

COMPLIANCE OFFICER

**CONTRACT OF SERVICE:
PHP 36,619.00/MONTH**

QUALIFICATIONS

- Bachelor's degree relevant to the job
- 1 year of relevant experience
- 16 hours of relevant training preferably on basic statistical analysis
- Must be proficient in the use of MS Office programs

JOB DESCRIPTION

- Oversees the implementation of the established MWSS RO Citizen's Charter, and prepares reports and necessary documents in accordance with ARTA requirements
- Assists in the periodic review and updating of the MWSS RO Citizen's Charter, focusing on procedures, timelines, and document requirements
- Monitors, assists in the preparation of reports/requirements, and ensures MWSS RO's compliance with the guidelines established by the Inter-agency Task Force on the Harmonization of National Government Performance Monitoring, Information, and Reporting Systems
- Coordinates and documents transactions with other government agencies to ensure office compliance
- Undertakes other related tasks as assigned by the Head Technical Assistant



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METROPOLITAN WATERWORKS & SEWERAGE SYSTEM
REGULATORY OFFICE



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 **02 April 2024**:

- 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
- Performance rating in the last rating period (if applicable)
- Transcript of Records, Diploma, and Certificate of units earned in MS/MA or equivalent (if applicable)
- Learning and Development certificates

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, Brgy. Pansol, Quezon City
personnel@ro.mwss.gov.ph

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



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