


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

Electronic copy to be submitted to the CSC FO  
 must be in MS Excel format

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  
 HR DESIGNATE

Date: 01-Sep-23

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (If applicable)	
1	Administrative Assistant II	MARINA-DOTrB-ADAS2-32-2017	8	19,744.00	Completion of two year studies in college	4 hours of relevant training	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 **September 11, 2023**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://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  
[mro8@marina.gov.ph](mailto:mro8@marina.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.