



26 January 2026

NOTICE OF FILLING-UP OF VACANT POSITIONS

Please be informed that the Maritime Industry Authority (MARINA) Regional Office VII has available position to be filled, as indicated in the attached list dated 26 January 2026. 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 2025*), 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);
- ❖ 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);
- ❖ Certified true copy of Training Certificates (*if any*); and
- ❖ Certificate of Previous/ Current Employment with detailed Job Description

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 2025*), 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);
- ❖ Certified True Copies of documents supporting the PDS (e.g. Training Certificates, Certificate of Employment with detailed Job Description);
- ❖ IPCR Ratings for the last two rating periods;
- ❖ Behavioral Dimension Forms [*attached*] (*rating periods should be aligned with the IPCR Ratings*)
- **SHOULD BE DIRECTLY SENT TO MARINA VII – AFD BY APPLICANT’S SUPERVISOR IN A SEALED ENVELOPE**
- ❖ Certified True Copy of Transcript of Record/Certification of Units Earned for Masteral Studies;
- ❖ Designation Order as Officer-in-Charge (if any)

Interested and qualified applicants should signify their interest in writing and submit their application thru this link <https://forms.gle/SYwRxw1S9k8iaijo9>



Republic of the Philippines
Department of Transportation

MARITIME INDUSTRY AUTHORITY
Regional Office VII

Please be informed that we are no longer accepting hard copies of documents, **except for Behavioral Dimension Form**. All application shall be submitted through the online application form.

Application documents must be addressed to:

ENGR. RONALDO P. BANDALARIA
Regional Director
MARINA Regional Office VII
Doña Modesta, Gaisano St., Sudlon,
Lahug, Cebu City

Applicants with **incomplete requirements will not be processed**. Only shortlisted applicants shall be notified for further assessment.

Deadline for Submission: FEBRUARY 06, 2026

ENGR. RONALDO P. BANDALARIA
Regional Director, MRO VII



NOTICE OF FILLING-UP OF VACANT POSITION DATED 26 JANUARY 2026

1	Position Title	SENIOR SHIPPING OPERATIONS SPECIALIST
	No. of Position	1
	Item Number	MARINA-DOTrB-SRSOS-44-2017
	Office / Division	MARINA Regional Office No. VII [Cebu City]
	Salary Grade	18 (P51,304.00)

Qualification Standards

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

General Functions of the Position

1. Conducts inspections of ships to determine compliance with relevant rules and regulations and monitors and evaluates maritime developments and issuances pertaining to the safe management and operation of companies and/or ships, seaworthiness of ships, and the protection of the marine environment;
2. 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;
3. Conducts pre- qualification inspection of new applicants for registration/ licensing to engage in shipbuilding, ship repair, afloat repair, boatbuilding and shipbreaking and annual inspection of all MARINA-licensed/ registered shipyards for the renewal of license/registration to operate;
4. Evaluates applications/ requests of shipping/ companies/ operators/ maritime entities for the issuance of safety and other related certificates, in accordance with relevant policies, rules, regulations, standards and conventions, codes rules and regulations and other issuances for the safe operation of ships and the protection of the marine environment;
5. Prepares report and recommends, after due compliance with existing policies, rules, regulations, and guidelines, the issuance/endorsement of safety and other safety-related certificates.



Republic of the Philippines
Department of Transportation

**MARITIME INDUSTRY AUTHORITY
Regional Office VII**

2 Position Title SHIPPING OPERATIONS SPECIALIST II

No. of Position 1

Item Number MARINA-DOTrB-SHOS2-60-2017

Office / Division MARINA Regional Office No. VII [Cebu City]

Salary Grade 15 (P40,208.00)

Qualification Standards

Education	Bachelor's Degree relevant to the Job
Experience	One (1) year of relevant experience
Training	Four (4) hours of relevant training
Eligibility	Career Service Professional / Second Level Eligibility

General Functions of the Position

Conduct survey/inspection on all types of vessels; undertakes technical evaluation of vessel; and evaluates applications for the issuance of safety related certificates, permits and licenses.

*****NOTHING FOLLOWS*****

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