



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

November 25, 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 **November 25, 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*)

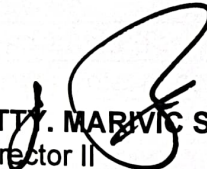
Interested and qualified applicants should signify their interest in writing and submit their application online through this link: <https://forms.gle/gCxFTitakWa2ive29>. Alternatively, you may submit hard copies personally to HRMDD at the 10<sup>th</sup> floor, MARINA Bldg., Central Office.

Application documents must be addressed to:

**Ms. MILABEL J. ADIL**  
Chief  
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:** 08 DEC 2025

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

**MARITIME INDUSTRY AUTHORITY**

**BEHAVIORAL DIMENSION FORM**

Name of Employee: \_\_\_\_\_  
Position Title: \_\_\_\_\_  
Division/Office: \_\_\_\_\_  
Rating Period: \_\_\_\_\_

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

<b>OVERALL POINT SCORE</b>	<b>EQUIVALENT POINT SCORE</b>	<b>EQUIVALENT ADJECTIVAL RATING</b>
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

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

No. of Position 1

**Item No** MARINA-DOTrB-SVMIDS-56-2017

Office/Division Certification Division, Standards of Training, Certification and Watchkeeping Office (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. Review and countersigns the Administrator fascimile of the processed application;
2. Prepares working financial plan of the Division;
3. Attends meetings/seminars relative to the STCW Convention 78 as amended;
4. Prepares communications, special orders, memoranda, incident report and the like;
5. Implement policy, guidelines and procedures in the issuance/revalidation of certificates in accordance with the appropriate regulations of the STCW Convention 78 as amended;
6. Assists the Division Chief in the general supervision of all activities of the Division;
7. Assists in the review of the IMO meetings and in providing consultative and advisory services to the Executive Director in reaching out substantive decision on matters relating to the issuance/revalidation of the certificates as required by the STCW Convention '78 as amended;
8. Assists the Division Chief in ensuring that only those courses that recognized by MARINA shall be accepted for processing and issuance of certificates;
9. Acts for and in behalf of the Chief during the latter's absence; and
10. Performs other tasks as may be assigned.

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

No. of Position 1

**Item No** MARINA-DOTrB-SRMIDS-40-2017

Office/Division Maritime Registry Division, Overseas Shipping Service (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. Screens applications filed with the Overseas Shipping Service as to completeness of documentary requirements.
2. Evaluates and recommends appropriate actions on application relative to:
  - a. Accreditation of companies under MC 181 & 186;
  - b. Accreditation of ships for overseas thru importation, outright purchase or bareboat chartering/lease-purchase/lease irrevocable purchase
  - c. Issuance of certificates
    - Certificate of Philippine Registry
    - Minimum Safe Manning Certificate
    - Continuous Synopsis Records
    - Deletion Certificates
  - d. Issuance of certification to NTC, POEA and other agencies/companies.
  - e. Issuance of Special Permit for the temporary utilization of domestic ships in the overseas trade;
  - f. Issuance of supernumeraries/expatriates onboard overseas ships,
  - g. Issuance of letter to Classification Societies for survey/inspect the ships per request of companies.
  - h. Change/reservation of ship's name.
  - i. Registers/authenticates deck and engine logbook used on board Philippine registered ships.
  - j. Recommends issuance of Show Cause Order for non-compliant companies.
3. Assist in the preparation of inter-agency/consultation meetings hosted by the Overseas Shipping Service.
4. Prepares draft replies/indorsement letters to relevant government agencies/private sectors on overseas shipping related issues/requests.

5. Undertakes research activities/preliminary analysis on matters relevant to overseas shipping such as Philippine overseas fleet; international shipping updates; implementation of international maritime conventions; and other overseas shipping matters;
6. Assists all the necessary administrative/technical arrangements and maintains transparency relative to bilateral relations and negotiation process in coordination with the bilateral partners and prospective partners and with relevant government agencies and private sector associations/entities;
7. Assists in the close coordination with the provided position/information papers, and the necessary technical advice to relevant government agencies involved in the implementation and review of bilateral and multilateral shipping agreements/arrangements directly affecting the Philippine maritime industry sectors;
8. Assists in the conduct of public consultation in coordination with concerned Units of Authority, relevant government agencies, private sector associations and other entities involved in the overseas shipping industry/operations regarding issues, problems, complaints, concerns on the provision of overseas shipping service, proposed laws, programs, project, policies, rules, regulations and guidelines and in relation to the briefing/orientation on newly approved issuance and international shipping developments;
9. Performs the monitoring activities for companies accredited under MC 181.
10. Performs other tasks as may be assigned by the Director and Division Chief.

<b>3. Position Title</b>	<b>Senior Shipping Operations Specialist</b>
No. of Position	1
<b>Item No</b>	<b>MARINA-DOTrB-SRSOS-40-2017</b>
Office/Division	Shipyards Development and Licensing Division, Shipyards Regulation Service (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. 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, in 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;
2. Conduct pre-qualification inspection of new applicants for registration/ licensing to engage in shipbuilding, ship repair, afloat repair, boatbuilding and shipbreaking and annual inspections of all MARINA-licensed/ registered shipyards for the renewal of license/ registration to operate; and Page 6 of 21; and
3. Prepares report and recommends, after due compliance with existing laws, policies, rules, regulations, guidelines, standards, and specifications, the issuance/endorsement of licenses, certificate, and approvals.

**4. Position Title**      Engineer II

No. of Position      1

**Item No**              MARINA-DOTrB-ENG2-40-2017

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

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

**Qualification Requirements:**

<b>Education</b>	Bachelor's Degree in Engineering relevant to the job
<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. 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;
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 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;

3. 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;
4. Develops preliminary designs setting up the basic characteristics of proposed ships;
5. Administers ship construction contracts;
6. Conducts inspection of ships during the course construction, reconstruction, conversion, major alterations, reconditioning in accordance with the existing laws, policies, rules and regulations, standards, and specifications, and prepares report relative thereto;
7. 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 assignments and stability calculations
8. 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;
9. Prepares / submits position / discussion / information papers on matters / issues relating to the discharge of functions on ship design, plans approval for 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;
10. 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; and

11. Prepares communications and response / 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;

**5. Position Title**      Engineer II

No. of Positions      1

**Item Nos.**              MARINA-DOTrB-ENG2-39-2017

Office/Division      Maritime Safety Inspection Division, MSS (Central Office)

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

**Qualification Requirements:**

<b>Education</b>	Bachelor's Degree in Engineering relevant to the job
<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. Assists in the adoption, review, updating and implementation of plans, programs, projects, policies, rules, regulations, standards and specifications, as may be necessary, for the safe management and operation of companies and ships, the seaworthiness of ships, and the protection of the marine environment;
2. Formulates and revises Memorandum Circulars (MCs) and other policy instruments related to maritime safety, security, and the protection of the marine environment;
3. Assists in the conduct and coordinates stakeholder consultations with regard to maritime safety, security, and the protection of the marine environment; ensures the preparation and dissemination of accurate and comprehensive reports;
4. Analyzes and drafts responds to inquiries pertaining to the discharge of functions relating to safety, security, and the protection of the marine environment;
5. Coordinates and participates in public consultation regarding issues, problems, complaints, proposed laws, programs, policies, rules, regulations, and guidelines in relation to newly approved issuances in coordination with other MARINA Units, relevant government agencies, private sector associations, and other entities involved in the safety, security, and the protection of the marine environment; and
6. Represents the Authority in international maritime conferences, meetings and negotiations, as required

<b>6. Position Title</b>	Information Systems Analyst II
No. of Position	1
<b>Item No</b>	MARINA-DOTrB-INFOA2-26-2017
Office/Division	Information Technology Division, Management Information Systems Service (Central Office)
<b>Salary Grade</b>	16 (P43,560.00)

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. 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, updating and implementation of the Authority's information systems plan;
4. Assists in the design, development, installation and maintenance of computer-based systems and programs in support the developmental and regulatory functions of the Authority, in coordination with the appropriate Units of the Authority, and recommends improvements thereon, whenever necessary;
5. Assists in the updating and maintenance of an effective web/network administration for the Authority;
6. Assists in the management, maintenance and operation of the computers and network infrastructures of the different Units of te Authority;
7. Assists in te identification of application systems and IT training programs for possible outsourcing of the design, development, updating and maintenance thereof;
8. Assists in providing technical support and assistance in the development, implementation and maintenance of computer-based systems of the different Units of the Authority;
9. Assists in the conduct of training needs analysis and in providing training and assistance relative to the IT staff developmenT of the other Units of the Authority;

10. Assists in the development and maintenance of the electronic data processing capability of the different Units of the Authority to achieve maximum efficiency and economy of its operations;
11. Prepares communications/response/replies to inquiries relating to the Authority's implementation of its information systems plan and the IT capability of the staff/agency; and
12. Performs other functions as may be assigned by the Division Chief or Director.

<b>7. Position Title</b>	Accountant II
No. of Position	1
<b>Item No</b>	MARINA-DOTrB-A2-23-2017
Office/Division	Accounting Division, Management, Financial and Administrative Service (Central Office)
<b>Salary Grade</b>	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; and
12. Performs other functions as may be assigned by the Division Chief or Director.

<b>8. Position Title</b>	Accountant II
No. of Position	1
<b>Item No</b>	MARINA-DOTrB-A2-11-2018
Office/Division	Financial Service Division, Standards of Training, Certification and Watchkeeping Office (Central Office)
<b>Salary Grade</b>	16 (P 43,560.00)

Qualification Requirements:

<b>Education</b>	Bachelor's degree in Accountancy or 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 Page 16 of 25 improving cost controls and efficiency measures in the overall implementation of STCWO; and
2. Assists in the implementation of existing accounting and auditing rules and regulations.

**9. Position Title** Computer Programmer II

No. of Position 1

**Item No** MARINA-DOTrB-COMPRO2-27-2017

Office/Division Information Technology Division, Management Information Systems Service (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. Designs, develops, installs and maintains computer-based systems and programs;
2. Identifies and communicates technical problems, processes and solutions;
3. Prepares and/or edits reports, manuals and other documentation on the status, operation and maintenance of the system;
4. Writes, debugs, modifies, integrates and tests program codes;
5. Assists in the collection and documentation of user's requirements;
6. Assists in the development of logical and physical specifications;
7. Collaborates with other technical personnel in scheduling equipment analysis, feasibility studies and systems planning and does related work; and
8. Performs other task that may be assigned by the supervisor

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

No. of Position 1

**Item No** MARINA-DOTrB-MIDS1-38-2017

Office/Division Shipping Promotion and Development Division, Domestic Shipping Service (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. Conducts researches/studies and submit reports on competition and consumer protection cases, competition systems and policies, investigations of abuses of dominant positions/market power and other anti-competitive acts in other countries/economies in order to have an extensive base of experience and knowledge in the identification of areas of harm to affective competition and to strengthen the Authority's intervention function;
2. Assists in the conduct of periodic evaluation/review of the reasonableness of passenger rates, freight rates and other related charges relative to the operation of domestic public water transportation services and, intervenes, whenever necessary, based on set parameters and criteria; and
3. Determines, on a continuing bases, the utilization rates, load factors, route capacity measurements of ships in all domestic shipping routes using approved route capacity measurement (RCM) formula or other such methods in order to periodically assess the adequacy and efficiency of domestic shipping services and generates the corresponding reports and recommendations thereon

11. Position Title Shipping Operations Specialist I

No. of Position 1

Item No MARINA-DOTrB-SHOS1-41-2017

Office/Division Maritime Safety Audit Division, Maritime Safety Service (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. Assists in the formulation and updating of plans, programs, projects, policies, rules, regulations, standards and specifications necessary for the marine 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 marine safety sub-sector, specifically with respect to the safe management and operation of companies and ships, seaworthiness of the ships and protection of the marine environment; and, recommends the areas of improvements/revision thereon;
3. Conducts document review and assessment of the Safety Management Systems (SMS) Manual/s submitted by companies;
4. Performs audits of ships/companies to determine compliance with the relevant provisions and certification procedures of the ISM/NSM Codes and applicable MARINA policies, rules and regulations; and
5. Prepares audit reports and recommends appropriate action on applications/require for the issuance of safety management related certificates.

12. Position Title Shipbuilding Specialist I

No. of Position 1

Item No MARINA-DOTrB-SHS1-42-2017

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

Salary Grade 11 (P 30,024.00)

### Qualification Requirements:

<b>Education</b>	Bachelor's degree
<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. Evaluates applications/ request 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, measurements; loadline assignment and stability

calculations, accreditation of marine surveying company and loadline assignors; and related applications in accordance with the Revised Philippine Merchant Marine Rules and Regulation 1997 (RPMMRR '97), as amended, existing laws, policies, rules and regulations, standards, and specification, including applicable international conventions, codes, rules and regulations and other issuances;

2. Conducts inspection of ships during the course of construction, reconstruction, conversion, major alterations, reconditioning in accordance with the Revised Philippine Merchant Marine Rules and Regulation 1997 (RPMMRR '97), as amended, existing laws, policies, rules and regulations, standards, and specification, including applicable international conventions, codes, rules and regulations and other issuances;
3. Assist 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, in coordination with relevant Units of the Authority, concerned government agencies and private sector associations/entities and in collaboration with the different maritime administrations and other international organizations, and submits reports thereon;
4. 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; and
5. 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 ratification/ accession to/ implementation of international conventions, as applicable, in coordination with relevant Units of the Authority.

13. Position Title	Administrative Assistant III
No. of Position	1
Item No	MARINA-DOTrB-ADAS3-26-2017
Office/Division	Accounting Division, Financial and Administrative Service (Central Office)
Salary Grade	9 (P 23,226.00)

Qualification Requirements:

<b>Education</b>	Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018) OR Completion of Grade 12/Senior High school under Technical-Vocational-Livelihood Track, OR 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. 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, 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;
4. Assists in the preparation of various payrolls/disbursement vouchers;
5. Assists in the implementation of established monitoring system on the disbursement of funds and enforcement of existing national government accounting system;
6. Assists in the preparation and generation reports for submission to DBM, COA, DOT and other relevant agencies;
7. Assists in activities relating to claims, reconciliation/updating of accounts, remittances and dormant accounts; and
8. Performs other functions as may be assigned by the Division Chief or Director.

14. Position Title Administrative Assistant III

No. of Position 1

Item No MARINA-DOTrB-ADAS3-75-2017

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

Salary Grade 9 (P 23,22600)

Qualification Requirements:

<b>Education</b>	Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018) OR Completion of Grade 12/Senior High school under Technical-Vocational-Livelihood Track, OR 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. Prepares, encodes communication, reports and other documents for review of the Senior MIDS;
2. Gather/complies memoranda, circular, orders, rules and regulation and other official documents;
3. Provides secretariat support;
4. Files incoming and outgoing communication, memoranda and other official documents;
5. Ensure the availability of supplies and materials of the Division; and
6. Performs other work as may be assigned.

15. Position Title Administrative Aide VI [Clerk III]

No. of Position 1

Item No MARINA-DOTrB-ADA6-21-2017

Office/Division General Services Division, Financial and Administrative 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), OR 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. Assists in the preparation of abstract of canvass;
2. Post qualification of Supplies/providers;
3. Prepares/drafts Bids and Awards Committee (BAC) Resolution;
4. Provides COA advance copy of approved PO or contracts;
5. Prepares and files official communications / letters / memoranda / special orders / etc.;
6. Records/ file copy of approved PO/Contracts at the Procurement Section File and Database; and
7. Performs other task as may be assigned

16. 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), OR High school graduate with relevant vocational/trade course (prior to 2018) OR Completion of Grade 12/Senior High school under Technical-Vocational-Livelihood Track, OR 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.