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BY-LAWS
OF THE
METROPOLITAN WATERWORKS AND SEWERAGE SYSTEM

Pursuant to Section 3(b) and Sections 4 and 6 of Republic Act No. 6234, as amended by Presidential Decree Nos. 425, 1269 and 1406, Executive Order No. 796, Presidential Decree No. 1940 and Executive Order No. 1036, the Board of Trustees of the Metropolitan Waterworks and Sewerage System hereby promulgates the following By-Laws and adopts internal procedures, as set hereunder, for the Metropolitan Waterworks and Sewerage System hereinafter referred to, interchangeably, as "the System" or "the MWSS".

ARTICLE I

Section 1. Incidental Powers of the System – The System shall, in addition to the functions and powers specifically enumerated in Section 3 of Republic Act No. 6234, as amended, have the following incidental powers which shall be exercised through the Board of Trustees:

- (a) Generally, to exercise all the powers of a corporation under the Corporation Law insofar as they are not inconsistent with the provisions of Republic Act No. 6234, as amended;
- (b) To do such other acts and to transact all such business directly or indirectly necessary, incidental or conducive to the attainment of the functions of the System; and
- © To administer and control the National Waterworks Fund.

ARTICLE II

Section 1. The Board of Trustees; Additional Powers and Duties – The MWSS Board of Trustees shall exercise the corporate powers and perform the functions of the System as prescribed in Section 3 of Republic Act No. 6234, as amended, and Article I of these By-Laws. To this end, in addition to the specific power and functions of the Board as enumerated in Section 4 of Republic Act No. 6234, as amended, and in other Sections thereof, it shall likewise have the following powers and duties:

- (a) Serve with pay in the System in any capacity other than as such member of the Board, except the Administrator and the Government Corporate Counsel;
- (b) Intervene, directly or indirectly, in the management or control of any private business or enterprise which in any way be in conflict with the interests of the System or may be affected by the functions of his office in the Board;
- © Be interested financially, directly or indirectly, in any contract or transaction involving the System; and
- (d) Be present or participate in the processing of any matter involving the System and before the Board for action where he has any personal interest or where any of his business associates or relatives within the third civil degree, whether by consanguinity or affinity, may have any interest of a pecuniary nature.

Any proven violation of any of the above prohibitions shall be sufficient ground to support the violating member to any disciplinary action by the Office of the President.

Section 10. The Board Secretary; His Duties and Functions – The Board Secretary shall be a person of integrity, competence, sound discretion, with experience in corporate matters, and preferably, a member of the Bar. He shall have the following duties and functions:

- (a) To prepare and distribute the agenda of Board meetings as well as of the Board Committees at least two days before each meeting;
- (b) To undertake effective follow-up action on all pending matters arising from previous Board meetings;
- © To attend every Board meeting and record the Minutes thereof for incorporation in a Book of Minutes which he shall keep;
- (d) To transmit attested copies of Board Resolutions and directives to Management for implementation or compliance thereof;
- (e) To take charge of and keep the seal of the System and attest therewith to all official acts of the Board;
- (f) To handle all correspondence to and from the Board;



Republic of the Philippines
METROPOLITAN WATERWORKS AND SEWERAGE SYSTEM

June 1, 2018

FOR : ALL MWSS AND RO OFFICIALS

FORM : *[Signature]*
 : Atty. FLORENDO B. BATASIN, JR.
 Manager, IAD/OIC Board Secretariat

SUBJECT : Submission to the Secretariat of Board Materials

DATE : 1 June 2018

Pursuant to the action and directive of the Board, to avoid surprises to the Committee and Board Members and to give them time to read in advance and prepare for the Committee and Board meetings, please be informed that, **effective immediately**, materials/Management submissions (as favorably endorsed by the Administrator) must be submitted to the Board Secretariat at least **five (5) days** before the scheduled Committee and Board En Banc meeting, otherwise, the materials/Board submissions shall be received by the Board Secretariat, **BUT WILL NOT BE CALENDARED** for the meeting.

The scheduled meetings of the Board for the month of June are as follows:

Date	Committee/Board	Time
June 13, 2018	Special Board meeting	2:00 P.M.
June 14, 2018	En Banc	2:00 P.M.

Please be guided accordingly.

Thank you.

CC:

OA
 DA Engineering *[Signature] 6/4/18*
 Engineering *[Signature] 6/4/18*
 DA Finance *[Signature] 06/04/18*
 Legal *[Signature] 6/4/18*
 Property *[Signature] 6/4/18*
 Finance *[Signature] 6/4/18*
 HR *[Signature] 6/4/2018*
 GSA OSD *[Signature] 6/4/2018*
 Regulatory Office *[Signature] 6/4/18*