



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 **11 FEBRUARY 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 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.gie/SLqeBiSmHnh8v29H9>. 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: 23 FEB 2026



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: _____

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 Chief Maritime Industry Development Specialist

No. of Position 1

Item No MARINA-DOTrB-CMIDS-11-2025

Office/Division Maritime Research Division - Domestic

Salary Grade 24 (P 102,603.00)

Qualification Requirements:

Education Master's Degree OR Certificate in Leadership and Management from the CSC

Experience 4 years of supervisory/management experience

Training 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years

Eligibility Career Service (Professional) Second Level Eligibility

Duties and Responsibilities of the Position

1. Formulate and recommend the research priorities and agenda of the Division to ensure alignment with national maritime policies, industry needs, and regulatory frameworks;
2. Develop and implement research proposals and plans in accordance with approved methodologies and global best practices;
3. Supervise the collection, analysis, and validation of data and statistics on domestic maritime activities from internal and external sources;
4. Ensure the accuracy, credibility, and proper documentation of all research data generated by the Division;
5. Provide analytical support to other divisions for the efficient collection, interpretation, and application of statistical data;
6. Collaborate with PPSDS and other relevant offices to disseminate research findings and provide evidence-based recommendations for policy development and operational decision-making;
7. Maintain the Quality Management System (QMS) of the Division and establish performance standards to ensure continuous improvement;
8. Plan and manage the utilization of the human, financial, and other resources of the Division to ensure operational efficiency and accountability;
9. Determine the training needs of Division personnel and recommend capacity-building interventions to strengthen technical and research competencies;
10. Integrate Gender and Development (GAD), Persons with Disability (PWD), and Senior Citizen considerations in all plans, projects, programs, policies, and activities of the Division;

11. Represent the Division and the Philippines in international, regional, and local maritime organizations, fora, and engagements related to its functions.
12. Respond to queries, complaints, and requests from other government agencies and maritime stakeholders, and perform other related tasks as may be assigned; and
13. Perform other duties as may be assigned by the Director.

2. Position Title	Chief Education Program Specialist
No. of Position	1
Item No	MARINA-DOTrB-CEPS-13-2025
Office/Division	Programs and Training Development Division – Domestic
Salary Grade	24 (P 102,603.00)

Qualification Requirements:

Education	Master's Degree OR Certificate in Leadership and Management from the CSC
Experience	4 years of supervisory/management experience
Training	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years
Eligibility	Career Service (Professional) Second Level Eligibility

Duties and Responsibilities of the Position

1. Assist the Director in the implementation of strategic vision and leadership for the office;
2. Oversee the formulation of policies for domestic maritime training and degree programs;
3. Assist the Director in the management of overall implementation and ensures the smooth and efficient execution of processes and procedures in the development of domestic maritime training and degree programs in accordance with established standards and quality procedures and ensuring future ready maritime workforce;
4. Represent the Office's participation in the national and international academic initiatives;
5. Review and endorse the developed maritime training and degree programs in maritime education for domestic seafarers;
6. Evaluate the performance of personnel and provide mentoring and coaching; and
7. Perform other duties as may be assigned by the Director.

3. Position Title Supervising Education Program Specialist

No. of Position 1

Item No MARINA-DOTrB-SVEPS-12-2025

Office/Division Programs and Training Development Division – Domestic

Salary Grade 22 (P 81,796.00)

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. Supervise and lead the formulation of policies for domestic maritime training and degree programs;
2. Supervise the overall implementation and ensure the smooth and efficient execution of processes and procedures in the development of domestic maritime training and degree programs in accordance with established standards and quality procedures;
3. Review the reports and presentations for the developed domestic maritime training and degree programs;
4. Represent the Office participation in the national and international academic initiatives, as applicable;
5. Assist the Division Chief in the evaluation of the performance of personnel and provide mentoring and coaching; and
6. Perform other duties as may be assigned by the Chief.

4. Position Title Supervising Maritime Industry Development Specialist

No. of Position 10

Item No
MARINA-DOTrB-SVMIDS-4-2025
MARINA-DOTrB-SVMIDS-5-2025
MARINA-DOTrB-SVMIDS-6-2025
MARINA-DOTrB-SVMIDS-7-2025
MARINA-DOTrB-SVMIDS-8-2025
MARINA-DOTrB-SVMIDS-9-2025
MARINA-DOTrB-SVMIDS-10-2025
MARINA-DOTrB-SVMIDS-11-2025
MARINA-DOTrB-SVMIDS-12-2025
MARINA-DOTrB-SVMIDS-13-2025

Office/Division Panel of National Competency Assessors (STCWO)

Salary Grade 22 (P 81,796.00)

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. Oversee the on-site administration of the practical assessments for officers and ratings, ensuring strict compliance with applicable laws, policies, and regulatory standards set by the Administration;
2. Ensure that the documentation of assessment results is accurate, complete, and reflective of the actual performance of the officers and ratings being assessed;
3. Assist the Board of Examiners in the design, testing and validation of practical assessment tools to ensure the effective measurement of seafarers' competencies;
4. Recommend enhancement to assessment tools and methodologies to improve accuracy, reliability, and alignment with STCW Convention and Code;
5. Monitor and evaluate the effectiveness of practical assessments, providing actionable feedback for continuous improvement; and
6. Perform other duties as may be assigned by the Executive Director.

5. Position Title Supervising Maritime Industry Development Specialist

No. of Position 1

Item No MARINA-DOTrB-SVMIDS-3-2025

Office/Division Maritime Research Division - Domestic

Salary Grade 22 (P 81,796.00)

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. Ensure that research projects are managed efficiently, from planning through execution, and that they remain within scope, budget, and deadlines;
2. Oversee the accuracy, reliability, and integrity of data collected during research projects, ensuring that research findings are based on sound methodologies;
3. Review and validate research reports, presentations, and publications, ensuring they are well-structured, scientifically rigorous, and communicate results clearly.
4. Identify opportunities for continuous improvement in research processes, from project initiation through data analysis and reporting; and
5. Perform other duties as may be assigned by the Chief.

6. Position Title Senior Education Program Specialist

No. of Position 4

Item No MARINA-DOTrB-SREPS-8-2025
MARINA-DOTrB-SREPS-9-2025
MARINA-DOTrB-SREPS-10-2025
MARINA-DOTrB-SREPS-11-2025

Office/Division Programs and Training Development Division – Domestic

Salary Grade 19 (P 59,153.00)

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. Formulate policies for domestic maritime training and degree programs;
2. Spearhead the development of maritime training and degree programs in accordance with established national standards and quality procedures taking into account the results and recommendations from the Maritime Research Division and the current industry needs and trends;
3. Review the reports and presentations for the developed domestic maritime training and degree programs.
4. Represent the Office participation in the national and international academic initiatives, as applicable.
5. Perform other duties as may be assigned by the Chief.

7. Position Title Senior Education Program Specialist

No. of Position 5

Item No. MARINA-DOTrB-SREPS-12-2025
MARINA-DOTrB-SREPS-13-2025
MARINA-DOTrB-SREPS-14-2025
MARINA-DOTrB-SREPS-15-2025
MARINA-DOTrB-SREPS-16-2025

Office/Division Onboard Training Unit (STCWO)

Salary Grade 19 (P 59,153.00)

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. Conduct monitoring and follow-up verification of maritime education institutions that focus on the onboard training activities, including but not limited to the following:
 - a) Ensure that all onboard a seagoing ship receive systematic practical training and experience in the task, duties and responsibilities relevant to the certification applied for;
 - b) Ensure that the onboard training is closely supervised and monitored by a qualified Onboard Training Supervisor aboard the ship in which the approved seagoing is performed;
 - c) Ensure that the onboard training is documented in a Training Record Book (TRB), e-TRB, or Daily Journal of Watchkeeping Duties;
 - d) Streamline the validation and authentication of seagoing service of candidates for certification; and
 - e) Verify the documentary evidence that suffice the shipboard percentage submitted by maritime education institutions.
2. Provide technical assistance in the drafting of policies and procedures to the PPSDS relating to the conduct of onboard training;
3. Participate in the conduct of public consultation in coordination with relevant government agencies focusing in the on-board training of maritime education institutions;
4. Act as member in TWG meetings particularly related to on-board training of maritime education institutions.
5. Prepare reports on the result of monitoring for submission to the Chief;
6. Peruse appeals and endorse to the Chief for decision/resolution; and
7. Perform other duties may be assigned by the Division Chief.

8. Position Title Senior Maritime Industry Development Specialist

No. of Position 4

Item No MARINA-DOTrB-SRMIDS-7-2025
 MARINA-DOTrB-SRMIDS-8-2025
 MARINA-DOTrB-SRMIDS-9-2025
 MARINA-DOTrB-SRMIDS-10-2025

Office/Division Maritime Research Division - Domestic

Salary Grade 18 (P 53,818.00)

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. Lead and execute maritime research projects, ensuring adherence to approved methodologies and timelines, while focusing on integrating research outcomes with regulatory and operational frameworks;
2. Analyze research data to generate actionable insights and recommendations for policy development;
3. Present comprehensive research reports and findings to stakeholders; and
4. Perform other duties as may be assigned by the Chief.

9. Position Title Education Program Specialist II

No. of Position 5

Item No
MARINA-DOTrB-EPS2-9-2025
MARINA-DOTrB-EPS2-10-2025
MARINA-DOTrB-EPS2-11-2025
MARINA-DOTrB-EPS2-12-2025
MARINA-DOTrB-EPS2-13-2025

Office/Division Onboard Training Unit (STCWO)

Salary Grade 16 (P 45,694.00)

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. Assist in the conduct of monitoring and follow-up verification of maritime education institutions that focuses on the onboard training activities;
2. Assist in the preparation of monitoring reports;
3. Prepare all administrative documents relating to the conduct of monitoring of onboard training activities;
4. Provide technical assistance in the drafting of policies and procedures to the PPSDS relating to the conduct of onboard training; and
5. Perform other duties as may be assigned by the Division Chief.

10. Position Title Education Program Specialist II

No. of Position 4

Item No MARINA-DOTrB-EPS2-5-2025
MARINA-DOTrB-EPS2-6-2025
MARINA-DOTrB-EPS2-7-2025
MARINA-DOTrB-EPS2-8-2025

Office/Division Programs and Training Development Division – Domestic

Salary Grade 16 (P 45,694.00)

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. Assist in the formulation of policies for domestic maritime training and degree program;
2. Assist in the development of domestic maritime training and degree programs in accordance with established national standards and quality procedures taking into account the results and recommendations from the Maritime Research Division and the current industry needs and trends;

3. Prepare reports and presentations for the developed domestic maritime training and degree programs;
4. Prepare all administrative reports including preparation of communications with relevant maritime stakeholders for consultation in the development of the maritime education and training programs and policies.
5. Coordinate with the Knowledge Management Division (KMD) to maintain a centralized and accessible database of information; and
6. Perform other duties as may be assigned by the Chief.

11. Position Title Maritime Industry Development Specialist II

No. of Position 4

Item No MARINA-DOTrB-MIDS2-4-2025
MARINA-DOTrB-MIDS2-5-2025
MARINA-DOTrB-MIDS2-6-2025
MARINA-DOTrB-MIDS2-7-2025

Office/Division Maritime Research Division - Domestic

Salary Grade 15 (P 42,178.00)

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. Assist in designing and conducting research studies, ensuring data collection is accurate and reliable.
2. Draft initial research reports and prepare data summaries for review by senior researchers.
3. Coordinate with internal and external stakeholders to align research initiatives with industry priorities.
4. Maintain databases and records of all research-related activities and outputs.

5. Prepare project documentation, including progress updates and final reports.
6. Perform other duties as may be assigned by the Chief.

12. Position Title Education Program Specialist I

No. of Position 4

Item No MARINA-DOTrB-EPS1-4-2025
MARINA-DOTrB-EPS1-5-2025
MARINA-DOTrB-EPS1-6-2025
MARINA-DOTrB-EPS1-7-2025

Office/Division Programs and Training Development Division – Domestic

Salary Grade 12 (P 33,947.00)

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. Assist in the formulation of policies for domestic maritime training and degree programs, as applicable;
2. Assist in the development of domestic maritime training and degree programs in accordance with established national standards and quality procedures taking into account the results and recommendations from the Maritime Research Division and the current industry needs and trends;
3. Assist in the preparation of reports and presentations for the developed international maritime degree programs;
4. Prepare all administrative reports including preparation of communications with relevant maritime stakeholders for consultation in the development of the maritime education and training programs and policies;
5. Ensure proper record-keeping of all data and reports related to the development of maritime programs and policy formulation;

6. Assist in coordinating with the Knowledge Management Division (KMD) to maintain a centralized and accessible database of information; and
7. Perform other duties as may be assigned by the Chief.

13. Position Title Maritime Industry Development Specialist I

No. of Position 4

Item No
 MARINA-DOTrB-MIDS1-3-2025
 MARINA-DOTrB-MIDS1-4-2025
 MARINA-DOTrB-MIDS1-5-2025
 MARINA-DOTrB-MIDS1-6-2025

Office/Division Maritime Research Division - Domestic

Salary Grade 11 (P 31,705.00)

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. Provide logistical and technical support for the execution of research projects.
2. Conduct field data gathering and preliminary analysis for research projects.
3. Support the team in preparing visual aids, charts, and tables for presentations and reports.
4. Assist in the implementation of research projects.
5. Compile and maintain databases of research data, ensuring accuracy and security of information.
6. Manage and archive documents, ensuring they are organized and easily retrievable.
7. Perform other duties as may be assigned by the Chief.

14. Position Title	Administrative Assistant III
No. of Position	1
Item No	MARINA-DOTrB-ADAS3-2-2025
Office/Division	Office of the Deputy Administrator for Education, Training and Certification (ODAETC)
Salary Grade	9 (P24,329.00)

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	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility

Duties and Responsibilities of the Position

1. Adopts, reviews, implements and monitors the ODAETC 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 by the Division Chief.