

# **MWSS Regulatory Office is hiring!**

## **SENIOR CORPORATE ATTORNEY** (JG-11 Plantilla Position)

### **QUALIFICATION:**

- Bachelor of Laws
- 1 year of relevant experience
- 4 hours of relevant training
- RA 1080 (BAR)

### **JOB DESCRIPTION:**

- Responds to complaints or representations received from customers and other groups
- Assists the Department Manager in monitoring and reviewing contracts between the Concessionaires and the Customers, and any other legal documents required concerning the RO in the conduct of its business, as well as compliance with the provisions therein





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## JOB DESCRIPTION:

- Assists in monitoring legal compliance of the Concessionaires with the Concession Agreements
- Assists in reviewing and evaluating the legal implications of government laws, regulations, and policies promulgated or approved
- Evaluates supporting documents in Extraordinary Price Adjustment hearings
- Conducts researches, prepares pleading, and makes legal opinions
- Conducts hearings and renders recommendations regarding Administrative cases
- Takes minutes during meetings
- Performs other related duties and responsibilities as may be assigned from time to time





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All interested and qualified individuals regardless of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, or political affiliation are encouraged to apply.

## REQUIREMENTS:

Qualified applicants should signify their interest in writing. They should attach the following documents to the application letter and send these not later than **11 February 2024**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212) and Work Experience Sheet (WES), which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
2. Performance rating in the last rating period (if applicable)
3. Certified/authenticated eligibility/rating/license/membership in the Philippine Bar (whichever is applicable)
4. Transcript of Records, Diploma, and Certificate of units earned in MS/MA or equivalent (if applicable)
5. Learning and Development certificates





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

**RAMON A. JAVIER**

Department Manager for Administration  
Metropolitan Waterworks and Sewerage System Regulatory Office  
Katipunan Avenue, corner H. Ventura Street, Barangay Pansol, Balara, Quezon City  
[personnel@ro.mwss.gov.ph](mailto:personnel@ro.mwss.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

