



09 March 2026

NOTICE OF FILLING-UP OF VACANT POSITIONS

Please be informed that the Maritime Industry Authority (MARINA) Regional Office VI has available positions to be filled, as indicated in the attached list dated 09 March 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) (**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 AFS-MRO VI BY APPLICANT'S SUPERVISOR IN A SEALED ENVELOPE OR THRU EMAIL (marinailoilo@yahoo.com)
- ❖ 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) (**please carefully read the instructions**);
- ❖ 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 (*rating periods should be aligned with the IPCR Ratings*)
-SHOULD BE DIRECTLY SENT TO AFS-MRO VI 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*)
- ❖ Designation Order as Officer-in-Charge (*if any*)



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY
REGIONAL OFFICE VI

Interested and qualified applicants should signify their interest in writing and submit their applications through email at: mro6@marina.gov.ph (subject of email should be: **Application for (POSITION TITLE) under (DIVISION/OFFICE WHERE THE VACANCY EXISTS)**). **Hard copies of the documents must be submitted personally or sent thru postal delivery or any available courier.**

Application documents must be addressed to:

ENGR. BERNARDO A. POLLO
Regional Director
MARINA Regional Office VI
De La Rama St., Iloilo City

Moreover, applicants must submit another cover/application letter for every position being applied. Applicants with **incomplete requirements will not be processed.** Only shortlisted applicants shall be notified for further assessment.

Deadline of submission: **March 24, 2026**


ENGR. BERNARDO A. POLLO
Regional Director



POSITION TITLE	SENIOR MARITIME INDUSTRY DEVELOPMENT SPECIALIST
ITEM NO.	MARINA-DOTrB-SRMIDS-53-2017
NO. OF POSITION	1
OFFICE/DIVISION	MARINA Regional Office VI
SALARY GRADE	18 (₱ 53,818.00)

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 FUNCTION OF THE POSITION

1. Assist in the implementation of plans and programs relative to domestic shipping;
2. Evaluate and process application for registration and documentation of ships operating in Philippine waters in compliance with maritime policies, rules and regulation;
3. Maintain and update the Register of Philippine Domestic Ships, including fishing vessels for domestic trading and records of liens, mortgages and encumbrances of Philippine-registered and bareboat chartered domestic ships; and
4. Register deck, engine, roll books and other books onboard domestic ships, including fishing vessels operating in domestic trade.

POSITION TITLE	SENIOR MARITIME INDUSTRY DEVELOPMENT SPECIALIST
ITEM NO.	MARINA-DOTrB-SRMIDS-54-2017
NO. OF POSITION	1
OFFICE/DIVISION	MARINA Regional Office VI
SALARY GRADE	18 (₱ 53,818.00)

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 FUNCTION OF THE POSITION

1. Assist in the implementation of the plans and programs relative to Seafarers Trainings and Certification;



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2. Evaluates application for Certificate of Proficiency for Trainings;
3. Evaluates applications for examination;
4. Serves as Lead Proctor in the conduct of theoretical examination for Marine and Deck Officers;
5. Assist in the inspection, assessment and monitoring of maritime training centers/maritime higher education institutions relative to application/renewal of permit/accreditation;

POSITION TILE	MARITIME INDUSTRY DEVELOPMENT SPECIALIST II
ITEM NO.	MARINA-DOTrB-MIDS2-58-2017
NO. OF POSITION	1
OFFICE/DIVISION	MARINA Regional Office VI
SALARY GRADE	15 (₱42,178.00)

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 FUNCTION OF THE POSITION

1. Assist in the implementation of the plans and programs of relative to Manpower Development;
2. Undertake the evaluation and processing of seafarer related applications such as SRB, SID, D-COC, CMP;
3. Conduct examination for Boat Captain and Marine Diesel Mechanic and issuance of corresponding license;
4. Conduct/Assist Modified Basic Safety Training under the regional area of responsibility;

POSITION TILE	ADMINISTRATIVE OFFICER I
ITEM NO.	MARINA-DOTrB-ADOF1-35-2017
NO. OF POSITION	1
OFFICE/DIVISION	MARINA Regional Office VI
SALARY GRADE	10 (₱26,917.00)

QUALIFICATION STANDARDS

Education	Bachelor's Degree relevant to the job
Experience	None required
Training.	None required
Eligibility	Career Service Professional/Second Level Eligibility



GENERAL FUNCTION OF THE POSITION

1. Undertake the Collection of Fees and charges and issuance of official receipts;
2. Undertake the preparation of daily collection and deposits;
3. Undertake the preparation of Monthly Report of Collection, Disbursement and Checks Issued;
4. Undertake the preparation of checks and checkless disbursement in accordance with the guidelines of the agency servicing bank;
5. Undertake the preparation of monthly report of accountability;
6. Undertake the preparation of confirmation of deposits and collection with the Bureau of the Treasury and submission of the said confirmation with the Commission on Audit;