

Office of the Government Corporate Counsel
3rd Floor MWSS Building
Balara, Quezon City

LIST OF REQUIREMENTS FOR RETAINERSHIP CONTRACT
(As of December 9, 2005)

- 1) Private counsel's Bio-data
- 2) Private counsel's Supreme Court Roll Number
- 3) Draft Retainership Contract between the water district and the private counsel
- 4) Board resolution appointing private counsel as the water district's private counsel
- 5) Status report of cases of the previous year, if any, handled by the private counsel (for rehired private counsels)
- 6) Mandatory Continuing Legal Education (MCLE) Certificate of Compliance

NOTE: Request for authority to hire must be filed PRIOR to execution of the CONTRACT.