

All interested applicants including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation and gender identities (SOG) are encouraged to apply for the position:

POSITION TITLE : **Attorney IV SG-23**
Item Number: **NWRB-DENRB-ATY4-48-2004**
SALARY : **P 76,907.00**
LOCATION : **WATER UTILITIES DIVISION**

Minimum Qualification Requirements:

Education : Bachelor of laws
Experience : 2 years of relevant experience
Training : 8 hours of relevant training
Eligibility : RA 1080

Duties & Responsibilities:

- Conducts hearings and investigations relative to application for water utility controversies and pertaining to the administration and enforcement of P.D. 1067 (with respect to waterworks and water supply systems).
- Supervises and reviews the works of subordinates' Hearing Officers in performing legal counseling on the interpretation, enforcement and application of the Water Code of the Philippines, the Public Service Act, as amended, and such other laws, orders rules and regulations as the Board is empowered to administer and enforce;
- Undertakes the preparation of legal documents such as resolutions, opinions, contracts, memorandum of agreements, pleadings, etc;
- To acts as representative of the Board, its officers, employees and deputies in all cases where they maybe involved in connection with the performance of their official duties;
- Performs other duties related work from time to time that maybe assigned by the immediate supervisor.

Assessment Process:

1. Initial Assessment Steps
 - a. Personnel & Records Section Pre –screening
 - b. Personnel Selection Board (PSB) screening (Paper Evaluation)
2. Further Assessment Steps
 - a) Interview
 - b) Other work-related written examinations

Documentary Requirements:

*All interested qualified applicants shall submit the following to the Personnel & Records Section, 8th Floor NIA Bldg. EDSA, Q.C., or email to: personnel@nwr.gov.ph

- a) Letter of application,
- b) Updated Personal Data Sheet,
- c) Individual Performance Commitment and Review (IPCR) (for Promotional Appointment),
- d) Photocopy of Eligibility, and
- e) Photocopies of Certificate of Trainings/Seminars attended.

*Applicant who fail to submit complete documentary requirements as prescribed shall not be included in the evaluation.

Other Relevant Information:

*Candidate/s found by the PSB to have met the Minimum Qualification Requirements and successfully hurdled the Assessment Process will be certified by the PSB as qualified for appointment/promotion to the subject vacancy.

Dr. SEVILLO D. DAVID Jr., CESO III
Executive Director

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