



**MWSS REGULATORY OFFICE
IS HIRING!**

OPEN POSITION

SECRETARY B
(JG-5)

DEADLINE OF APPLICATION: 10 APRIL 2024

For all vacant positions which are open for application, please visit
<https://ro.mwss.gov.ph/careers/>



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METROPOLITAN WATERWORKS & SEWERAGE SYSTEM
REGULATORY OFFICE



SECRETARY B

(JG-5 PLANTILLA POSITION)

QUALIFICATIONS

- Completion of two years studies in college
- Career Service (Sub-professional)/First Level Eligibility

JOB DESCRIPTION

- Handles encoding and other clerical works for the Water Quality Control Department
- Conducts systematic filing of records, communications, and other documents
- Prepares correspondence, memoranda, and other reports related to administrative works
- Receives communications and phone calls for the Department
- 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 **10 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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