

**ANNUAL REPORT**

For the Period January 1, 2020 to December 31, 2020

**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 2020) Annex C  
  
The following summarizes the District's staffing
  - a. Total number of employees 10
  - b. Number of permanent employees 9
  - c. Number of casual/temporary employees/laborers 1
  - d. Number of employees meeting minimum qualifications per Job Description adopted by the District 9
  - 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 *fourth degree* by affinity or consanguinity? (Yes or No) Yes, CSC Rules  
  
If not, how many of the employees are related to other employees of officials with the fourth degree by *affinity of consanguinity*? 0
  
4. Has the District adopted rules and regulation DBM/CSC.LWUA rules
  - a. Peronnel Matters yes
  - 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 Attach list of policy - setting resolutions adopted, repealed or amended by the District Board including those adopting LWUA guidelines (Summary of Policy - Setting Resolutions) Annex D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. Deliquencies 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 Effeciencies 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 September 01, 2020
  
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.	Annex F
2. For the year under report, the District's total <i>budgetary outlay</i> was broken down into: (Source: Approved Budget)	9,745,455.00
a. Operating Outlay	8,426,859.00
b. Capital Outlay	90,000.00
c. Special budgets, if any ( <i>additional budget</i> )-Contingency	0
d. Debt Service	8,466.00
e. Reserve	292,364.00
f. Gad	552,267.15
3. For this same <i>one-year</i> period, the District's Gross Revenue was broken down into: (Source: Financial Report)	8,836,836.46
a. Collection from water sales	7,664,979.25
b. Other water revenues	1,170,086.15
c. Other non-operating income	1,771.06
d. Proceeds from <i>LWUA loan</i> to finance new service connections	none
4. For this same <i>one-year</i> period, the District's expenditures was broken down into: (Source: Financial Report)	6,667,842.82
a. Operational (operation & maintenance expenses, including depreciation)	6,651,876.82
b. Capital Outlay	900,000.00
c. Annual Debt Servicing (Annex G - Summary of Loan Payments to LWUA)	62,482
5. For this same <i>one-year</i> period, the total salaries, wages & other emoluments paid for the District's employees where broken down into:	4,180,000.00
a. For permanent employees	4,154,655.00
b. For casual/temporary	25,345.00
6. Expenses for power/fuel for pumping during the year (Acct. #726, if Commercial Practices Accts. are in effect):	1,007,458.58
7. Total amount <i>billed</i> during the year is broken down into:	7,754,707.60
a. Total Billings (Current and Old Accounts)	7,666,686.50
b. Old Accounts	88,021.10
8. Total amount <i>collected</i> ( <i>water sales only</i> during the year is broken down into:	7,950,499.80
a. Current Billings	7,899,675.75
b. Arrears	50,824.05
9. Total amount uncollected (delinquent) at year's end excluding Bad Debts	97,505.15
10. Total reserves at year's end	413,647.23
11. Complaints filed, processed and settled during the year	
a. Total number filed, processed and settled during the year	40
b. Number dismissed for lack of merit/wothdrawn	n/a
c. Number investigated	n/a
d. Number settled to the satisfaction of complaints	40
e. Number elevated to the District Board of Directors	none
f. Number settled by the Board	none
g. Number elevated to the higher authorities	none
12. At year's end, the following water charges were in force: (Annex H-Approved Water Rates Schedule)	Annex H
Had these rates been submitted to LWUA for review? ( <i>Yes or No</i> )	yes

**C. TECHNICAL**

1. Has the District adopted by Board Resolutions, a set of design and construction standard? (Yes or No)	no
If so, who prepared it?	no
Is it being adhered to strictly?	no
2. Does the District undertake bacteriological test of its water? (Yes or No)	Yes
How often are these test made per year?	24 times only due to pandemic the district stop travelling to tuguegarao
Is LWUA being furnished copies of these test reports? (Yes or No)	Yes

For the report year, how many such reports were submitted to LWUA?	<u>24</u>
3. State the method of water treatment employed by the District, if any	<u>chlorination</u>
4. Does the District undertake regular pump efficiency test? (Yes or No)	<u>Yes</u>
How many of these pumps does the District have in its system?	<u>three</u>
How many of these pumps are operational?	<u>three</u>

**D. OPERATIONAL**

1. Total water production during the year in cubic metres (Annex J-Summary of Water Production and Consumption)	<u>397,906</u>
Total water billed in cubic meters	<u>Annex I</u>
Average per capita consumption in lpd	<u>362,412</u>
	<u>362412/365days/5=198.58</u>
2. Attach list of Water Sources (Annex K-WD Water Sources)	<u>Annex J</u>
3. Is the District provided with measuring devices to measure their water production? (Yes or No)	<u>Yes</u>
If yes, what type?	<u>flowmeter</u>
If not, how do you measure productions	<u>n/a</u>
4. As of year's end, the District has the following existing service connection and related information. (Annex L-Service Connection Growth)	<u>Annex K</u>
a. Total number of existing connections (Active & Inactive Connection)	<u>2456</u>
b. Number of Active Connections	<u>2032</u>
c. Number of Metered Connections	<u>2032</u>
1. With functioning meters	<u>2032</u>
2. With non-functioning meters	<u>0</u>
d. Number of flat rate connections	<u>none</u>
e. Number of connections regularly billed	<u>2032</u>
f. Number of delinquent concessionaires	<u>95</u>
g. Average number of customers per connections (HH)	<u>5</u>
5. Estimated population of district service areas	<u>15,142</u>
a. Estimated population served by utility whether fully or partially	<u>10160</u>
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	<u>n/a</u>
b. 7-12 hours service	<u></u>
c. 13-18 hours service	<u></u>
d. 19-24 hours service	<u>24/7</u>
(Not: You may vary the number of hours as may be necessary to suit actual conditions)	
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)	<u>Annex L</u>
8. Does the District keep written record of request for service? (Yes or No)	<u>yes</u>
a. Does the record show the date when such requests were made and the nature of the service requested (Yes or No)	<u>yes</u>
b. On the average, how long (in days) does it take the District to respond and attend such requests?	<u>within the day</u>
c. How many such reports were received during the year?	<u>40</u>
d. How many of these reports attended to during the year?	<u>40</u>

Submitted by:

  
**GUILLE I. MARTIN, MBA**  
 General Manager

**CLAVERIA WATER DISTRICT**

**ANNUAL REPORT**

For the Period January 1, 2020 to December 31, 2020

**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 12/31/20	<u>452</u>
2. Date CCC was issued	<u>June 30, 1982</u>	CCC No.	<u>203</u>
3. Personnel	10		

Comments: (adequacy, qualification, performance & others)

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**B. EXISTING SYSTEM'S FACILITIES**

**1. Service**

1.1 Service Area	<u>12 barangays</u>
1.2 Population of Service Area (Latest)	<u>15142</u>
1.3 No. of Households	<u>6,607 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 L</u>

**2.2 If rented, how much per month?**

owned

**2.3 Type of Water Source**

deepwell

**Rated Capacity per day (cu.m. / day)**

23lps

**2.4 Reservoir (description, built, dimension and capacity)**

1 unit	170	cu.m	Cylindrical Concrete Tank Reservoir
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**2.5 Water Sources (Annex K-WD Water Sources)**

**PUMP**

**2.6 Service Connections**

Type	Flat	Metered	Total
Residential Government	0	1934	1934
Commercial	0	98	98
Bulk	0	0	0
Total	0	2032	2032

**2.7 Production**

**Average Monthly Production**

a. Booster/Pumping (cu.m)	<u>33,158</u>
b. Bulk Water (cu.m)	<u>n/a</u>

**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)	<u>638,748.27</u>
Average Collection (average/mo)	<u>662,541.65</u>
Average Expenses-O & M for the year (average/mo)	<u>501,047.85</u>

C. Financial Highlights (rate & status)

Current Ratio	=	$\frac{\text{Current Assets}}{\text{Current Liabilities}}$	$3,893,489.34/1,258,895.20 = 3.09\%$
Long Term Debt/Equity Ratio			<u>0/16,731,245.84 = 0%</u>
Monthly Billing (average/mo)			<u>638,890.54</u>
Collection Efficiency-% of On-Time Payment (YTD)			<u>99.38%</u>

3. COMMUNITY ECONOMIC PROFILE

A. Total Population (covered by the Water District)	<u>33,035</u>
B. Average Monthly Family Income in the Area	<u>no data from the Municipality</u>
C. Major Source of Income	<u>60%farmers</u>
D. Average Monthly Family Expenditure of the municipality as of October 31, 2020	<u>6,679,967.38</u>
E. City/Municipal Revenue (as of October 31, 2020)	<u>17,501,704.22</u>
F. Average Rate of Mortality per 100,000 population due to waterborne diseases (e.g. diarrhea)	<u>0%</u>
G. Average Rate of Morbidity per 100,000 population due to waterborne diseases (e.g. diarrhea)	<u>82 cases</u>
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
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 2020 in compliance with RA 9710 = Yes BOD Res. No. 18 s 2019
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. Yes

Prepared by & Approved by:

  
GUILLERMA I. MARTIN, MBA  
 General Manager











