



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 **12 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 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.gle/GVLox3RoPkMwhL6Z7>. 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.

23 MAR 2026

Deadline for Submission: _____


ATTY. MARIVIC 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	Director II
No. of Position	3
Item No	MARINA-DOTrB-DIR2-35-2017 MARINA-DOTrB-DIR2-39-2017 MARINA-DOTrB-DIR2-40-2017
Office/Division	MRO VI [Iloilo City] MRO X [Cagayan de Oro City] MRO XI [Davao City]
Salary Grade	26 (131,807.00)

Qualification Requirements:

Education	Master's Degree or Certificate in Leadership and Management from the CSC
Experience	Five (5) years of supervisory/management experience
Training	120 hours of supervisory/management learning and development intervention
Eligibility	Career Service Professional / Second Level Eligibility

Duties and Responsibilities of the Position

1. Manages and exercises overall supervision in the performance of functions of the concerned Service Unit;
2. Advises and recommends to the Administrator/Deputy Administrators and the Board the adoption of policies, guidelines necessary for the promotion, development and rationalization of the maritime industry, in coordination with the appropriate Units of the Authority and in consultation with the relevant government agencies/entities and the public sector;
3. Implements the formulation/development of the Maritime Industry Development Plan, in coordination with the private sector and concerned government agencies/entities;
4. Supervise the development, evaluation, implementation, and monitoring of studies, programs, and projects in support of the promotional and developmental thrusts of the Authority in coordination with the appropriate Units of the Authority and concerned government agencies/entities;
5. Supervise the continuous evaluation of the effects Authority's policies, plans, and programs on the maritime industry and recommend policy changes, whenever necessary; and
6. Administer the preparation of position papers/comments on matters affecting the maritime industry sectors, in coordination with appropriate Units of the Authority, and in consultation with the private sector and concerned government agencies/entities.

2. Position Title	Director II
No. of Position	1
Item No	MARINA-DOTrB-DIR2-1-2025
Office/Division	Office of the Maritime Attaché in London, United Kingdom
Salary Grade	26 (131,807.00)

Qualification Requirements:

Education	Master's Degree or Certificate in Leadership and Management from the CSC
Experience	Five (5) years of supervisory/management experience
Training	120 hours of supervisory/management learning and development intervention
Eligibility	Career Service Professional / Second Level Eligibility

Duties and Responsibilities of the Position

1. Provides advice and assistance to the MARINA and other relevant government agencies regarding vital policies, development, and legislation in other countries pertaining to shipping, seafaring, shipbuilding, and ship repair;
2. Participates and represents the MARINA and other government agencies at the International Maritime Organization (in the case of the FSP in London) or any other international organizations, conventions, meetings, and/or conferences concerning maritime matters, and assists appropriate higher authorities in the formulation of Philippine positions in such conventions or conferences;
3. Advises and assists the Head of Mission on matters relating to flag administration, seafarers administration, and shipyard regulations;
4. Advises and assists the MARINA in the negotiation of bilateral maritime agreements (i.e., Merchant Shipping Agreement and Memorandum of Agreement concerning the Recognition of Certificate under the Terms of the 1978 STCW Convention, as amended);
5. Promotes cordial relations between MARINA and other flag state administrations;
6. Coordinates, evaluates, and recommends to the MARINA Administration technical assistance on maritime training and other capacity-building measures;
7. Advises and assists the MARINA Administrator involving the development of seafarers' competence and skills standards under discussion in international fora;

8. Coordinates with authorities in the conduct of maritime casualty investigations in which the Philippines has an interest;
9. Conducts market research and promotion campaign for the Philippine shipping, ship registration, seafaring, ship repair, and shipbreaking sectors;
10. Assists in arrangements for the conduct of regional and international cooperation and partnership for the promotion of safety of life and property at sea, and in order to effectively discharge its functions and promote national interest in maritime issues and policies in coordination with other government agencies;
11. Administers meaningful dialogue with international shipping interest in an effort to improve shipper and ship owner relations as the key to an improved business environment in the maritime world;
12. Acts as the MARINA's focal point in the development of guidelines related to the implementation of international maritime conventions/instruments, seafarers' competence and skills standards, technical cooperation, maritime trade facilitation, legal/regulatory regimes, maritime safety, marine environment and maritime security policies, measures to prevent incidence of piracy, and technical guidance for shipbuilding and ship repair sector;
13. Assists on urgent requests, applications or filling of reports involving Philippine-registered ships during weekends, non-working days and after office hours; and
14. Performs such other functions as may be directed by the MARINA Administrator or the Secretary, DOTr.

3. Position Title Supervising Maritime Industry Development Specialist

No. of Position 1

Item No MARINA-DOTrB-SVMIDS-2-2025

Office/Division Office of the Maritime Attaché in London, United Kingdom

Salary Grade 22 (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. Provides technical research, policy analysis, and documentation support to the MARINA and relevant government agencies by gathering, reviewing, and synthesizing foreign maritime policies, developments, and legislation to inform the Maritime Attaché's high-level advisories and recommendations;
2. Facilitates coordination with foreign flag administrations and maritime institutions, ensuring that agreements, communications, and commitments endorsed by the Maritime Attaché are operationalized, monitored, and reported;
3. Supports the Maritime Attaché in international meetings, conventions, and conferences by preparing briefs, technical notes, draft country positions, and post-meeting reports, and by representing MARINA in working groups as delegated;
4. Drafts and reviews preliminary technical inputs for bilateral maritime arrangements—such as Merchant Shipping Agreements and STCW-related MOAs—ensuring consistency with existing regulations, prior commitments, and international best practices before endorsement by the Maritime Attaché;
5. Coordinates and monitors maritime training, capacity-building, and technical assistance initiatives, including needs assessments, project documentation, implementation monitoring, and submission of progress reports to the Maritime Attaché and MARINA;
6. Prepares analytical reports and technical assessments on emerging discussions in international fora related to seafarers' competence and skills standards, serving as the initial evaluator of implications for national policy and training systems;
7. Liaise with foreign investigative bodies to collect, verify, and transmit documentation for maritime casualty investigations involving Philippine interests, ensuring that technical information requirements are met prior to endorsement to higher authorities;
8. Conducts detailed market and sectoral studies on global trends in shipping, ship registration, seafaring, ship repair, and shipbreaking to support the Maritime Attaché's strategic promotion initiatives and policy recommendations;
9. Coordinates preparatory activities for regional and international cooperation initiatives, including drafting concept notes, consolidating inter-agency inputs, and arranging technical-level meetings that support the Attaché's representational functions;

10. Manages working-level engagements with international shipping stakeholders, gathering industry feedback, preparing meeting materials, and drafting action points to support the Attaché's diplomatic and business-environment initiatives;
11. Assists the designated MARINA focal point by preparing draft guidelines, technical reference materials, and background studies related to the implementation of maritime conventions, technical cooperation, maritime safety, trade facilitation, marine environmental protection, maritime security, anti-piracy measures, and shipyard-related standards;
12. Prepares technical reports, briefs, and policy updates summarizing international maritime developments, issues, or concerns requiring the attention of the Maritime Attaché or the MARINA Administrator; and
13. Performs other technical or coordinative functions as may be delegated by the Maritime Attaché or directed by the MARINA Administrator to support the effective execution of MARINA's international maritime mandate.