



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

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 **December 01, 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/TMkZEAFxRg5MovU39>. 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
Chief Administrative Officer [HRMO V]
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: December 15, 2025


ATTY. MARIWC 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

1. Position Title Supervising Shipping Operation Specialist

No. of Position 1

Item No MARINA-DOTrB-SVSOS-35-2017

Office/Division MRO IX [Zamboanga City]

Salary Grade 22 (78,162.00)

Qualification Requirements:

Education	Bachelor's degree relevant to the job
Experience	3 years of relevant experience
Training	16 hours of relevant training
Eligibility	Career Service (Professional) Second Level Eligibility

Duties and Responsibilities of the Position

1. Inspects vessels acquired by Filipino National thru importation/charter prior release of the vessels from the custody of the Bureau of Custom.
2. Conducts company audit per ISM/NSM code under MARINA MC No. 2015-11.
3. Conducts ship audit per ISM/NSM code under MARINA MC Nos. 143/159 and 2015-11
4. Processes and issues Coastwise License ((CWL), Minimum Safety Manning Certificate (MSMC) Special Permit to Navigate and Permit to Tow and BIMP-EAGA Documents.
5. Inspects vessels relative to issuance of Passenger Ship Safety Certificate (PSSC), Cargo Ship Safety Certificate (CSSC), Cargo Ship Safety Construction Certificate (CSSCC), Cargo Ship Safety Equipment Certificate (CSSEC), Fishing Vessels Safety Equipment (FVSC)
6. Conducts survey for Issuance of Cargo Securing Manual Compliance Certificate and Endorsement.
7. Conducts Annual Survey and Endorsement of Load line Certificate.
8. Monitors compliance of vessels to existing MARINA Memorandum Circulars.
9. Reviews Memorandum Circular concerning rules and regulations on maritime safety.

2. Position Title	Supervising Maritime Industry Development Specialist
No. of Position	1
Item No	MARINA-DOTrB-SVMIDS-8-2018
Office/Division	Surveillance Division, Standards of Training, Certification and Watchkeeping Office (Central Office)
Salary Grade	22 (78,162.00)

Qualification Requirements:

Education	Bachelor's degree relevant to the job
Experience	3 years of relevant experience
Training	16 hours of relevant training
Eligibility	Career Service (Professional) Second Level Eligibility

Duties and Responsibilities of the Position

1. Establish surveillance procedures for ATPs in compliance with STCW and the IRR OF RA 10635. Plan and carry out an efficient and cost effective schedule of random surveillance of any ATP conducted by MTIs. Establish surveillance procedures for distance learning, e-learning, and other suitable alternative modes of learning as necessary; Conduct random surveillance of MHEIs and institute to allow remote surveillance of all approved examination and assessment institutions.
2. Supervises the planning and conduct of random surveillance of any approved training programs offered by Maritime Training Institutions (MTIs) as well as the Maritime Education Programs offered by Maritime Higher Education Institutions (MHEIs).
3. Performs other functions as may be assigned by the Chief MIDS.

3. Position Title	Supervising Administrative Officer
No. of Position	1
Item No	MARINA-DOTrB-SADOF-30-2017
Office/Division	Administrative and Finance Division, Standards of Training, Certification and Watchkeeping Office (Central Office)
Salary Grade	22 (78,162.00)

Qualification Requirements:

Education	Bachelor's degree relevant to the job
Experience	3 years of relevant experience
Training	16 hours of relevant training
Eligibility	Career Service (Professional) Second Level Eligibility

Duties and Responsibilities of the Position

1. Under general supervision, assists and advises the Chief Administrative Officer in the development, implementation of policies, rules and regulations; plans, directs and supervises activities of the section performing human resource management, supply and property management , records management and other administrative and support services functions;
2. Formulates and develops appropriate systems and procedures pertaining to property, personnel and records management;
3. Prepares the work program of the Section;
4. Supervises the maintenance and update of records pertaining to personnel, records, all accountable equipment, supplies/materials and other properties of the Office;
5. Prepares and submits various administrative report required by the management;
6. Performs other tasks as may be assigned.

4. Position Title Senior Maritime Industry Development Specialist

No. of Position 1

Item No MARINA-DOTrB-SRMIDS-46-2017

Office/Division Franchises Supervision and Regulation Division, Franchising Service (Central Office)

Salary Grade 18 (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, 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 ship owner/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. Monitors the submission of Annual Report of Operations and Finances of all CPC grantees and undertakes evaluation and analysis thereof to determine continuing compliance with the financial capability requirement in the issuance of CPC in accordance with prescribed financial ratios/industry benchmarks;
6. Monitors the quarterly submission of actual rates charged by concerned CPC grantees and undertakes evaluation and analysis thereof to verify whether the prescribed standards, quality and efficiency in shipping services vis-à-vis the actual rates charged are continuously maintained and strictly adhered to in the interest of public service;
7. Evaluates and recommends the issuance of Orders/letter-directives requiring any domestic ship owners/ operator 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;
8. Prepares/ submits position/ discussion papers on matters/issues affecting the provision/ operation of public water transportation services in the domestic trade;

9. 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, ship owners/operators, CPCs and other permits and authorizations, in coordination with the MISS;
10. Identifies, evaluates and analyzes external/internal information that will serve as inputs to the discharge of functions relating to the quasi-judicial, administrative, supervisory, and regulatory functions over water transport services;
11. Prepares communications and response/ replies to inquiries relating to the quasi-judicial, administrative, supervisory, and regulatory functions over water transport services; and
12. Performs other functions as may be assigned by the Division Chief or Director.

5. Position Title	Senior Maritime Industry Development Specialist
No. of Position	1
Item No	MARINA-DOTrB-SRMIDS-5-2019
Office/Division	International Shipping Development Division, Overseas Shipping Service (Central Office)
Salary Grade	18 (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. 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. Studies, reviews and evaluates relevant international maritime laws, conventions, codes, resolutions, rules and regulations, which may affect the Philippine maritime industry and the Authority;
8. Prepares necessary position/information/discussion papers and coordinates with concerned technical Units of the Authority for the submission of technical papers, and submits/endorsees these papers to the Legal Service for purposes of ratification of/accession to and/or implementation of said international maritime conventions, laws, codes, resolutions, rules and regulations;
9. Recommends the development and maintenance of databases and monitoring of systems on developments in international maritime laws, codes, protocols and regulations issued/adopted by the international maritime to

further improve work productivity and efficiency in public service, in coordination with the MISS;

10. 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;

11. Prepares and submits periodic and updated reports to the IMO, through the GSIS, as well as to other international organizations, in compliance with the country's obligations as Flag State Administration, in coordination with relevant Units of the Authority; and

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

6. Position Title	Senior Maritime Industry Development Specialist
No. of Position	1
Item No	MARINA-DOTrB-SRMIDS-49-2017
Office/Division	Complaints and Investigation Division, Enforcement Service (Central Office)
Salary Grade	18 (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. Conducts preliminary inquiry / fact-finding activities relating to complaints and maritime accidents / incidents and complaints aimed at determining whether existing maritime laws, policies, rules and regulations governing the different maritime industry sectors / sub-sector have been violated;
4. Prepares and submits reports / recommendations based on the results of the preliminary inquiry / fact-finding activities relating to complaints and maritime accidents / incidents and complaints;

5. Conducts inspections / survey and audit of companies and/or ship/s involved in maritime accidents and this subject of complaints, and submits reports / recommendations thereon;
6. Evaluates and analyzes the root causes of all maritime incidents / accidents and complaints based on the outcome / result of preliminary inquiries / fact-finding activities and marine inquiries / investigations conducted thereon, as applicable, and prepares report / recommendations thereon;
7. Prepares position / discussion papers on matters / issues relating to 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 relevant Units of the Authority;
8. Determines and recommends development of databases / monitoring systems that will facilitate the discharge of functions relating to conduct of preliminary inquiry / fact-finding activities on maritime accidents / incidents and complaints, and root cause analyses of maritime incidents / accidents, in coordination with the MISS;
9. Identifies, evaluates and analyzes external / internal information that will serve as inputs to the discharge of functions relating to the conduct of preliminary inquiry / fact-finding activities on maritime accidents / incidents and complaints, and root causes analyses of maritime incidents / accidents;
10. Prepares communications and response/replies to inquiries relating to the conduct of preliminary inquiry / fact-finding activities on maritime accidents / incidents and complaints, and root causes analyses of maritime incidents / accidents; and
11. Performs other functions as may be assigned by the Division Chief of Director

7. Position Title	Maritime Industry Development Specialist II
No. of Position	1
Item No	MARINA-DOTrB-MIDS2-104-2017
Office/Division	Monitoring Division, Standards of Training, Certification and Watchkeeping Office (STCWO) (Central Office)
Salary Grade	15 (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. Prepares the materials necessary in the conduct of monitoring;
2. Joins the monitoring team in the conduct of monitoring activities;
3. Assists in the preparations of letters, memoranda, position papers and other forms of communication;
4. Answers inquiries of all stakeholders regarding circulars and procedures
5. Reports to department officers any violations or breaches in the professional conduct of duty as personnel
6. Prepares the monitoring report.

8. Position Title Maritime Industry Development Specialist II

No. of Position 1

Item No MARINA-DOTrB-MIDS2-85-2017

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

Salary Grade 15 (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. Ensure that all procedures under the Quality Standard System (QSS) are in accordance with the rules and regulations and in compliance with the STCWO;

2. Implement appropriate measures for identifying and correcting nonconformance within the system;
3. Recommend mechanisms and procedures continual improvement of the system;
4. Assist in the maintenance and implementation of the QSS;
5. Act as a Lead Auditor/ Auditor during the conduct of audits; and
6. Distributes the approved developed/revised documents.

9. Position Title Maritime Industry Development Specialist II

No. of Position 1

Item No MARINA-DOTrB-MIDS2-14-2018

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

Salary Grade 15 (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. Establish surveillance procedures for ATPs in compliance with STCW and the IRR of R.A. No. 10635;
2. Plan and carry out an efficient and cost-effective schedule of random surveillance of any ATP conducted by MTIs;
3. Establish surveillance procedures for distance-learning, e-learning and other suitable alternative modes of learning, as necessary, with the approval of the STCW Executive Director;
4. With the approval of the STCW Executive Director, conduct random surveillance of MHEIs; and
5. Institute measures to allow remote surveillance of all approved examination and assessment institutions.

10. Position Title	Maritime Industry Development Specialist II
No. of Position	1
Item No	MARINA-DOTrB-MIDS2-82-2017
Office/Division	Quality Management System Division, Standards of Training, Certification and Watchkeeping Office (STCWO) (Central Office)
Salary Grade	15 (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. Ensure that all procedures under the Quality Standard System (QSS) are in accordance with the rules and regulations and in compliance with the STCWO;
2. Implement appropriate measures for identifying and correcting nonconformance within the system;
3. Recommend mechanisms and procedures continual improvement of the system;
4. Assist in the maintenance and implementation of the QSS;
5. Act as a Lead Auditor/ Auditor during the conduct of audits; and
6. Distributes the approved developed/revised documents.

11. Position Title	Maritime Industry Development Specialist I
No. of Position	1
Item No	MARINA-DOTrB-MIDS1-46-2017
Office/Division	Operations Monitoring Division, Enforcement Service (Central Office)
Salary Grade	11 (30,024.00)

Qualification Requirements:

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

Duties and Responsibilities of the Position

1. Assists in the review and updating of an enhance compliance monitoring system in the enforcement of national and international laws, rules and regulations, circulars, orders, decisions, rulings, governing the different maritime industry sector/sub-sector, namely; domestic shipping, overseas shipping, shipbuilding/ ship repair, maritime manpower and maritime safety;
2. Assists in the evaluations/assessment in 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;
3. Conducts desk top monitoring of 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 using the enhanced compliance monitoring system, in coordination with the different Units of the Authority;
4. Prepares and submits reports/ recommendations on the violations noted/ committed by maritime enterprises/entities for the consideration/ appropriate action of Management through the Legal Service (LS) or Franchising Service (FS);
5. Undertakes document verification to validate 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.
6. Monitors the submission of Annual Report of Operations and Finances of all CPC grantees and undertakes evaluation and analysis thereof to determine continuing compliance with the financial capability requirement in the issuance of CPC in accordance with prescribed financial ratios/industry benchmarks;
7. Assists in the Conducts analysis of all violations committed by maritime enterprises/entities resulting from the discharge of enforcement and compliance monitoring functions/ activities;
8. Prepares position/ 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;

9. Identifies, evaluates and analyzes external/internal information that will serve as inputs to the discharge of functions relating to enforcement and compliance monitoring, including analysis of violations.
10. Prepares communications and response/ replies to inquiries relating to the Authority's discharge of enforcement and compliance monitoring functions.
11. Performs other functions as may be assigned by the Division Chief or Director.

12. Position Title Maritime Industry Development Specialist I

No. of Position 1

Item No MARINA-DOTrB-MIDS1-9-2019

Office/Division International Shipping Development Division, Overseas Shipping Service (Central Office)

Salary Grade 11 (30,024.00)

Qualification Requirements:

Education	Bachelor's degree relevant to the job
Experience	None required
Training	None required
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. 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

13. Position Title	Maritime Industry Development Specialist I
No. of Position	1
Item No	MARINA-DOTrB-MIDS1-58-2017
Office/Division	

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

Salary Grade 11 (30,024.00)

Qualification Requirements:

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

Duties and Responsibilities of the Position

1. Assists in the maintenance and implementation of the Quality Standard System (QSS);
2. Acts as Assistant Document Controller;
3. Assist in the preparation of communications, reports, minutes of the meetings, resolutions and other similar secretariat services;
4. Coordinates with senior officers in the execution and implementation of the various activities of the Division;
5. Act as Lead Auditor / Auditor during the conduct of audits; and
6. Recommends progress and projects related to the organization's area of concern

14. Position Title Maritime Industry Development Specialist I

No. of Position 1

Item No MARINA-DOTrB-MIDS1-8-2018

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

Salary Grade 11 (30,024.00)

Qualification Requirements:

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

Duties and Responsibilities of the Position

1. Evaluates applications, schedules and issues Examination and Practical Assessment Permit to qualified applicants;
2. Serves as Lead Proctor or Co-Proctor in the conduct of Theoretical Examination;
3. Monitors the conduct and submission of reports on Practical Assessment of Assessment Centers;
4. Represents the EAD and observes the Inspections of Assessment Centers
5. Sorts, organizes and maintains files and records of all examination results and receives copies of corresponding transmittals and all the pertinent records of EAD;
6. Serves as Officer-of-the-Day to guide seafarers in their transactions with EAD.

15. Position Title Maritime Industry Development Specialist I

No. of Position 1

Item No MARINA-DOTrB-MIDS1-62-2017

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

Salary Grade 11 (30,024.00)

Qualification Requirements:

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

Duties and Responsibilities of the Position

1. Receives/Screens the following application and check completeness of said application and prepares the ATAP form:
 - a. Application for MTI Accreditation
 - b. Application for Course Accreditation
 - c. Application of Instructors/Assessors"
2. Prepares Notices of Meetings and Materials in the Conduct of Meetings;
3. Maintains the database graduates;
4. Updates Training Center Directory; and
5. Performs other work as may be required

16. Position Title	Administrative Assistant V
No. of Position	1
Item No	MARINA-DOTrB-ADAS5-18-2017
Office/Division	Ship Registration and Documentation Division, Domestic Shipping Service (Central Office)
Salary Grade	11 (30,024.00)

Qualification Requirements:

Education	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)
Experience	Two (2) years of relevant experience
Training	Eight (8) 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 the formulation updating of plans, programs, projects, incentives, financing schemes, standards, policies, rule, regulations and guidelines pertaining to ship registration, documentation and licensing the domestic shipping/ trade.
2. Gathers necessary inputs/information and assists in the initial evaluation/assessment of the responsiveness/ effectiveness of the plans,

programs, projects, standards, policies, rules and regulations and guidelines pertaining to ship registration, documentation licensing;

3. Evaluates and recommends appropriate action on all applications/ requests of domestic shipowners/ operators/ companies and maritime enterprises/entities pertaining to ship registration, documentation, and licensing;
4. Maintains and updates the Register of Philippine Domestic Ships, including fishing vessels for domestic and international trading, and records of liens, mortgages and encumbrances of Philippine-registered and bareboat chartered domestic ships;
5. Registers deck, engine, roll books and other books onboard domestic ships including fishing vessels operating either domestic international trade;
6. Gathers necessary inputs/information in the formulation of measures and assists in the further development of the fishing sector (in domestic and international trading) in collaboration with concerned Units of the Authority, relevant government agencies and private sector associations/ organizations pursuance/ implementation of applicable provisions of national and international laws, conventions, codes, rules and regulations;
7. Prepares position/ discussion papers on matters of discharge of the regulatory/ supervisory and promotional/ developmental functions covering the domestic shipping sector;
8. Identifies, evaluates and analyzes external/internal information that will serve as inputs in the discharge of functions relating to domestic shipping operations specifically on ship registration, documentation and licensing;
9. Prepares communications response/ replies and to inquiries relating to complaints, concerns on the provision of domestic shipping services, proposed laws, programs, projects, policies, rules, regulations and guidelines.

17. Position Title	Administrative Assistant III
No. of Position	1
Item No	MARINA-DOTrB-ADAS3-37-2017
Office/Division	Ship Registration and Documentation Division, Domestic Shipping Service (Central Office)
Salary Grade	9 (23,226.00)

Qualification Requirements:

Education	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)
Experience	One (1) year of relevant experience
Training	Four (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. Adopts, reviews, implements and monitors the domestic shipping sector's plans, programs, projects, rules, regulations and guidelines on ship registration, documentation and licensing; assists in the evaluation of their responsiveness/effectiveness to the goals/objectives for the industry; provides policy interpretations/ resolutions, where warranted; and, when necessary, adopts and maintains a system of intervention in order to protect public interest based on set parameters and criteria;
2. Prepares, encodes communications, reports and other documents for review of the Senior MIDS;
3. Gather/complies memoranda, circulars, orders, rules and regulations and other official documents;
4. Provides secretarial support; and
5. Files incoming and outgoing communications, memoranda and other official documents;
6. Ensure the availability of supplies and materials of the Division; and
7. Performs other work as may be assigned