



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 **March 24, 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](http://www.csc.gov.ph));
- ❖ Work Experience Sheet (*CS Form No. 212 Attachment*) which may be downloaded from the CSC Website ([www.csc.gov.ph](http://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](http://www.csc.gov.ph));
- ❖ Work Experience Sheet (*CS Form No. 212 Attachment*) which may be downloaded from the CSC Website ([www.csc.gov.ph](http://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/NJKVnFFCLVhmbiYt5>. Alternatively, you may submit hard copies personally to HRMDD at the 10<sup>th</sup> 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  
10<sup>th</sup> floor, MARINA Building  
20<sup>th</sup> 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:** 03 APR 2026

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

**MARITIME INDUSTRY AUTHORITY**

**BEHAVIORAL DIMENSION FORM**

Name of Employee: \_\_\_\_\_

Position Title: \_\_\_\_\_

Division/Office: \_\_\_\_\_

Rating Period: \_\_\_\_\_

<b>BEHAVIORAL DIMENSION</b>	<b>POINT SCORE</b>
Human Relations	
Dependability	
Punctuality (to be rated by HRMDD)	
Initiative	
Leadership (for Supervisors only)	
Stress Tolerance (for Supervisors only)	

<b>OVERALL POINT SCORE</b>	<b>EQUIVALENT POINT SCORE</b>	<b>EQUIVALENT ADJECTIVAL RATING</b>
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 Maritime Education and Training Standards Supervisor (Engine)

No. of Position 2

Item No MARINA-DOTrB-METSS-61-2017  
MARINA-DOTrB-METSS-63-2017

Office/Division Office of the Executive Director, STCWO (Central Office)

Salary Grade 26 (131,807.00)

Qualification Requirements:

<b>Education</b>	BS Marine Engineering
<b>Experience</b>	Completed the Management Level Course (MLC) for Marine Engine Officers
<b>Training</b>	At least 3 years as a Merchant Marine Officer
<b>Eligibility</b>	Certificate of Competency under RA 8544

Duties and Responsibilities of the Position

1. Assists the MARINA Administrator and the STCWO Executive Director in ensuring Philippine compliance with the provisions of the STCW Convention;
2. In relation to the evaluation, inspection, and monitoring of Maritime Higher Education Institutions (MHEIs) and Maritime Training Institutions (MTIs):
  - a. Serves as lead auditor/inspector/evaluator;
  - b. Prepares monitoring/audit/inspection/evaluation reports;
  - c. Collates and analyzes reports for the purpose of proposing improvements of monitoring procedures in the Philippine maritime education and training (MET) system;
  - d. Assists the STCWO Executive Director in STCW-related curriculum development; and
  - e. Assists in the implementation and continuous improvement of the STCWO Quality Standards System (QSS).
3. Assists the Administration in the proper administration of STCW;
4. Contributes to developing better procedures and processes for the implementation of STCW;
5. Through anyone of its members who have the appropriate qualifications, temporarily acts on behalf of any of the members of the MARINA Board of Examiners, upon designation by the Administrator; and
6. Performs other duties and responsibilities as may be directed by the ED.

**2. Position Title Chief Maritime Industry Development Specialist**

No. of Position 1

**Item No MARINA-DOTrB-CMIDS-40-2017**

Office/Division Monitoring Division, STCWO (Central Office)

**Salary Grade 24 (102,603.00)**

**Qualification Requirements:**

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

**Duties and Responsibilities of the Position**

1. Plans, prepares and implements the work program of the division consistent with Work Program of the STCWO;
2. Supervises, assigns/distributes and monitors all work/activities/tasks of the division staff with respect to the internal operations of the division; prepares individual rating report; and reviews/evaluates performance of the division staff at the end of each period;
3. Recommends plans, programs, projects, standards, policies, rules, regulations and guidelines pertaining to monitoring activities of the Division; issuance of the STCW;
4. Supervises/monitors the processing of applications, reviews/edits and signs STCW Certificates;
5. Coordinates and recommends the development and maintenance of a comprehensive database for Filipino seafarers, including relevant information relating to issued;
6. Prepares position/discussion papers on matters/issues relating to the discharge of the regulatory/supervisory and promotion/developmental functions covering the maritime manpower sector;
7. Participates in the conduct of public consultation in coordination with other MARINA units, relevant govt. agencies, private sector associations and other entities involved in the maritime manpower sector regarding issues, problems, complaints proposed laws, programs, policies, rules, regulation and guidelines and in relation to the briefing/orientation on newly approved issuances;

8. Prepares communications and response/replies to inquiries relating to the Authority's discharge of functions relating to the applicable STCW certificates;
9. Motivates, trains and develops division staff;
10. Maintains morale and discipline between/among division staff;
11. Develops cooperation and well-coordinated division workforce; and
12. Performs other functions as may be assigned by the Director of higher authorities: 1) Acts as OIC of the Office in the absence of the Director: 2) Represents the Authority in local/international conferences, meetings and seminar in budgeting matters.

<b>3. Position Title</b>	Attorney IV
No. of Position	1
<b>Item No</b>	MARINA-DOTrB-ATY4-27-2017
Office/Division	Legal Division, STCWO (Central Office)
<b>Salary Grade</b>	23 (91,306.00)

Qualification Requirements:

<b>Education</b>	Bachelor of Laws
<b>Experience</b>	2 years of relevant experience
<b>Training</b>	8 hours of relevant training
<b>Eligibility</b>	RA 1080

**Duties and Responsibilities of the Position**

1. Assists in evaluating and analyzing draft decisions of administrative cases for consideration of the Administrator;
2. Investigates and determines administrative cases involving complaints against training centers and Filipino seafarers;
3. Assists in the study, analysis and preparation of legal opinions on any legal question;
4. Resolves motions and petitions submitted by the maritime education and training institutions and Filipino seafarers who have pending case at STCW Office;

5. Analyzes contracts, documents referred for comments and legal opinion and submits recommendations thereon;
6. Formulates legal opinions and answers to queries involving the scope, interpretations and applications of the rules and regulations of the Office and other matters within its jurisdiction;
7. Prepares drafts of legislative bills and other proposed measures relating to maritime matters and issues;
8. Assists in supervising the research, compilation, management of databases on legal matters relating to the functions of the Office;
9. Prepares periodic and special reports as may be assigned;
10. Represents the office in a more complex research requiring specialization.

<b>4. Position Title</b>	Attorney IV
No. of Position	1
<b>Item No</b>	MARINA-DOTrB-ATY4-24-2017
Office/Division	Legal Services Division, LS (Central Office)
<b>Salary Grade</b>	23 (91,306.00)

Qualification Requirements:

<b>Education</b>	Bachelor of Laws
<b>Experience</b>	2 years of relevant experience
<b>Training</b>	8 hours of relevant training
<b>Eligibility</b>	RA 1080

**Duties and Responsibilities of the Position**

1. Assists the Attorney V in the planning, preparation and implementation of the division's work program;
2. Assists the Division Chief in the supervision and monitoring of all activities/assigned tasks of the division and its staff, and prepares individual rating report at the end of each rating period;
3. Reviews and evaluates all proposed actions relating to or having a bearing on the legal aspects of maritime policies, rules, regulations, plans, programs and projects of the Authority, and submits recommendations thereon;

4. Conducts continuing legal research/studies and submits position papers/recommendations which shall serve as inputs/bases of the appropriate Units of the Authority in the formulation, development, update and implementation of plans, programs, projects, policies, rules and regulations covering the different maritime industry sectors;
5. Provides legal assistance/advice in the formulation, promulgation, and implementation of policies, rules and regulations governing the internal operations and activities of the Authority and renders legal opinions sought by the different Units of the Authority on matters/issues arising from or relating to the discharge of their respective regulatory/supervisory functions and compiles the same for future reference;
6. Conducts study, evaluation and review of IMO and other international maritime laws, conventions, codes, resolutions, rules and regulations which may affect the Authority, and recommends appropriate actions towards the ratification of said conventions and/or eventual adoption of national regulations implementing such, in collaboration with the Overseas Shipping Service (OSS) and other relevant Units of the Authority;
7. Prepares and reviews legislative proposals/appropriate bills, executive orders, and other issuances necessary to implement plans, programs, projects and policies on maritime matters, including the preparation of position papers relative to proposed legislations/bills and represents the Authority in public hearing/s and deliberation/s thereof;
8. Prepares, evaluates and reviews agreements, contracts and other legal instruments to which the Authority is a party, or which may affect the Authority;
9. Provides the necessary technical/legal assistance and Secretariat staff services during MARINA Board and EXECOM meetings;
10. Determines and recommends development of databases and monitoring systems that will facilitate the discharge of functions relating to plan formulation/updating and project development/evaluation covering the maritime industry sectors, in coordination with the MISS;
11. Participates in the conduct of public consultation in coordination with other MARINA Units, relevant government agencies, private sector associations and other entities involved in the different maritime industry sector operations regarding issues, problems, complaints, concerns on the provision of services, proposed laws, programs, policies, rules, regulations and guidelines and in relation to the briefing/orientation on newly approved issuances and

performs evaluation/assessment on matters requiring MARINA intervention in order to continually improve the services being provided;

12. Prepares communications and responses/replies to inquiries relating to the Authority's existing laws/mandates, plans, programs, projects, policies, rules and regulations and other maritime-related legal matters/issues;

13. Performs other functions as may be assigned by the Attorney V or Director.

<b>5. Position Title</b>	Attorney IV
No. of Position	1
<b>Item No</b>	MARINA-DOTrB-ATY4-25-2017
Office/Division	Prosecution Division, LS (Central Office)
<b>Salary Grade</b>	23 (91,306.00)

Qualification Requirements:

<b>Education</b>	Bachelor of Laws
<b>Experience</b>	2 years of relevant experience
<b>Training</b>	8 hours of relevant training
<b>Eligibility</b>	RA 1080

**Duties and Responsibilities of the Position**

1. Assists the Attorney V in the planning, preparation and implementation of the division's work program;
2. Assists the Division Chief in the supervision and monitoring of all activities/assigned tasks of the division and its staff, and prepares individual rating report at the end of the rating period;
3. Reviews and evaluates all proposed actions relating to or having a bearing on the legal aspects of maritime policies, rules, regulations, plans, programs and projects of the Authority, and submits recommendations thereon;
4. Conducts continuing legal researches/studies and submits position papers/recommendations which shall serve as inputs/bases of the appropriate Units of the Authority in the formulation, development, update and implementation of plans, programs, projects, policies, rules and regulations covering the different maritime industry sectors;

5. Provides legal assistance/advice in the formulation, promulgation, and implementation of policies, rules and regulations governing the internal operations and activities of the Authority and renders legal opinions sought by the different Units of the Authority on matters/issues arising from or relating to the discharge of their respective regulatory/supervisory functions and compiles the same for future reference;
6. Reviews and examines the existing system of internal control procedures, determines whether the system is functioning as intended and introduce changes, where necessary, to make them constantly adaptable to changing conditions;
7. Conducts review and appraisal of established objectives and goals of the Authority, including its existing programs/projects, employees' performance management reporting procedures, and contracts;
8. Conducts examination directed towards exposure of any fraud, irregularity, wasteful practice of substantial amount of recurring nature so as to minimize or stop the repetition of such offenses;
9. Reviews the reliability and integrity of financial and operating information and the means used to identify, measure, classify and report such information;
10. Reviews existing information systems and procedures to ensure smooth flow of work and improved productivity, and, as appropriate, ascertain whether financial and operating records and reports contain accurate, reliable, timely, complete and useful information, and that controls over record keeping and reporting are adequate and effective;
11. Reviews compliance of the Authority and/or its Units with existing plans, programs, policies, rules, regulations and procedures;
12. Reviews/examines the existing system of performing specified functions of each Unit, allocation and disbursement of funds, including efficiency or adequacy of existing procedures thereon;
13. Reviews the means of safeguarding assets;
14. Prepares reports and submits recommendations in internal audits conducted;
15. Assists the Attorney V in the exercise of the role as Chief Prosecutor of all violations of maritime and water transportation laws, and in handling cases in courts in collaboration with the Office of the Solicitor General, as well as

decisions of the Authority which are appealed to Court of Appeals or Supreme Court;

16. Hears, adjudicates, reviews and prepares resolutions/Decisions relative to all violations committed by shipowners/operators and other maritime enterprises/entities of maritime and water transportation laws;
17. Assists the Attorney V in the hearing, adjudication, review and preparation of resolutions/Decisions relative to administrative cases against erring employees of the Authority and/or conducts administrative investigations;
18. Determines and recommends development of databases and monitoring systems that will facilitate the discharge of functions relating to plan formulation/updating and project development/evaluation covering the maritime industry sectors, in coordination with the MISS;
19. Participates in the conduct of public consultation in coordination with other MARINA Units, relevant government agencies, private sector associations and other entities involved in the different maritime industry sector operations regarding issues, problems, complaints, concerns on the provision of services, proposed laws, policies, rules, regulations and guidelines and in relation to the briefing/orientation on newly approved issuances and performs evaluation/assessment on matters requiring MARINA intervention in order to continually improve the services being provided;
20. Prepares communications and responses/replies to inquiries relating to the Authority's existing laws/mandates, plans, programs, projects, policies, rules and regulations and other maritime-related legal matters/issues;
21. Performs other functions as may be assigned by the Attorney V or Director.

<b>6. Position Title</b>	<b>Information Technology Officer II</b>
No. of Position	1
<b>Item No</b>	<b>MARINA-DOTrB-ITO2-24-2017</b>
Office/Division	Information and Communication Technology Division, STCWO (Central Office)
<b>Salary Grade</b>	<b>22 (81,796.00)</b>

## Qualification Requirements:

<b>Education</b>	Bachelor's degree relevant to the job
<b>Experience</b>	3 years of relevant experience
<b>Training</b>	16 hours of relevant training
<b>Eligibility</b>	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. Assists the Division Chief in the supervision and monitoring of all activities/assigned tasks of the division and its staff, and prepares individual rating report at the end of each rating period;
3. Formulates, updates, and recommends the information systems plan to allow the Authority to migrate into and become an IT-enabled agency;
4. Designs, develops, installs and maintains computer-based systems and programs in support the developmental and regulatory functions of the Authority, in coordination with the appropriate Units of the Authority, and recommends improvements thereon, whenever necessary;
5. Undertakes the management, maintenance and operation of the computers and network infrastructures of the different Units of the Authority;
6. Updates and maintains effective web/network administration for the Authority;
7. Identifies and recommends application systems and IT training programs for possible outsourcing of the design development, updating and maintenance thereof;
8. Provides technical support and assistance in the development, implementation and maintenance of computer-based systems of the different Units of the Authority;
9. Conducts training needs analysis and provides training/assistance relative to the IT staff development of the different Units of the Authority;
10. Develops and maintains the electronic data processing capability of the different Units of the Authority to achieve maximum efficiency and economy of its operations;

11. Prepares communications/responses/replies to inquiries relating to the Authority's implementation of its information systems plan and the IT capability of the staff/agency;
12. Performs other functions as may be assigned by the Division Chief or Director.

**7. Position Title            Supervising Maritime Industry Development Specialist**

No. of Position            1

**Item No                            MARINA-DOTrB-SVMIDS-35-2017**

Office/Division            International Shipping Development Division, OSS (Central Office)

**Salary Grade                    22 (81,796.00)**

**Qualification Requirements:**

<b>Education</b>	Bachelor's degree relevant to the job
<b>Experience</b>	3 years of relevant experience
<b>Training</b>	16 hours of relevant training
<b>Eligibility</b>	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. Assists the Division Chief in the supervision and monitoring of all activities/assigned tasks of the division and its staff, and 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;
4. Conduct 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 relate organizations;

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 scheduled meetings thereof; prepares and/or coordinates the preparation of all the 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 Management, prior to the participation of attendance of designated MARINA officials/staff 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 coordination with concerned technical Units of the Authority for the submission of the technical paper/s and submits endorses 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 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;
10. Prepares and submits periodic and updated reports to the IMO through 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;
11. Participates in the conduct of public consultation in coordination with concerned Units of the Authority, relevant government agencies, private sector, associations and other entities involved in the overseas shipping industry/ operations regarding issues, problems, complaints, concerns on the provision of overseas shipping services, proposed laws, programs, projects,

policies, rules, regulations and guidelines and in relation to the briefing/orientation on only approved issuances and international shipping development; and

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

<b>8. Position Title</b>	Attorney III
No. of Position	1
<b>Item No</b>	MARINA-DOTrB-ATY3-26-2017
Office/Division	Prosecution Division, LS (Central Office)
<b>Salary Grade</b>	21 (73,303.00)

Qualification Requirements:

<b>Education</b>	Bachelor of Laws
<b>Experience</b>	1 year of relevant experience
<b>Training</b>	4 hours of relevant training
<b>Eligibility</b>	RA 1080

**Duties and Responsibilities of the Position**

1. Assists Attorney V in the planning, preparation, and implementation of the division's work program;
2. Prepares individual rating reports at the end of each rating period;
3. Reviews and evaluates all proposed actions relating to or having a bearing on the legal aspects of maritime policies, rules, regulations, plans, programs and projects of the Authority, and submits recommendations thereon;
4. Conducts continuing legal researches/studies and submits position papers/recommendations which shall serve as inputs/bases of the appropriate Units of the Authority in the formulation, development, update and implementation of plans, programs, projects, policies, rules and regulations covering the different maritime industry sectors;
5. Provides legal assistance/advice in the formulation, promulgation, and implementation of policies, rules and regulations governing the internal operations and activities of the Authority and renders legal opinions sought by the different Units of the Authority on matters/issues arising from or relating

to the discharge of their respective regulatory/supervisory functions and compiles the same for future reference;

6. Reviews and examines the existing system of internal control procedures, determines whether the system is functioning as intended and introduce changes, where necessary, to make them constantly adaptable to changing conditions;
7. Conducts review and appraisal of established objectives and goals of the Authority, including its existing programs/projects, employee's performance management reporting procedures and contracts;
8. Conducts examination directed towards exposure of any fraud, irregularity, wasteful practice of substantial amount of recurring nature so as to minimize or stop the repetitions of such offenses;
9. Reviews the reliability and integrity of financial and operating information and the means used to identify, measure, classify and report such information;
10. Reviews existing information systems and procedures to ensure smooth flow of work and improved productivity, and, as appropriate, ascertain whether financial and operating records and reports contain accurate, reliable, timely, complete and useful information, and that controls over record keeping and reporting are adequate and effective;
11. Reviews compliance of the Authority and/or its Units with existing plans, programs, policies, rules, regulations and procedures;
12. Reviews/examines the existing system of performing specified functions of each Unit, allocation and disbursement of funds, including efficiency or adequacy of existing procedures thereon;
13. Reviews the means of safeguarding assets;
14. Prepares reports and submits recommendations in internal audits conducted;
15. Assists the Attorney V in the exercise of the role as Chief Prosecutor of all violations of maritime and water transportation laws, and in handling cases in courts in collaboration with the Office of the Solicitor General as well as decisions of the Authority which are appealed to Court of Appeals or Supreme Court;
16. Hears, adjudicates, reviews, and prepares resolutions/Decisions relative to all violations committed by shipowners/operators and other maritime enterprises/entities of maritime and water transportation laws;

17. Assists Attorney V in the hearing, adjudication, review, and preparation of resolutions/Decisions relative to administrative cases against erring employees of the Authority and/or conducts administrative investigations;
18. Determines and recommends development of databases and monitoring systems that will facilitate the discharge of functions relating to plan formulation/updating and project development/evaluation covering the maritime industry sectors, in coordination with the MISS;
19. Identifies, evaluates, and analyzes external/internal information that will serve as inputs to the formulation/revision of policies, rules, and regulations in coordination with appropriate Units of the Authority, private sector, and relevant government agencies;
20. Prepares communications and responses/replies to inquiries relating to the Authority's existing laws/mandates, plans, programs, projects, policies, rules and regulations and other maritime-related legal matters/issues.

<b>9. Position Title</b>	Engineer III
No. of Position	1
<b>Item No</b>	MARINA-DOTrB-ENG3-35-2017
Office/Division	Maritime Safety Inspection Division, MSS (Central Office)
<b>Salary Grade</b>	19 (59,153.00)

Qualification Requirements:

<b>Education</b>	Bachelor's degree in Engineering relevant to the job
<b>Experience</b>	2 years of relevant experience
<b>Training</b>	8 hours of relevant training
<b>Eligibility</b>	RA 1080

**Duties and Responsibilities of the Position**

1. Conducts inspection of Ships;
2. Conducts company and ship audits;
3. Prepares communication/memo to different MARINA Offices, various government agencies, and private entities;
4. Assist in screening and evaluation of applications;

5. Evaluates company SMS Manuals;
6. Performs other duties assigned by the Supervisor.

**10. Position Title** Senior Maritime Industry Development Specialist

No. of Position 1

**Item No** MARINA-DOTrB-SRMIDS-65-2017

Office/Division Quality Management System Division, STCWO (Central Office)

**Salary Grade** 18 (53,818.00)

**Qualification Requirements:**

<b>Education</b>	Bachelor's degree relevant to the job
<b>Experience</b>	2 years of relevant experience
<b>Training</b>	8 hours of relevant training
<b>Eligibility</b>	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 Document Controller for the quality standards system;
3. Formulates policies, programs, guidelines and systems to achieve the objectives and functions of the organization;
4. Assists in overseeing or participates in the conduct of major research studies of the Division, which includes formulation of conceptual schemes, design of research instruments, supervision of data collection, data processing, statistical analysis of data and reports and the formulation of necessary recommendations towards the achievement of the Division's area of concern;
5. Act as Lead Auditor / Auditor during the conduct of audits;
6. Recommends progress and projects related to the organization's area of concern;
7. Performs other work as may be assigned

<b>11. Position Title</b>	<b>Senior Maritime Industry Development Specialist</b>
No. of Position	1
<b>Item No</b>	<b>MARINA-DOTrB-SRMIDS-13-2018</b>
Office/Division	Examination and Assessment Division, STCWO (Central Office)
<b>Salary Grade</b>	<b>18 (53,818.00)</b>

Qualification Requirements:

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

**Duties and Responsibilities of the Position**

1. Undertake all Practical Assessment-related functions and activities for Marine Deck and Engine Officers;
2. Oversee the signing of the Practical Assessment Certificate by the Board of Examiner Officers and its issuance thereof;
3. Oversee the operation of the window area for Practical Assessment;
4. Manage reports from MACS for Marine Deck and Engine Officers;
5. Represent the Division in the conduct of inspection of Assessment Centers; and
6. Performs other work as may be assigned.

<b>12. Position Title</b>	<b>Administrative Officer V [Budget Officer III]</b>
No. of Position	1
<b>Item No</b>	<b>MARINA-DOTrB-ADOF5-30-2017</b>
Office/Division	Budget Division, MFAS (Central Office)
<b>Salary Grade</b>	<b>18 (53,818.00)</b>

## Qualification Requirements:

<b>Education</b>	Bachelor's degree relevant to the job
<b>Experience</b>	2 years of relevant experience
<b>Training</b>	8 hours of relevant training
<b>Eligibility</b>	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, implements, and enforces policies, rules, and regulations relating to budget preparation, budget authorization, and budget execution and accountability, in accordance with applicable COA, DBM, and DOTr laws, policies, rules, and regulations;
4. Undertakes activities pertaining to the preparation of annual budget estimates, requests for special budgets and sub-allotments and other budgetary requirements of the Authority, in coordination with the different Units of the Agency;
5. Ascertains availability of funds thru effective coordination with concerned government agencies;
6. Undertakes activities in relation to budget hearings/consultations conducted at the DBM, DOTr, House of Representatives and the Senate;
7. Prepares/generates annual work plan, financial plan, physical accomplishment report, quarterly survey report on employment and compensation for government offices required by NSO, monthly balance/status of allotment of PS, MODE, and EO per Office covering regular and special budgets;
8. Coordinates accounting matters with other offices/agencies, such as COA, DBM, Bureau of Treasury, and MROs, as the need arises;
9. Recommends the continuing development and maintenance of databases and monitoring systems relating to budgetary matters; and
10. Prepares communications/responses/replies to inquiries relating to existing budgeting policies, rules, and regulations.

<b>13. Position Title</b>	Accountant II
No. of Position	1
<b>Item No</b>	MARINA-DOTrB-A2-23-2017
Office/Division	Accounting Division, MFAS (Central Office)
<b>Salary Grade</b>	16 (45,694.00)

Qualification Requirements:

<b>Education</b>	Bachelor's degree in Commerce/Business Administration major in Accounting
<b>Experience</b>	1 year of relevant experience
<b>Training</b>	4 hours of relevant training
<b>Eligibility</b>	RA 1080

**Duties and Responsibilities of the Position**

1. Provides accounting and financial services, including maintenance of books or accounts, preparation of financial statements and reports, and funds management and control;
2. Assists in the formulation and implementation of accounting policies, including payroll preparation and adherence to government accounting standards;
3. Assists the Division Chief in the planning, preparation, and implementation of the division's work program;
4. Prepares individual rating report at the end of each rating period;
5. Assists in the formulation, updating, implementation, and enforcement of policies, rules and regulations on accounting matters in accordance with COA and DBM laws, policies, rules and regulations, including the enforcement of existing rules and regulations affecting salaries/wages, allowances, benefits, monetization of leave, etc.;
6. Assists in the preparation of various payrolls/disbursement vouchers;
7. Assists in the implementation of the established monitoring system on the disbursement of funds and enforces the existing national government accounting system;
8. Assists in the bookkeeping activities and preparation of reports thereon;

9. Assists in the preparation and generation of reports for submission to BDM, COA, DOTr, and other relevant agencies;
10. Assists in activities in relation to claims, reconciliation/updating of accounts, remittances, and dormant accounts;
11. Prepares communications/responses/replies to inquiries relating to existing accounting policies, rules, and regulations;
12. Performs other functions as may be assigned by the Division Chief or Director.

<b>14. Position Title</b>	Accountant II
No. of Position	1
<b>Item No</b>	MARINA-DOTrB-A2-11-2018
Office/Division	Financial Services Division, STCWO (Central Office)
<b>Salary Grade</b>	16 (45,694.00)

Qualification Requirements:

<b>Education</b>	Bachelor's degree in Commerce/Business Administration major in Accounting
<b>Experience</b>	1 year of relevant experience
<b>Training</b>	4 hours of relevant training
<b>Eligibility</b>	RA 1080

**Duties and Responsibilities of the Position**

1. Establish procedures ensuring that all the financial requirements of the STCW Office and its related services are adequately managed. Recommend modes of improving cost controls and efficiency measures in the overall implementation of STCWO; and
2. Assists in the implementation of existing accounting and auditing rules and regulations.

<b>15. Position Title</b>	Maritime Industry Development Specialist II
No. of Position	1
<b>Item No</b>	MARINA-DOTrB-MIDS2-14-2018
Office/Division	Surveillance Division, STCWO (Central Office)
<b>Salary Grade</b>	15 (42,178.00)

Qualification Requirements:

<b>Education</b>	Bachelor's degree relevant to the job
<b>Experience</b>	1 year of relevant experience
<b>Training</b>	4 hours of relevant training
<b>Eligibility</b>	Career Service (Professional) Second Level Eligibility

**Duties and Responsibilities of the Position**

1. Participates in the conduct of random surveillance;
2. Drafts surveillance reports;
3. Drafts surveillance policy, such as circulars, advisories, and special orders;
4. Conducts table-top monitoring and verification of submitted ERS and TCROAs;
5. Receives and records complaints filed through phone, email, and walk-in complaints against MTIs, Acs, and other institutions as may be approved by the Administrator;
6. Prepares minutes of the meeting;
7. Prepares memorandum, communication, letters to MTIs and other concerned stakeholders as may be assigned;
8. Prepares the Monthly Surveillance List;
9. Maintains the Surveillance database;
10. Performs other work as may be required.

<b>16. Position Title</b>	Maritime Industry Development Specialist II
No. of Position	1
<b>Item No</b>	MARINA-DOTrB-MIDS2-44-2017
Office/Division	International Shipping Development Division, OSS (Central Office)
<b>Salary Grade</b>	15 (42,178.00)

## Qualification Requirements:

<b>Education</b>	Bachelor's degree relevant to the job
<b>Experience</b>	1 year of relevant experience
<b>Training</b>	4 hours of relevant training
<b>Eligibility</b>	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 report;
3. Assists in the formulation and updating 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 organization to which the Philippines is a Party/Member-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 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 organization to which the Philippines is a Party/Member-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, and recommends the areas of improvement/revision thereon;
5. Assist 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-à-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 scheduled meetings

thereof; prepares and/or coordinates the 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 Management, prior to participation/attendance of designated MARINA officials/staff to such meetings; and

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.

<b>17. Position Title</b>	<b>Maritime Industry Development Specialist II</b>
<b>No. of Position</b>	<b>3</b>
<b>Item No</b>	<b>MARINA-DOTrB-MIDS2-96-2017 MARINA-DOTrB-MIDS2-100-2017 MARINA-DOTrB-MIDS2-102-2017</b>
<b>Office/Division</b>	<b>Accreditation Division, STCWO (Central Office)</b>
<b>Salary Grade</b>	<b>15 (42,178.00)</b>

**Qualification Requirements:**

<b>Education</b>	Bachelor's degree relevant to the job
<b>Experience</b>	1 year of relevant experience
<b>Training</b>	4 hours of relevant training
<b>Eligibility</b>	Career Service (Professional) Second Level Eligibility

**Duties and Responsibilities of the Position**

1. Pre-evaluates the following application for accreditation and identifies if there are deficiencies:
  - a. Application for MTI Accreditation
  - b. Application for Course Accreditation
  - c. Application of Instructors/Assessors
2. Writes communications to MTIs, which include the following:
  - a. A report on their non-conformities
  - b. Notice of Inspection/Re-inspection
  - c. Other MTI inquiries
3. Joins the Inspection Team in the conduct of inspection activities;

4. Prepares the following reports:
  - a. Inspection/ Re-inspection Report
  - b. Notice of Approval/Disapproval of Application
5. Prepares Certificate of Course Accreditation.

<b>18. Position Title</b>	Maritime Industry Development Specialist I
No. of Position	2
<b>Item No</b>	MARINA-DOTrB-MIDS1-58-2017 MARINA-DOTrB-MIDS1-60-2017
Office/Division	Quality Management System Division, STCWO (Central Office)
<b>Salary Grade</b>	11 (31,705.00)

Qualification Requirements:

<b>Education</b>	Bachelor's degree relevant to the job
<b>Experience</b>	None Required
<b>Training</b>	None Required
<b>Eligibility</b>	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.

<b>19. Position Title</b>	<b>Administrative Officer II [HRMO I]</b>
No. of Position	1
<b>Item No</b>	<b>MARINA-DOTrB-ADOF2-31-2017</b>
Office/Division	Human Resource Management and Development Division, MFAS (Central Office)
<b>Salary Grade</b>	<b>11 (31,705.00)</b>

Qualification Requirements:

<b>Education</b>	Bachelor's Degree
<b>Experience</b>	None Required
<b>Training</b>	None Required
<b>Eligibility</b>	Career Service (Professional) Second Level Eligibility

**Duties and Responsibilities of the Position**

1. Assists in the development, updating, management, and implementation of the plan and programs on human resource management and development in coordination with private institutions and government agencies, and in consultation with the various Units of the Authority;
2. Assists in the formulation, updating, implementation, and enforcement of policies, rules, and regulations in all areas of human resource management and development, in accordance with CSC laws, rules, and regulations;
3. Undertakes continuing research/inquiries on human resource-related matters with concerned entities;
4. Assists in the implementation of existing performance appraisal system and submits observations/deviations thereon;
5. Safeguards, updates and maintains the filing system on personnel records and related human resource files; and
6. Prepares communications/response/replies to inquiries relating the Authority's plans, programs, policies, rules and regulations on human resource management and development and prepares/submits reports as required by other government agencies.

<b>20. Position Title</b>	<b>Administrative Assistant III</b>
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No. of Position	1
<b>Item No</b>	<b>MARINA-DOTrB-ADAS3-38-2017</b>
Office/Division	Maritime Registry Division, OSS (Central Office)
<b>Salary Grade</b>	<b>9 (24,329.00)</b>

Qualification Requirements:

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

**Duties and Responsibilities of the Position**

1. Keys-in and tests program developed by the programmers;
2. Assists programmers in the documentation of programs;
3. Maintains programs and data file catalogues;
4. Assists in the creation and maintenance of data base of the assigned unit/service division to include:
  - a. Keys in data, file inputs, and overseas printing outputs;
  - b. Verifies completeness of source documents; and
  - c. Verifies the correctness of input data;
5. Trains computer encoders in his/her assigned unit/service/division;
6. Assists immediate supervisors in the performance of mandated tasks of the unit/service/division;
7. Inputting/encoding tasks to the programmed applications system;
8. Performs other functions assigned by the supervisors.

**21. Position Title** Administrative Aide VI

No. of Position	1
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<b>Item No</b>	MARINA-DOTrB-ADA6-28-2017
<b>Office/Division</b>	General Services Division, MFAS (Central Office)
<b>Salary Grade</b>	6 (19,716.00)

Qualification Requirements:

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

**Duties and Responsibilities of the Position**

1. Receives, records, and sorts all incoming materials of the divisions and refers them to the immediate supervisor;
2. Keeps and maintains systematic file of communications/records of the division for easy reference;
3. Prepares simple letters/communications;
4. Records and releases all outgoing communications of the division; and
5. Performs other functions as may be assigned by the Division Chief of Director.

**22. Position Title** Administrative Aide VI [Clerk III]

No. of Position 1

**Item No** MARINA-DOTrB-ADA6-19-2017

**Office/Division** Human Resource Management and Development Division, MFAS (Central Office)

**Salary Grade** 6 (19,716.00)

Qualification Requirements:

<b>Education</b>	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)
<b>Experience</b>	None Required
<b>Training</b>	None Required
<b>Eligibility</b>	Career Service (Sub- Professional) First 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 the rating period;
3. Assists the concerned Human Resource Management Officer in the development, updating, management, and implementation of the plans and programs of the human resource management and development, in coordination with private institutions and government agencies, and in consultation with the various Units of the Authority;
4. Assists the concerned Human Resource Management Officer in the administration of personnel hiring / recruitment, selection / promotion, succession / retention / rewards / incentives / retirement systems / procedures;
5. Assists the concerned Human Resource Management Officer in the implementation of the existing performance appraisal system;
6. Assists the concerned Human Resource Management Officer in the safeguarding, updating, and maintaining of the filing system of personnel records and other human resource files;
7. Prepares communications/responses/replies to inquiries relating to the Authority's plans, programs, policies, rules, and regulations on the human resource management and development, and prepares/submits reports required by other government agencies; and
8. Performs other functions as may be assigned by the Division Chief or Director.