



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

**NOTICE OF HIRING OF JOB ORDER AND CONTRACT OF SERVICE  
PERSONNEL**

Please be informed that the Maritime Industry Authority (MARINA) is in need of personnel to be assigned at MARINA Central Office under Job Order and Contract of Service status. For interested parties, the following documents are required:

**Documentary requirements**

- ❖ Letter of intent specifying the position being applied for;
- ❖ Duly accomplished Personal Data Sheet with latest ID picture and Work Experience Sheet (CS Form No. 212, Revised 2025), indicating all the required data/information, which may be downloaded from the CSC Website ([www.csc.gov.ph](http://www.csc.gov.ph));
- ❖ Training Certificates;
- ❖ Transcripts of Records/Diploma;
- ❖ Certificate of Eligibility/Rating/License (if applicable);
- ❖ Certificate of Previous/Current Employment with detailed Job Description

Interested applicants may submit their applications through email at: [rsphrmdd@gmail.com](mailto:rsphrmdd@gmail.com) (subject of email should be: **Application for (Position Title under (DIVISION/OFFICE WHERE THE VACANCY EXIST))**).

**Ms. MILABEL J. ADIL**


Chief Administrative Officer

Human Resource Management and Development Division

Maritime Industry Authority

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

**Deadline for Submission:** \_\_\_\_\_

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

Position Title	<b>PROJECT DEVELOPMENT OFFICER III</b>
No. of Position	<b>One (1)</b>
Office/Division	<b>Project Planning and Development Division (PPDD-PPS)</b>
Status	<b>Contract of Service</b>
Monthly Rate	<b>SG-18 (P 51,304.00)</b>

### **Qualification Requirements:**

**Education:** Bachelor's Degree preferably in any of the following areas:

Gender/Women and Development;  
 International Relations/Studies;  
 Public Administration/Management;  
 Social Development Studies/Management;  
 Economics and Social Sciences;  
 and other allied courses.

**Experience:** Two (2) years of experience in any of the following:

- Gender and Development
- Gender Mainstreaming
- GAD Planning and Budgeting
- Gender Analysis Women's Human Rights
- Monitoring and Evaluation
- Policy Development and Advocacy
- Research on Development issues
- Coordination/Networking/Partnership Building with any of the following
  - a. Government agencies, Local Government Units, International Organizations, CSO's, or Regional or Local Mechanism
  - b. Report Preparation
  - c. Module Development
  - d. International/Public relations
  - e. Events Organizing/Management

**Training:** Eight (8) hours of relevant training in any of the following:

- Sensitivity
- Gender Analysis and Tools Development
- GAD Planning and Budgeting
- Facilitation and Presentation Skills
- Technical Writing
- Strategic Planning

- Monitoring and Evaluation/Results-based Monitoring
- Policy Development and Advocacy
- Project Development and Management
- Sectoral related training (environmental management, Research, Economics, etc.

Eligibility

Career Service (Professional/Second Level)

### **Duties and Responsibilities:**

- Provides technical assistance on the Agency's gender and development mainstreaming, development of gender-responsive policies, programs, projects, services and tools;
- Serves as resource person on GAD-related topics/sessions for MARINA
- Coordinates and participates in the conduct of GAD-capacity development programs, consultations, meetings, partnership building, policy advocacy, and monitoring and evaluation activities;
- Provides technical inputs in reviewing and endorsing GAD Plans and Budgets;
- Provides technical inputs in planning, implementation, and assessment of the MARINA'GAD overall strategic and operational plans, and activities;
- Participate and represents MARINA in inter-agency committee meetings, conference, consultations, workshops, seminar, and learning sessions;
- Assists in the monitoring, evaluation and improvement of strategic deliverables;
- Assists in the conduct of quarterly strategy review of strategic deliverables/score cards under the MIPDP/MARINA Voyage Plan (MVP) of Service Units;
- Assist in the cascading process of the strategic in coordination with the PGS Proficiency Revalida status;
- Acts as a member of the technical Secretariat in the Multi-Sectoral Governance (MSGC) meetings;
- Performs other related tasks that the Superiors/Higher Authorities may assign from time to time.

Position Title	<b>ADMINISTRATIVE ASSISTANT I</b>
No. of Position	<b>One (1)</b>
Office/Division	<b>Maritime Safety Service (MSS)</b>
Status	<b>Job Order</b>
Monthly Rate	<b>SG-7 (P 20,110.00)</b>

**Qualification Requirements:**

Education: Completion of two (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: None Required

Training: None Required

**Duties and Responsibilities:**

- a. Provides general administrative and clerical support to ensure the efficient operation of the unit;
- b. Assists in receiving, encoding and archiving various office documents and maritime records in accordance with prescribed agency guidelines;
- c. Prepares preliminary communications, technical reports and feedback based on established office procedures;
- d. Conduct initial evaluation of applications and supporting documents for the issuance of certification and validations;
- e. Assists in the coordination and monitoring of administrative tasks and office activities; and
- f. Performs other related administrative duties as assigned by the immediate supervisor or the Director.

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*