


Republic of the Philippines
MARITIME INDUSTRY AUTHORITY
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MARITIME INDUSTRY AUTHORITY in the CSC website:


MAY FLOR B. LAGADO
Administrative Officer - Designate

Date: 8-Mar-24

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Aide VI	MARINA-DOTrB-ADA6-51-2017	6	17553	Completion of two year studies in College or High School graduate with relevant vocation/trade course	4 hours relevant training	One (1) year of relevant experience	Career Service Sub-Professional/1st Level Eligibility	None	MARINA Regional Office VIII (Administrative and Finance Service Unit)
2	Administrative Assistant II (Anticipated vacancy)	MARINA-DOTrB-ADAS2-32-2017	8	19744	Completion of two years studies in college	4 hours of relevant training	One (1) year of relevant experience	Career Service Sub-Professional/1st Level Eligibility	None	MARINA Regional Office VIII (Administrative and Finance Service Unit)

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than March 19, 2024.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last two (2) rating periods (if applicable);
3. Photocopy of Certificate of Eligibility/Rating/License;
4. Photocopy of Transcript of Records & Diploma;
5. Photocopy of Certificate of Trainings & Employment;
6. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of indigenous communities and those with diverse sexual orientation, gender identity, and expression (SOGIE).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Atty. EUSEBIA A. CADLUM-BOCO
Regional Director
Government Center, Brgy. Candahug, Palo, Leyte
mr08@marina.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.