



**METROPOLITAN NAGA
WATER DISTRICT**
www.mnwd.gov.ph

"Water is life. save it."

WE ARE HIRING

DATE OF
PUBLICATION: **SEPTEMBER 01, 2020**

SENIOR CORPORATE ATTORNEY

Department/Division : Management Services Division Monthly Salary : Php. 59,353.00
Salary Grade : 21 Item Number : 206

MINIMUM QUALIFICATION STANDARDS

Education	: Bachelor of Laws	Training	: 4 hours of relevant training
Eligibility	: RA 1080	Experience	: 1 year of relevant experience

REQUIRED COMPETENCIES

EXEMPLIFYING INTEGRITY (Basic) - Acknowledge and respects authority, and demonstrate readiness in accepting and complying with rules

DELIVERING SERVICE EXCELLENCE (Basic) - Complies with the agency's established standards of delivery or service level agreements and delivers explicit requirements of customers.

SOLVING PROBLEMS AND MAKING DECISIONS (Basic) - Provides timely solutions to problems and decisions dilemmas that have clear-cut options and/or choices and whose solutions are available and that can be accessed from a database or gleaned from an existing policy or process.

DEMONSTRATING PERSONAL EFFECTIVENESS (Intermediate) - Recognizes personal strength and gaps and depends on guidance from authorities or appropriate bodies for direction in addressing them.

INTERPERSONAL SKILLS (Advance) - Consistently applies technical skills and adapts to emerging technology.

CHAMPIONING AND APPLYING INNOVATION (Intermediate) - Contributes new ideas, approaches and solutions.

PLANNING AND DELIVERING (Intermediate) - Leads the design and implementation of plan, goals and objectives which involve members from other units.

MANAGING INFORMATION (Advance) - Develops information assets to achieve organizational goals.

LEADING CHANGE (Basic) - Responds effectively to the need or reason for change and participates in the activities or initiatives inherent to it.

COACHING FOR RESULT (Basic) - Has the basic knowledge and understanding of coaching as applied in the agency.

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PERIOD

SIGNATURE

DATE

9-1-20

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and hand in or send through courier/email their application to the address below not later than **SEPTEMBER 11, 2020.**

1. Fully accomplished Personal Data Sheet (PDS) with work experience sheet and recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

SHERRY T. PEÑAS

Division Manager A- Human Resource Division
MNWD, 40 J. Miranda Avenue, Naga City
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The MNWD upholds Equal Employment Opportunity Principle: that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job and equal opportunity."

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.