



13 April 2026

## **NOTICE OF FILLING-UP OF VACANT POSITIONS**

Please be informed that the Maritime Industry Authority (MARINA) Regional Office VII has available position to be filled, as indicated in the attached list dated **13 April 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](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));
- ❖ 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*);
- ❖ 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](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));
- ❖ 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 [attached] (*rating periods should be aligned with the IPCR Ratings*)  
- **SHOULD BE DIRECTLY SENT TO MARINA VII – AFD BY APPLICANT’S SUPERVISOR IN A SEALED ENVELOPE**
- ❖ Certified True Copy of Transcript of Record/Certification of Units Earned for Masteral Studies;
- ❖ Designation Order as Officer-in-Charge (if any)

Interested and qualified applicants should signify their interest in writing and submit their application thru this link <https://forms.gle/YcGjevWLjsW7Gkku6>



Republic of the Philippines  
Department of Transportation

**MARITIME INDUSTRY AUTHORITY**  
**Regional Office VII**

Please be informed that we are no longer accepting hard copies of documents, **except for Behavioral Dimension Form**. All application shall be submitted through the online application form. If you are applying for more than one position, kindly submit a separate set of documents for each application.

Application documents must be addressed to:

**ENGR. RONALDO P. BANDALARIA**  
Regional Director  
MARINA Regional Office VII  
Doña Modesta, Gaisano St., Sudlon,  
Lahug, Cebu City

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

**Deadline for Submission: APRIL 24, 2026**

**ENGR. RONALDO P. BANDALARIA**  
Regional Director, MRO VII



**NOTICE OF FILLING-UP OF VACANT POSITION DATED 13 APRIL 2026 p.1**

<b>1</b>	<b>Position Title</b>	<b>ENGINEER II</b>
	No. of Position	1
	<b>Item Number</b>	<b>MARINA-DOTrB-ENGR2-46-2017</b>
	Office / Division	MARINA Regional Office No. VII [Cebu City]
	<b>Salary Grade</b>	<b>16 (P45,694.00)</b>
	<b>Qualification Standards</b>	
	<b>Education</b>	Bachelor's Degree in Engineering relevant to the job
	<b>Experience</b>	One (1) year of relevant experience
	<b>Training</b>	Four (4) hours of relevant training
	<b>Eligibility</b>	RA 1080

**General Functions of the Position**

1. Assists in the review of guidelines concerning MARINA's Safety Regulatory functions;
2. Receives/processes applications for issuance of Ship Safety Certificates;
3. Verifies authenticity of submitted documents required on the issuance of certificates;
4. Conducts inspection of ships and prepares report after the conduct of survey;
5. Monitors vessels to comply with the requirements/standards under MARINA circulars and the rules and standards stipulated under RPMMRR and SOLAS;
6. Prepares communication letters/memoranda of correspondence to queries;

<b>2</b>	<b>Position Title</b>	<b>SHIPPING OPERATIONS SPECIALIST II</b>
	No. of Position	2
	<b>Item Number</b>	<b>MARINA-DOTrB-SHOS2-57-2017</b> <b>MARINA-DOTrB-SHOS2-59-2017</b>
	Office / Division	MARINA Regional Office No. VII [Cebu City]
	<b>Salary Grade</b>	<b>15 (P42,178.00)</b>
	<b>Qualification Standards</b>	
	<b>Education</b>	Bachelor's Degree relevant to the Job
	<b>Experience</b>	One (1) year of relevant experience
	<b>Training</b>	Four (4) hours of relevant training
	<b>Eligibility</b>	Career Service Professional / Second Level Eligibility

**General Functions of the Position**

1. Conduct survey/inspection on all types of vessels;
2. Undertakes technical evaluation of vessel and evaluates applications for the issuance of safety related certificates, permits and licenses.



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<b>3</b>	<b>Position Title</b>	<b>MARITIME INDUSTRY DEVELOPMENT SPECIALIST I</b>
	No. of Position	1
	Item Number	MARINA-DOTrB-MIDS1-52-2017
	Office / Division	MARINA Regional Office No. VII [Cebu City]
	Salary Grade	11 (P31,705.00)

**Qualification Standards**

<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

**General Functions of the Position**

Assists in the evaluation of applications/requests from the different shipowners/operators/companies, shipyards and other maritime enterprises/entities for the issuance of appropriate certificates, permits, licenses, approvals and other documents & assists in the conduct of research relative to the concerns and issues affecting the different maritime industry sectors.

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

**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**