

ANNUAL REPORT
For the Period January 1, 2015 to December 31, 2015

I. GENERAL

A. ADMINISTRATIVE

1. Attached approved organizational charts in effect as year's end.	
a. Functional Chart	OK
b. Position/Organizational Chart (Key employees only) - showing Permanent positions and incumbents	OK
2. Attach list of employed personnel with pertinent information. (List of Plantilla of Personnel for the Fiscal Year 2014)	OK
The following summarizes the District's staffing	
a. Total number of employees	4
b. Number of permanent employees	None
c. Number of casual/temporary employees/laborers	4
d. Number of employees meeting minimum qualifications per Job Description adopted by the District	4
e. Number of employees not classified as casual/temporary who do not meet the minimum qualifications established by the District	None
3. Has the District adopted a policy prohibiting hiring of personnel related up to the fourth degree by affinity or consanguinity? (Yes or No)	No, CSC Rules
If not, how many of the employees are related to other employees of officials with the fourth degree by affinity of consanguinity?	None
4. Has the District adopted rules and regulation	
a. Personnel Matters	No
b. Utility Customer Relations	Yes
c. General Utility Operations	Yes
During the year, in how many instances (or how many times) have exemption to these rules and regulations has been in special cases?	None
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 Attach list of policy - setting resolutions adopted, repealed or amended by the District Board including those adopting LWUA guidelines (Summary of Policy - Setting Resolutions)	
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	None
h. Bacteriological Tests	Yes
i. System Pressure	Yes
j. Leak Reports	Yes
k. Unaccounted for Water	Yes
l. Pump Efficiencies	Not Applicable
m. Water Production	Yes
n. Valve and pipeline location	
o. General Accounting	Yes
p. Stock Inventory	Yes
q. Stores Usage	Yes

r. Employees Record:	Yes
s. Minutes and Board Meetings	Yes
7. For this year, Auditing has been done by the Commission on Audit	No
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)	
a. Operating Outlay	8,900,896.18
b. Capital Outlay	8,499,626.42
c. Special budgets, if any (<i>additional budget</i>)-Contingency	
d. Debt Service	517,668.00
e. Reserve	462,302.99
3. For this same <i>one-year</i> period, the District's Gross Revenue was broken down into: (Source: Financial Report)	
a. Collection from water sales	8,260,021.26
b. Other water revenues	452,204.00
c. Other non-operating income	3,599.01
d. Proceeds from <i>LWUA loan</i> to finance new service connections	
4. For this same <i>one-year</i> period, the District's expenditures was broken down into: (Source: Financial Report)	
a. Operational (operation & maintenance expenses, including depreciation)	7,382,236.50
b. Capital Outlay	7,045,595.92
c. Annual Debt Servicing (Annex G - Summary of Loan Payments to LWUA)	517,668.00
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:	
a. For permanent employees	NA
b. For casual/temporary	
6. Expenses for power/fuel for pumping during the year (Acct. #726, if Commercial Practices Accts. are in effect):	NA
7. Total amount <i>billed</i> during the year is broken down into:	
a. Total Billings (Current and Old Accounts)	8,152,883.36
b. Old Accounts	PY Arrears
8. Total amount <i>collected</i> (<i>water sales only</i> during the year is broken down into:	
a. Current Billings	6,772,278.25
b. Arrears	1,310,885.73
9. Total amount uncollected (delinquent) at year's end excluding Bad Debts	69,719.38

10. Total reserves at year's end	462,302.99
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11. Complaints filed, processed and settled during the year	
a. Total number filed, processed and settled during the year	None
b. Number dismissed for lack of merit/withdrawn	None
c. Number investigated	None
d. Number settled to the satisfaction of complaints	None
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
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12. At year's end, the following water charges were in force: (Annex H-Approved Water Rates Schedule)	Annex H
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Had these rates been submitted to LWUA for review? (Yes or No)	No
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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?	 <hr/> <hr/> <hr/>
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 Monthly Yes 12
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?	No NA NA

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 metres Average per capita consumption in lpd	315,963 Annex J 277,895 15 cu.m.
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 Flow Meter NA
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)	1674
b. Number of Active Connections	1554
c. Number of Metered Connections	1528
1. With functioning meters	<hr/>
2. With non-functioning meters	<hr/>
d. Number of flat rate connections	<hr/>
e. Number of connections regularly billed	1528
f. Number of delinquent concessionaires	<hr/>
g. Average number of customers per connections (HH)	<hr/>

5. Estimated population of district service areas _____
- a. Estimated population served by utility whether fully or partially _____
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 | _____ | None |
| b. 7-12 hours service | _____ | None |
| c. 13-18 hours service | _____ | None |
| d. 19-24 hours service | _____ | None |
- (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 Equipme _____ Annex M
8. Does the District keep written record of request for service? (Yes or No)
- | | | |
|---|-------|---------|
| a. Does the record show the date when such requests were made and the nature of the service requested (Yes or No) | _____ | Yes |
| b. On the average, how long (in days) does it take the District to respond and attend such requests? | _____ | 8 Hours |
| c. How many such reports were received during the year? | _____ | |
| d. How many of these reports attended to during the year? | _____ | |

Submitted by:


AMADOR G. GEROY
 General Manager D

PULUPANDAN WATER DISTRICT

ANNUAL REPORT

For the Period January 1, 2015 to December 31, 2015

II. PROFILE

1. THE WATER DISTRICT & ITS PHYSICAL SYSTEM'S FACILITIES

A. ORGANIZATION

1. Date Formed	December 17, 2008	Age (months) as of 12/31	72 months
2. Date CCC was issued	February 25, 2009	CCC No.	631
3. Personnel	4		

Comments: (adequacy, qualification, performance & others)

B. EXISTING SYSTEM'S FACILITIES

1. Service

1.1 Service Area	20 Barangays
1.2 Population of Service Area (Latest)	
1.3 No. of Households	
1.4 No. of Persons/Household	
1.5 Service Time (hrs./day)	24 hours/day

2. Structure and Equipment

2.1 Administration Building	
Office Area	
Office Equipment (see List of Major Equipments)	Annex M
2.2 If rented, how much per month?	NA
2.3 Type of Water Source	Bulk Supply
Rated Capacity per day (cu.m. / day)	
2.4 Reservoir (description, built, dimension and capacity)	NA

1 unit	200	cu.m	Steel Tank Reservoir at _____
1 unit	25	cu.m	Steel Tank Reservoir at _____

2.5 Water Sources (Annex K-WD Water Sources)

2.6 Service Connections

Type	Flat	Metered	Total
Residential Government		1528	1528
Commercial		26	26
Bulk			
Total		1554	1554

2.7 Production

Average Monthly Production	
a. Booster/Pumping (cu.m)	
b. Bulk Water (cu.m)	NA

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

NRW % (_____) YTD

12.05%

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)

679,406.00

Average Collection (average/mo)

686,335.00

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

615,186.00

C. Financial Highlights (rate & status)

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

Long Term Debt/Equity Ratio

Monthly Billing (average/mo)

679,406.00

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

99.22%

3. COMMUNITY ECONOMIC PROFILE

A. Total Population (covered by the Water District)

w/out census

B. Average Monthly Family Income in the Area

C. Major Source of Income

D. Average Monthly Family Expenditure in the Area

E. City/Municipal Revenue (CY 2008)

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

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

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 _____ Water District an average of _____ cubic meter of Bulk Water per month

NA

2. The District has implemented the Meter Clustering System to help alleviate water pilferage

None

3. The District has regularly monitors the Residual Chlorine in various strategic points of its water supply system (_____ Summary of Bacteriological Analysis 2015)

Yes

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 2015 in compliance with RA 9710

Yes

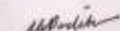
7. The District has adopted and implemented the approved Strategic Performance Management System (SPMS)

Yes

8. The District has religiously paid the principal and Interest of its various loans to LWUA

Yes

Prepared by:



LIANIE B. PACLIBAR

Admin. Services Asst. C

Approved by:



AMADOR G. GEROY

General Manager D