assesses the implementation of the enhanced compliance monitoring system in the enforcement of national and international laws, rules and regulations, circulars, orders, decisions, rulings, and submits recommendations thereon;
5. Conducts desk top monitoring of the terms and conditions of CPCs / PAs / SPd, post approval requirements / conditions of accreditation and ship acquisition approvals, safety-related certificates and other MARINA issuances using the enhanced compliance monitoring system, in coordination with the different Units of the Authority;
6. Prepares and submits reports / recommendations on the violations noted / committed by maritime enterprises / entities;



7. Undertakes document verification to validate the results of the desk top monitoring conducted on the terms and conditions of CPCs / PAs / SPs, post approval requirements / conditions of accreditation and ship acquisition approvals, safety-related certificates and other MARINA issuances;
8. Conducts analysis of all violations committed by maritime enterprises / entities resulting from the discharge of enforcement and compliance monitoring functions / activities and prepares report / recommendations thereon;
9. Participates, upon proper designation, in various task forces constituted by the different government agencies involved in law enforcement, marine inquiry / investigation and risk reduction to further enhance the safety and security of the passengers of domestic water transport services and the general public;
10. Prepares positions / discussion papers on matters / issues in the discharge of enforcement and compliance monitoring functions, and technical papers in support of ratification / accession to and / or implementation of international conventions, in coordination with the concerned Units of the Authority;
11. Determines and recommends development of databases / monitoring systems that will facilitate the discharge of functions relating to enforcement and compliance monitoring, in terms of determining compliance with the terms and conditions of CPCs / PAs / SPs, post approval requirements / conditions of accreditation and ship acquisition approvals, safety-related certificates and other issuances, in coordination with the MISS;
12. 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 enforcement and compliance monitoring functions regarding issues, problems, complaints, proposed laws, programs, projects, policies, rules, regulations and guidelines and in relation to the briefing / orientation on newly approved issuances;
13. Prepares communications and response / replies to inquiries relating to the Authority's discharge of enforcement and compliance monitoring functions.

6. Position Title	Supervising Maritime Industry Development Specialist
No. of Position	1
Item No	MARINA-DOTrB-SVMIDS-2-2019
Office/Division	Cooperation and Strategic Maritime Initiatives Division, Overseas Shipping Service (Central Office)
Salary Grade	22 (P 78,162.00)

## Qualification Requirements:

<b>Education</b>	Bachelor's degree relevant to the job
<b>Experience</b>	3 years of relevant experience
<b>Training</b>	16 hours of relevant training
<b>Eligibility</b>	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 work program of the division consistent with the OSS Work Program;
2. Assists the Division Chief in the supervision and monitoring of all activities/assigned tasks of the division and its staff and prepares individual report at the end of each rating period;
3. Formulates, updates and recommends the adoption of laws, policies, rules, regulations, guidelines and measures, including advisories in compliance with the IMO Member State Audit Scheme (IMSAS) which may affect or impact on the operations of Philippine-registered ships engaged in international voyages and related maritime industry sectors, in collaboration with relevant Units of the Authority, concerned government agencies and private sector associations/entities;
4. Conducts mock audit and/or evaluation/assessment of the responsiveness/effectiveness of the laws, policies, rules, regulations, guidelines, and measures, including advisories pertaining to the Philippine compliance to IMO instruments/protocols and other international conventions which the country is a party to/ member;
5. Monitors and evaluates maritime developments and issuances made by international, regional, and sub-regional maritime organizations of convention, codes, laws protocols, circulars, resolutions, rules and regulations related to IMSAS, including monitoring of the scheduled, meetings thereof; prepares and/or coordinates the preparation of all the necessary position/ discussion/ information/technical papers, and intended interventions, in collaboration with appropriate Units of the Authority, concerned government agencies and private sector associations/entities;
6. Studies, reviews and evaluates relevant international conventions, codes, resolution, rules and regulations pertaining to IMSAS which may affect the Philippine maritime industry and the Authority through the preparation of the necessary position/information/ discussion papers and coordination with concerned technical Units of the Authority for purposes of ratification of/accession to and/or implementation of said international maritime conventions, laws, codes, resolutions, rules and regulations, as applicable;
7. Prepares the necessary position/information/discussion prepares and coordinates with concerned technical Units of the Authority for purposes of ratification

of/accession to and/or implementation of said international maritime conventions, laws, codes, resolutions, rules and regulations, as applicable;

8. Assists in the determination of conference needs of the different divisions of OSS in accordance with the work plan and budget of the hosting funds and direct the planning and execution; ensures smooth and efficient preparation and hosting; and supervises the procurements of all necessary services and materials in accordance to RA9184 and its subsequent amendments;
9. Recommends the development and maintenance of databases and monitoring of systems on developments in international maritime laws, codes, protocols, and regulations in compliance with IMSAS, and for purposes of documenting all conferences conducted;
10. Participates in the conduct of public consultation in coordination with concerned Units of the Authority, relevant government agencies, private sector associations and other entities regarding the proposed laws, programs, rules and regulations with respect to IMO Instrument/protocol implementation; and
11. Performs other functions as may be assigned by the Division Chief or Director.

7. Position Title	Supervising Maritime Industry Development Specialist
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No. of Position	1
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Item No	MARINA-DOTrB-SVMIDS-36-2017
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Office/Division	Franchises Supervision and Regulation Division, Franchising Service (Central Office)
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Salary Grade	22 (P 78,162.00)
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Qualification Requirements:

<b>Education</b>	Bachelor's degree relevant to the job
<b>Experience</b>	3 years of relevant experience
<b>Training</b>	16 hours of relevant training
<b>Eligibility</b>	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 ;
2. Assists the Division Chief in the supervision and monitoring of all activities/assigned tasks of the division and its staff, and prepares individual rating report at the end of each rating period;

3. Assists in 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 service 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 relating to the industry, in coordination with relevant Units of the Authority;
4. Evaluates and recommends appropriate action on applications/petition for the issuance of Certificate of Public Convenience (CPC), or any extensions or amendments thereto, or Orders modifying, suspending or revoking the same, with respect to entry into/ exit from a routes, amendments of routes, substitution/ replacement of ship, change in sailing schedule, among others, taking into consideration the economic and beneficial effect which the proposed service shall have to the port, province or region which it proposes to serve, and the financial capacity of the domestic shipowner/operator to provide and sustain safe, reliable, adequate, efficient and economic service, in accordance with set standards, as embodied in existing policies, rules and regulations of the Authority;
5. Evaluates and recommends the issuance of Orders/letter-directives requiring any domestic ship owners/operators to provide shipping services to any coastal area, island, or region in the country, where such services are necessary for the development of the area, to meet emergency sealift requirements, or when public interest so requires;
6. Prepares/ submits position/ discussion papers on matters/issues affecting the provision/ operation of public water transportation services in the domestic trade;
7. Determines and recommends development of own records section and databases/ monitoring systems that will facilitate the discharge of functions relating to ships, areas of operation/routes, rates, schedules, shipowners/ operators, CPCs and other permits and authorizations, in coordination with the MISS;
8. Participates in the conduct of public consultation in coordination with the 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;
9. Prepares communications and response/ replies to inquiries relating to the quasi-judicial, administrative, supervisory, and regulatory functions over water transport services;
10. Performs other functions as may be assigned by the Division Chief or Director.

8. Position Title Attorney III

No. of Position 1

Item No MARINA-DOTrB-ATY3-28-2017

Office/Division MARINA Regional Office I & II [La Union]

Salary Grade 21 (P 70,013.00)

Qualification Requirements:

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

Duties and Responsibilities of the Position

1. Take charge of all Legal matters/concerns of MARINA RO 1&2, both technical and administrative aspects;
2. Assist the Regional Director in the trial/hearing of quasi-judicial cases, particularly in contested cases;
3. Render Legal Orders/Decisions/Opinions, conduct research, and prepare communications and other pertinent reports relative to cases, problems, comments both on MARINA 1&2 issues and concerns, either technical or administrative;
4. Prepare decisions for contested applications for Special Permits/Provisional Authority;
5. Prepare Notice/Summons;
6. Prepare Legal Clearance;
7. Perform other duties that may be assigned from time to time.

9. Position Title Senior Maritime Industry Development Specialist

No. of Position 1

Item No MARINA-DOTrB-SRMIDS-5-2018

Office/Division	Research and Development Division, Standards of Training, Certification and Watchkeeping Office (Central Office)
Salary Grade	18 (P 51,304.00)

Qualification Requirements:

<b>Education</b>	Bachelor's degree relevant to the job
<b>Experience</b>	2 years of relevant experience
<b>Training</b>	8 hours of relevant training
<b>Eligibility</b>	Career Service (Professional) Second Level Eligibility

### Duties and Responsibilities of the Position

1. Plans, develops, pilot-tests and revise of new courses in keeping with changes in practice, regulation and competencies required to meet STCW convention requirements when necessary;
2. Prepares course packages of the approved training programs or maritime training institutions;
3. Identify resources required to develop and deliver training projects;
4. Represent the Division on committees and task groups as necessary;
5. Prepare briefing notes, proposals, minutes or meeting and other related documents for the disposal of job;
6. Reviews curriculum and research matters prior endorsement to Supervising MIDS.

### 10. Position Title Senior Maritime Industry Development Specialist

No. of Position 1

Item No MARINA-DOTrB-SRMIDS-66-2017

Office/Division	Quality Management System Division, Standards of Training, Certification and Watchkeeping Office (Central Office)
Salary Grade	18 (P 51,304.00)

Qualification Requirements:

<b>Education</b>	Bachelor's degree relevant to the job
<b>Experience</b>	2 years of relevant experience
<b>Training</b>	8 hours of relevant training
<b>Eligibility</b>	Career Service (Professional) Second Level Eligibility

## Duties and Responsibilities of the Position

1. Assists in the maintenance and implementation of the Quality Standard System;
2. Assists in the preparation of communication and technical papers regarding IMO and other related concerns;
3. Formulate policies, programs, guidelines, and systems to achieve the objectives and junctions of the organization;
4. Assists in the oversight or participates in the conduct of the major research studies of the Division;
5. Handles initial review and evaluation of existing and new resolutions, amendments, reports, papers, etc., and submits recommendations or proposes along the Division's particular field of concern;
6. Provides technical assistance to other units;
7. Act as auditor/lead auditor during audits;
8. Performs other duties and responsibilities as may be assigned from time to time.

**11. Position Title** Senior Maritime Industry Development Specialist

**No. of Position** 1

**Item No** MARINA-DOTrB-SRMIDS-15-2018

**Office/Division** Surveillance Division, Standards of Training, Certification and Watchkeeping Office (Central Office)

**Salary Grade** 18 (P 51,304.00)

### Qualification Requirements:

<b>Education</b>	Bachelor's degree relevant to the job
<b>Experience</b>	2 years of relevant experience
<b>Training</b>	8 hours of relevant training
<b>Eligibility</b>	Career Service (Professional) Second Level Eligibility

## Duties and Responsibilities of the Position

1. Prepares surveillance plan;



2. Prepares special order/ travel documents;
3. Checks schedule of trainings/ classes/ assessments of target institutions using relevant sources;
4. Evaluates the complaint and proposes a recommendation to the Division Chief;
5. Joins in the conduct of random surveillance operation of MTIs/ MHEIs/ EALs, if necessary;
6. Prepares and submits Memorandum Report after the operation;
7. Assist in the drafting of surveillance policy- circulars, advisories, orders and press releases;
8. Prepares memorandum/ communications/ letters to MTIs/ MHEIs/ EALs and other concerned stakeholders;
9. Prepares notices/ minutes of meetings and materials in the conduct of meetings;
10. Maintains the surveillance databases.

<b>12. Position Title</b>	<b>Senior Maritime Industry Development Specialist</b>
No. of Position	1
<b>Item No</b>	<b>MARINA-DOTrB-SRMIDS-75-2017</b>
Office/Division	Accreditation Division, Standards of Training, Certification and Watchkeeping Office (Central Office)
<b>Salary Grade</b>	<b>18 (P 51,304.00)</b>

**Qualification Requirements:**

<b>Education</b>	Bachelor's degree relevant to the job
<b>Experience</b>	2 years of relevant experience
<b>Training</b>	8 hours of relevant training
<b>Eligibility</b>	Career Service (Professional) Second Level Eligibility

**Duties and Responsibilities of the Position**

1. Pre-evaluate the following application for accreditation and identify if there are deficiencies:
  - a. Application for MTI Accreditation
  - b. Application for Course Accreditation
  - c. Application of Instructors/ Assessors
2. Writes Communications to MTIs, which include the following:

- a. A report on their non-conformities
  - b. Notice of Inspection/ Re-inspection
  - c. Other MTI inquiries
3. Joins the Inspection Team in the conduct of inspection activities;
4. Prepares the following reports:
  - a. Inspection/ Re-inspection Report
  - b. Notice of Approval/Disapproval of Application
  - c. Notice of Fees
5. Focal person in updating and maintaining the Quality Procedures of the Accreditation Division;
6. Prepares documents for the Calibration Workshop of the Accreditation Division;
7. Joins Technical Working Group (TWG) as instructed by Division Chief for formulation of circulars in relation to the function of the Division; and
8. Prepares Minutes of Meetings/ Highlights of Discussions on TWGs, seminars, workshops conducted by the Accreditation Division.

<b>13. Position Title</b>	<b>Senior Maritime Industry Development Specialist</b>
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<b>No. of Position</b>	<b>1</b>
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<b>Item No</b>	<b>MARINA-DOTrB-SRMIDS-74-2017</b>
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<b>Office/Division</b>	<b>Accreditation Division, Standards of Training, Certification and Watchkeeping Office (Central Office)</b>
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<b>Salary Grade</b>	<b>18 (P 51,304.00)</b>
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Qualification Requirements:

<b>Education</b>	Bachelor's degree relevant to the job
<b>Experience</b>	2 years of relevant experience
<b>Training</b>	8 hours of relevant training
<b>Eligibility</b>	Career Service (Professional) Second Level Eligibility

<b>Duties and Responsibilities of the Position</b>
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1. Pre-evaluates the following application for accreditation and identifies if there are deficiencies:
  - a. Application for MTI Accreditation
  - b. Application for Course Accreditation
  - c. Application of Instructors/ Assessors

2. Writes Communications to MTIs which includes the following:
  - a. a report on their non-conformities
  - b. Notice of Inspection/ Re-inspection
  - c. Other MTI inquiries
3. Joins the Inspection Team in the conduct of inspection activities;
4. Prepares the following reports:
  - a. Inspection/ Re-inspection Report
  - b. Notice of Approval/Disapproval of Application
  - c. Notice of Fees
5. Focal person in updating and maintaining the Quality Procedures of the Accreditation Division;
6. Prepares documents for the Calibration Workshop of the Accreditation Division;
7. Joins Technical Working Group (TWG) as instructed by Division Chief for formulation of circulars in relation to the function of the Division; and
8. Prepares Minutes of Meetings/ Highlights of Discussions on TWGs, seminars, workshop conducted by the Accreditation Division

**14. Position Title** Accountant II

No. of Position 1

**Item No** MARINA-DOTrB-A2-11-2018

**Office/Division** Financial Services Division, Standards of Training, Certification and Watchkeeping Office (Central Office)

**Salary Grade** 16 (P 43,560.00)

**Qualification Requirements:**

<b>Education</b>	Bachelor's degree in Commerce/Business Administration Major in Accounting
<b>Experience</b>	1 year of relevant experience
<b>Training</b>	4 hours of relevant training
<b>Eligibility</b>	RA 1080

**Duties and Responsibilities of the Position**

1. Establish procedures ensuring that all the financial requirements of the STCW Office and its related services are adequately managed. Recommend modes of

improving cost controls and efficiency measures in the overall implementation of STCWO;

2. Assists in the implementation of existing accounting and auditing rules and regulations.

**15. Position Title** Accountant II

No. of Position 1

**Item No** MARINA-DOTrB-A2-23-2017

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

**Salary Grade** 16 (P 43,560.00)

Qualification Requirements:

<b>Education</b>	Bachelor's degree in Commerce/Business Administration Major in Accounting
<b>Experience</b>	1 year of relevant experience
<b>Training</b>	4 hours of relevant training
<b>Eligibility</b>	RA 1080

#### Duties and Responsibilities of the Position

1. Provides accounting and financial services, including maintenance of books or accounts, preparation of financial statements and reports, and funds management and control;
2. Assists in the formulation and implementation of accounting policies, including payroll preparation and adherence to government accounting standards;
3. Assists the Division Chief in the planning, preparation, and implementation of the division's work program;
4. Prepares individual rating report at the end of each rating period;
5. 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.;
6. Assists in the preparation of various payrolls/disbursement vouchers;
7. Assists in the implementation of the established monitoring system on the disbursement of funds and enforces the existing national government accounting system;

8. Assists in the bookkeeping activities and preparation of reports thereon;
9. Assists in the preparation and generation of reports for submission to BDM, COA, DOTr, and other relevant agencies;
10. Assists in activities in relation to claims, reconciliation/updating of accounts, remittances, and dormant accounts;
11. Prepares communications/responses/replies to inquiries relating to existing accounting policies, rules and regulations;
12. Performs other functions as may be assigned by the Division Chief or Director.

**16. Position Title** Maritime Industry Development Specialist II

No. of Position 1

**Item No** MARINA-DOTrB-MIDS2-10-2018

Office/Division Examination and Assessment Division, Standards of Training, Certification and Watchkeeping Office (Central Office)

**Salary Grade** 15 (P 40,208.00)

**Qualification Requirements:**

<b>Education</b>	Bachelor's degree relevant to the job
<b>Experience</b>	1 year of relevant experience
<b>Training</b>	4 hours of relevant training
<b>Eligibility</b>	Career Service (Professional) Second Level Eligibility

**Duties and Responsibilities of the Position**

1. Serves as one of the overall Supervisors in all theoretical examinations for Marine Deck and Engine Officers related functions and activities, including the maintenance of the filing systems;
2. Maintains, updates, and prepares the statistics for Marine Deck and Engine Officers;
3. Reviews the prepared list of examinees and passers for Marine Deck and Engine Officers;
4. Serves as initial/final evaluator for application of Theoretical examination / Practical Assessment for Officers;

5. Facilitates as Lead/Co Facilitator in the conduct of oath taking for Marine Deck and Engine Officers;
6. Serves as Lead Proctor in the conduct of theoretical examination for Marine Deck and Engine Officers;
7. Serves as Duty Officer at the inquiry to answer examination and practical-related queries from the seafarers;
8. 8. Assigns as Duty Officers at the EAD processing window;
9. Verifies the Certificate of Sea Service of applicants; and
10. Prepares and forwards the incident report in case of suspected spurious submitted documents.

**17. Position Title** Maritime Industry Development Specialist II

No. of Position 1

**Item No** MARINA-DOTrB-MIDS2-83-2017

**Office/Division** Quality Management System Division, Standards of Training, Certification and Watchkeeping Office (Central Office)

**Salary Grade** 15 (P 40,208.00)

**Qualification Requirements:**

<b>Education</b>	Bachelor's degree relevant to the job
<b>Experience</b>	1 year of relevant experience
<b>Training</b>	4 hours of relevant training
<b>Eligibility</b>	Career Service (Professional) Second Level Eligibility

**Duties and Responsibilities of the Position**

1. Ensure that all procedures under the Quality Standard System (QSS) are in accordance with the rules and regulations and in compliance with the STCW;
2. Implement appropriate measures for identifying and correcting non-conformance within the system;
3. Recommend mechanisms and procedures continual improvement of the system;
4. Assist in the maintenance and implementation of the QSS; and
5. Act as a Lead Auditor/ Auditor during the conduct of audits.

<b>18. Position Title</b>	<b>Maritime Industry Development Specialist II</b>
<b>No. of Position</b>	<b>2</b>
<b>Item No</b>	<b>MARINA-DOTrB-MIDS2-7-2019 MARINA-DOTrB-MIDS2-43-2017</b>
<b>Office/Division</b>	<b>International Shipping Development Division, Overseas Shipping Service (Central Office)</b>
<b>Salary Grade</b>	<b>15 (P 40,208.00)</b>

**Qualification Requirements:**

<b>Education</b>	Bachelor's degree relevant to the job
<b>Experience</b>	1 year of relevant experience
<b>Training</b>	4 hours of relevant training
<b>Eligibility</b>	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. Formulates, updates and recommends the adoption and implementation of laws, policies, rules, regulations, guidelines and measures, including advisories, in compliance with the applicable provisions of ratified international maritime conventions or based on relevant international maritime laws, codes, protocols, resolutions, rules and regulations issued/adopted by the international maritime and related organizations, to which the Philippines is a Party/Members State, which may affect or impact on the operations of Philippine-registered ships engaged in international voyages and related maritime industry sectors, in collaboration with relevant Units of the Authority, concerned government agencies and private sector associations/entities;
4. Conducts initial evaluation / assessment of the responsiveness/effectiveness of the laws, policies, rules, regulations, guidelines and measures, including advisories, compliant with the applicable provisions of ratified international maritime conventions or based on relevant international maritime laws, codes, protocols, resolutions, rules and regulations issued/adopted by the international maritime and related organizations, to which the Philippines is a Party/Member State, as they affect or impact on the operations of Philippine-registered ships engaged in international voyages and related maritime industry sectors, in collaboration with relevant Units of the Authority, concerned government agencies and private sector associations/entities, and recommends the area of improvement/revision thereon;
5. Assists in the negotiations of bilateral and multilateral shipping agreements and international, regional and sub-regional maritime transport agreements/arrangements; recommends the adoption and implementation of appropriate courses of action,



policies and measures that would further the interest of the Philippine maritime industry; and monitors the progress of the commitments of the different flag state administrations to such agreements/arrangements vis-a-vis the country's progress thereon;

6. 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, including regular monitoring of the schedules meetings, thereof; prepares and/or coordinates the preparation of all necessary position / discussion / information / technical papers, and intended interventions, in collaboration with appropriate Units of the Authority, concerned government agencies and private sector associations/entities, for the consideration of the Management, prior to the participation/attendance of designated MARINA officials/staff to such meetings;
7. Identifies, evaluates, and analyzes external/internal information that will serve as inputs to the discharge of the ISDD functions, in coordination with appropriate Units of the Authority, private sector, shipping conferences/associations, local/foreign independent operators, and relevant government agencies; and
8. Performs other functions as may be assigned by the Division Chief or Director.

**19. Position Title** Maritime Industry Development Specialist II

No. of Position 1

**Item No** MARINA-DOTrB-MIDS2-2-2018

**Office/Division** Research and Development Division, Standards of Training, Certification and Watchkeeping Office (Central Office)

**Salary Grade** 15 (P 40,208.00)

Qualification Requirements:

<b>Education</b>	Bachelor's degree relevant to the job
<b>Experience</b>	1 year of relevant experience
<b>Training</b>	4 hours of relevant training
<b>Eligibility</b>	Career Service (Professional) Second Level Eligibility

**Duties and Responsibilities of the Position**

1. Conducts documentary review for training course that needs to be developed/to be revised;

2. Prepares working documents for the training course that needs to be developed/or revised;
3. Facilitates conduct of Pilot Testing and Validation for the newly developed/revised training standard;
4. Collates and prepares reports;
5. Finalizes course package;
6. Distributes the approved developed/revised documents;
7. Prepares Division's Monthly Accomplishment Report, PPMP, and Work and Financial Plan;
8. Draft special orders, proposals, minutes of meetings, and other related documents for the disposal of job;
9. Represent the Division on committees and task groups as necessary

**20. Position Title** Maritime Industry Development Specialist I

**No. of Position** 1

**Item No** MARINA-DOTrB-MIDS1-14-2018

**Office/Division** Public Information Division, Standards of Training, Certification and Watchkeeping Office (Central Office)

**Salary Grade** 11 (P 30,024.00)

**Qualification Requirements:**

<b>Education</b>	Bachelor's degree relevant to the job
<b>Experience</b>	None required
<b>Training</b>	None required
<b>Eligibility</b>	Career Service (Professional) Second Level Eligibility

**Duties and Responsibilities of the Position**

1. Public Information Division (PID) establish procedures for continually informing the public, especially the seafarers for the development, improvement, and updates on the STCW Convention, as amended;
2. Responsible for answering the queries of clients, updating the directory of Maritime Stakeholders, conducting Usapang STCW, Coordinated the publication of policy issuances and other info campaign of the STCW office in National newspaper,

maintained a record of newspaper clippings of published policy issuances and info campaign of the STCW office, prepared an information material.

<b>21. Position Title</b>	<b>Administrative Assistant III</b>
No. of Position	1
<b>Item No</b>	<b>MARINA-DOTrB-ADAS3-42-2017</b>
Office/Division	Naval Architecture and Marine Engineering Division, Shipyards Regulation Service (Central Office)
<b>Salary Grade</b>	<b>9 (P 23,226.00)</b>

Qualification Requirements:

<b>Education</b>	Completion of 2 years of studies in college (prior to 2018), <b>OR</b> High school graduate with relevant vocational/trade course (prior to 2018) <b>OR</b> Completion of Grade 12/Senior High school under Technical-Vocational-Livelihood Track, <b>OR</b> Completion of Grade 10/Junior High school with relevant vocational/trade course (TESDA NC II)(starting 2018)
<b>Experience</b>	1 year of relevant experience
<b>Training</b>	4 hours of relevant training
<b>Eligibility</b>	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility

**Duties and Responsibilities of the Position**

1. Keys-in and test run programs developed by the programmers;
2. Assists programmers in the documentation of programs;
3. Maintains programs and data file catalogues;
4. Assists in the creation and maintenance of data base of the assigned unit/service division to include:
  - a. keys-in data file inputs and overseas printing of outputs
  - b. Verifies completeness of source documents and
  - c. Verifies correctness of inputted data;
5. Trains computer encoders in his assigned unit/service/division;
6. Assists immediate supervisors in the performance of mandated tasks of the unit/service/division;
7. Does inputting/encoding task in programmed application system;

8. Performs other functions assigned by the supervisors.

**22. Position Title** Administrative Assistant II

No. of Position 1

**Item No** MARINA-DOTrB-ADAS2-33-2017

**Office/Division** Administrative Services Division, Standards of Training, Certification and Watchkeeping Office (Central Office)

**Salary Grade** 8 (P 21,448.00)

**Qualification Requirements:**

<b>Education</b>	Completion of 2 years of studies in college (prior to 2018), <b>OR</b> High school graduate with relevant vocational/trade course (prior to 2018) <b>OR</b> Completion of Grade 12/Senior High school under Technical-Vocational-Livelihood Track, <b>OR</b> Completion of Grade 10/Junior High school with relevant vocational/trade course (TESDA NC II)(starting 2018)
<b>Experience</b>	1 year of relevant experience
<b>Training</b>	4 hours of relevant training
<b>Eligibility</b>	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility

**Duties and Responsibilities of the Position**

1. Receives, records and sorts all incoming materials of the divisions and refer them to the immediate supervisor;
2. Keeps and maintains systematic file of communications/records of the division for easy reference;
3. Prepares simple letters/communications;
4. Records and releases all outgoing communications of the division;
5. Checks incoming fax and e-mails, prints and forwards to concerned division; and
6. Performs other functions as may be assigned by the Division Chief of Director.

**23. Position Title** Administrative Aide VI [Clerk III]

No. of Position

1

Item No MARINA-DOTrB-ADA6-33-2017

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

Salary Grade 6 (P 18,957.00)

Qualification Requirements:

<b>Education</b>	Completion of 2 years of studies in college (prior to 2018), <b>OR</b> Completion of Grade 12/Senior High School (starting 2016)
<b>Experience</b>	None required
<b>Training</b>	None required
<b>Eligibility</b>	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. Follows up and retrieves documents and submits to the concerned official/office; and
5. Performs other functions as may be assigned by the Division Chief or the OIC-Director.

24. Position Title Administrative Aide IV

No. of Position 1

Item No MARINA-DOTrB-ADA4-47-2017

Office/Division Office of the Executive Director, Standards of Training, Certification and Watchkeeping Office (Central Office)

Salary Grade 4 (P 16,833.00)

#### Qualification Requirements:

<b>Education</b>	Completion of 2 years of studies in college (prior to 2018), <b>OR</b> High school graduate with relevant vocational/trade course (prior to 2018) <b>OR</b> Completion of Grade 12/Senior High school under Technical-Vocational-Livelihood Track, <b>OR</b> Completion of Grade 10/Junior High school with relevant vocational/trade course (TESDA NC II)(starting 2018)
<b>Experience</b>	None required
<b>Training</b>	None required
<b>Eligibility</b>	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. Follows up and retrieves documents and submits to the concerned official/office; and
5. Performs other functions as may be assigned by the Division Chief or the OIC-Director.