

ANNUAL REPORT

For the Period January 1, 2018 to December 31, 2018

I. GENERAL

A. ADMINISTRATIVE

- | | |
|---|--------------------|
| 1. Attached approved organizational charts in effect as year's end. | |
| a. Functional Chart | Annex A |
| b. Position/Organizational Chart (Key employees only) - showing Permanent positions and incumbents | Annex B |
| 2. Attach list of employed personnel with pertinent information.
(List of Plantilla of Personnel for the Fiscal Year 2014) | Annex C |
| The following summarizes the District's staffing | |
| a. Total number of employees | 8 |
| b. Number of permanent employees | 8 |
| c. Number of casual/temporary employees/laborers | 0 |
| d. Number of employees meeting minimum qualifications per Job Description adopted by the District | 8 |
| e. Number of employees not classified as casual/temporary who do not meet the minimum qualifications established by the District | 0 |
| 3. Has the District adopted a policy prohibiting hiring of personnel related up to the <i>fourth degree</i> by affinity or consanguinity? (Yes or No)
If not, how many of the employees are related to other employees of officials with the fourth degree by <i>affinity of consanguinity</i> ? | Yes, CSC Rules |
| | 0 |
| 4. Has the District adopted rules and regulation | |
| a. Peronnel Matters | DBM/CSC.LWUA rules |
| b. Utility Customer Relations | yes |
| c. General Utility Operations | yes |
| During the year, in how many instances (or how many times) have exemption to theses rules and regulations has been in special cases? | n/a |
| 5. Attach list of policy - setting resolutions adopted, repealed or amended by the District Board including those adopting LWUA guidelines
(Summary of Policy - Setting Resolutions) | Annex D |
| 6. Has the District written and properly updated, reliable records of the following?
(A field check may be undertaken, if necessary? Yes or no) | |
| a. Customer Complaints | yes |
| b. Billing and Collection | yes |
| c. Delinquencies in Payment of Water Bills | yes |
| d. Meter Histories | yes |
| e. Service Connections | yes |
| f. Equipment Histories | yes |
| g. Equipment Downtime | yes |
| h. Bacteriological Tests | yes |
| i. System Pressure | yes |
| j. Leak Reports | yes |
| k. Unaccounted for Water | yes |
| l. Pump Efeciciencies | yes |
| m. Water Production | yes |
| n. Water Production | yes |
| o. Valve and pipeline location | yes |
| p. General Accounting | yes |
| q. Stock Inventory | yes |
| r. Stores Usage | yes |
| s. Employees Record | yes |
| t. Minutes and Board Meetings | yes |
| 7. For this year, Auditing has been done by the Commission on Audit | Cash exam May 2018 |
| 8. Attach list of reports prepared regularly by the District on a monthly basis as required in the commercial Practice Manual (Omit this item if the District has not yet | |

installed the commercial practices system in which case, indicate that the said system has not yet been installed yet.
(List of Reports Prepared Regularly)

Annex E

B. FINANCIAL/COMMERCIAL

1. Attach the District's financial statements for the report year including a comparison of the immediate past year.

2. For the year under report, the District's total *budgetary outlay* was broken down into:
(Source: Approved Budget)

- a. Operating Outlay
- b. Capital Outlay
- c. Special budgets, if any (*additional budget*)-Contingency
- d. Debt Service
- e. Reserve
- f. Gad

3. For this same *one-year* period, the District's Gross Revenue was broken down into:
(Source: Financial Report)

- a. Collection from water sales
- b. Other water revenues
- c. Other non-operating income
- d. Proceeds from *LWUA loan* to finance new service connections

4. For this same *one-year* period, the District's expenditures was broken down into:
(Source: Financial Report)

- a. Operational (operation & maintenance expenses, including depreciation)
- b. Capital Outlay
- c. Annual Debt Servicing (Annex G - Summary of Loan Payments to LWUA)

5. For this same *one-year* period, the total salaries, wages & other emoluments paid for the District's employees where broken down into:

- a. For permanent employees
- b. For casual/temporary

6. Expenses for power/fuel for pumping during the year (Acct. #726, if Commercial Practices Accts. are in effect):

7. Total amount *billed* during the year is broken down into:

- a. Total Billings (Current and Old Accounts)
- b. Old Accounts

8. Total amount *collected* (*water sales only* during the year is broken down into:

- a. Current Billings
- b. Arrears

9. Total amount uncollected (delinquent) at year's end excluding Bad Debts

10. Total reserves at year's end

11. Complaints filed, processed and settled during the year

- a. Total number filed, processed and settled during the year
- b. Number dismissed for lack of merit/wothdrawn
- c. Number investigated
- d. Number settled to the satisfaction of complaints
- e. Number elevated to the District Board of Directors
- f. Number settled by the Board
- g. Number elevated to the higher authorities

12. At year's end, the following water charges were in force:
(Annex H-Approved Water Rates Schedule)

Annex F

10,956,219.53
6,252,178.52
3,913,508.00
0
0.00
287,032.56
503,500.45
7,193,268.94
6,622,606.06
565,298.36
5,364.52
none
8,837,181.07
5,972,019.22
2,865,161.85
0
3,465,284.29
3,465,284.29
-
1,231,334.18
7,022,281.67
6,876,712.19
145,569.48
6,875,717.25
6,835,610.60
40,106.65
165,278.00
807,121.93
62
n/a
n/a
62
none
none
none

Annex H

Had these rates been submitted to LWUA for review? (Yes or No)

yes

C. TECHNICAL

1. Has the District adopted by Board Resolutions, a set of design and construction standard? (Yes or No)
If so, who prepared it?
Is it being adhered to strictly?

no

no

no

2. Does the District undertake bacteriological test of its water? (Yes or No)
How often are these test made per year?
Is LWUA being furnished copies of these test reports? (Yes or No)
For the report year, how many such reports were submitted to LWUA?

Yes

60 times this year

Yes

60

3. State the method of water treatment employed by the District, if any

chlorination

4. Does the District undertake regular pump efficiency test? (Yes or No)
How many of these pumps does the District have in its system?
How many of these pumps are operational?

Yes

two

two

D. OPERATIONAL

1. Total water production during the year in cubic metres
(Annex J-Summary of Water Production and Consumption)
Total water billed in cubic meters
Average per capita consumption in lpd

342,185

Annex J

316,614

$316,614/365\text{days}/5=173.48$

2. Attach list of Water Sources (Annex K-WD Water Sources)

Annex K

3. Is the District provided with measuring devices to measure their water production? (Yes or No)
If yes, what type?
If not, how do you measure productions

Yes

flowmeter

n/a

4. As of year's end, the District has the following existing service connection and related information. (Annex L-Service Connection Growth)

Annex L

- a. Total number of existing connections (Active & Inactive Connection)
b. Number of Active Connections
c. Number of Metered Connections
 1. With functioning meters
 2. With non-functioning meters
d. Number of flat rate connections
e. Number of connections regularly billed
f. Number of delinquent concessionaires
g. Average number of customers per connections (HH)

2002

1672

1672

1672

0

none

1672

136

5

5. Estimated population of district service areas

13,416

- a. Estimated population served by utility whether fully or partially

8360

6. Because of inadequate facilities, the District had to provide partial service in accordance with the following average length of time each 24-hours day:

- a. Less than 6 hours service
b. 7-12 hours service
c. 13-18 hours service
d. 19-24 hours service

n/a

(Not: You may vary the number of hours as may be necessary to suit actual conditions)

24/7

7. Attach list of major equipment and machinery (with an initial cost of at least P 10,000.00 including pertinent information). (Annex M-List of Major Equipments)

Annex M

8. Does the District keep written record of request for service? (Yes or No)

yes

- a. Does the record show the date when such requests were made and the nature of the service requested (Yes or No)
b. On the average, how long (in days) does it take the District to respond and attend such requests?
c. How many such reports were received during the year?

yes

within the day

62

Submitted by:

**GUILLERMA I. MARTIN, MBA**

General Manager

CLAVERIA WATER DISTRICT**ANNUAL REPORT**

For the Period January 1, 2017 to December 31, 2017

II. PROFILE**1. THE WATER DISTRICT & ITS PHYSICAL SYSTEM'S FACILITIES****A. ORGANIZATION**

1. Date Formed	<u>April 21, 1982</u>	Age (months) as of 12/31/17	<u>440</u>
2. Date CCC was issued	<u>June 30, 1982</u>	CCC No.	<u>203</u>
3. Personnel	<u>8</u>		

Comments: (adequacy, qualification, performance & others)

B. EXISTING SYSTEM'S FACILITIES**1. Service**

1.1 Service Area	<u>11 barangays</u>
1.2 Population of Service Area (Latest)	<u>13416</u>
1.3 No. of Households	<u>30,141 households in 41 barangays</u>
1.4 No. of Persons/Household	<u>5</u>
1.5 Service Time (hrs./day)	<u>24 hours/day</u>

2. Structure and Equipment

2.1 Administration Building	
Office Area	<u>5M X 11M</u>
Office Equipment (see List of Major Equipments)	<u>Annex M</u>
2.2 If rented, how much per month?	<u>owned</u>
2.3 Type of Water Source	<u>deepwell</u>
Rated Capacity per day (cu.m. / day)	<u>23lps</u>

2.4 Reservoir (description, built, dimension and capacity)

1 unit	170	cu.m	Cylindrical Concrete Tank Reservoir
--------	-----	------	-------------------------------------

2.5 Water Sources (Annex K-WD Water Sources)

PUMP

2.6 Service Connections

Type	Flat	Metered	Total
Residential Government	0	1597	1597
Commercial	0	76	76
Bulk	0	0	0
Total	0	1673	1673

2.7 Production

Average Monthly Production

a. Booster/Pumping (cu.m)

28,515

b. Bulk Water (cu.m)

n/a

Production Efficiency % (average/month)
(Total Water Utilized/Total Production)

91%

NRW % (9%) YTD

9.0%

2. CURRENT OPERATION / FINANCIAL HIGHLIGHTS

A. Existing Water Rates (Annex H-Water Rates Schedule)

Annex H

B. Operating Income/Expenses

Average Water Sales (average/mo)

573,059.35

Average Collection (average/mo)

572,976.44

Average Expenses-O & M for the year (average/mo)

497,668.27

C. Financial Highlights (rate & status)

Current Ratio

=

$\frac{\text{Current Assets}}{\text{Current Liabilities}}$

$4,365,005.89/721,997.10 = 6.04\%$

Long Term Debt/Equity Ratio

0/13,935,266.20 = 0%

Monthly Billing (average/mo)

551,883.84

Collection Efficiency-% of On-Time Payment (YTD)

99.40%

3. COMMUNITY ECONOMIC PROFILE

A. Total Population (covered by the Water District)

9,606

B. Average Monthly Family Income in the Area

no data from the Municipality

C. Major Source of Income

60%farmers

D. Average Monthly Family Expenditure in the Area

no data from the Municipality

E. City/Municipal Revenue (CY 2008)
(CY 2014)

P 55,801,605.02

P 90,608,058.58

F. Average Rate of Mortality per 100,000 population due to waterborne diseases (e.g. diarrhea)

0%

G. Average Rate of Morbidity per 100,000 population due to waterborne diseases (e.g. diarrhea)

155 cases/32,000 = .5%

H. Major Agricultural, Industrial and Commercial activities

Palay/Corn/Squash Production, Carabao/Cattle/Swine/Goat/Chicken Production; Concrete Aggregates

4. OTHER INFORMATION

1. The District has been paying the none Water District an average of n/a cubic meter of Bulk Water per month

2. The District has implemented the Meter Clustering System to help alleviate water pilferage. No
3. The District has regularly monitors the Residual Chlorine in various strategic points of its water supply system.
3,650 monitoring for 2018
4. The District has maintained its established safety programs and standard operating procedure. Yes
5. The District has continued implementing the 5% discount for water bill of Senior Citizens = Yes
6. The District has approved the Gender and Development Budget for CY 2018 in compliance with RA 9710
Yes BOD Res. No. 09 s 2018
7. The District has adopted and implemented the approved Strategic Performance Management System (SPMS)= Yes
8. The District has religiously paid the principal and interest of its various loans to LWUA. **N/A**

Prepared by & Approved by:


GUILLERMA I. MARTIN, MBA
General Manager