



# MWSS REGULATORY OFFICE IS HIRING!

## OPEN POSITION

### SECRETARY B

(JG-5: 19,064.00/month)

**DEADLINE OF APPLICATION: 02 JUNE 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: 19,064.00/MONTH

### 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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BAGONG PILIPINAS



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 JUNE 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](http://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](mailto:personnel@ro.mwss.gov.ph)

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



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