

**PULUPANDAN WATER DISTRICT
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 <i>fourth degree</i> 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 <i>affinity of consanguinity</i> ? | None |
|
4. Has the District adopted rules and regulation | |
| a. Personnel Matters | No |
| b. Utility Customer Relations | Yes |
| c. General Utility Operations | Yes, URR |
| 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 Attach list of policy - setting resolutions adopted, repealed or amended by the District Board including those adopting LWUA guidelines (Summary of Policy - Setting Resolutions) |
None |
|
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 | None |
| o. General Accounting | Yes |
| p. Stock Inventory | 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	517,688.00
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 LWUA loan 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 - CO TERMINUS	P 597,000.00
b. For <u>casual</u> /temporary - 3	P 324,000.00
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)	8,204,731.51
b. Old Accounts	163,650.66
8. Total amount collected (<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/wothdrawn	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?	No
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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
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3. State the method of water treatment employed by the District, if any	Chlorination
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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
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D. OPERATIONAL

1. Total water production during the year in cubic metes (Annex J-Summary of Water Production and Consumption) Total water billed in cubic metes Average per capita consumption in lpd	315,963 Annex J 277,895 15 cu.m.
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2. Attach list of Water Sources (Annex K-WD Water Sources)	Bulk supply from Bago WD
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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
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4. As of year's end, the District has the following existing service connection and related information. (Annex L-Service Connection Growth)	Annex L
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a. Total number of existing connections (Active & Inactive Connection)	1674
b. Number of Active Connections	1554
c. Number of Metered Connections	1554
1. With functioning meters	1554
2. With non-functioning meters	None
d. Number of flat rate connections	None
e. Number of connections regularly billed	1554
f. Number of deliquent concessionaires	Ave. of 139 conns/ month
g. Average number of customers per connections (HH)	5 persons
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5. Estimated population of district service areas 25,000
- a. Estimated population served by utility whether fully or partially 7,770
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 Equipments) Concrete Cutter - P 52,640.00
Fax Machine - P 9,651.92
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? 1,146
- d. How many of these reports attended to during the year? 1,031 (90% of the total receive during the year)

Prepared by:

LIANIE B. PAULIBAR
Admin. Services Asst. C

Approved by:


AMADOR G. GEROY
General Manager D

PULUPANDAN WATER DISTRICT

ANNUAL REPOSRT

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

II. PROFILE

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

A. ORGANIZATION

1. Date Formed	<u>December 17, 2008</u>	Age (months) as of 12/31/15	<u>72 months</u>
2. Date CCC was issued	<u>February 25, 2009</u>	CCC No.	<u>631</u>
3. Personnel	<u>4</u>		

Comments: (adequacy, qualification, performance & others)

B. EXISTING SYSTEM'S FACILITIES

1. Service

1.1 Service Area	<u>20 Barangays</u>
1.2 Population of Service Area (Latest)	<u>7,770</u>
1.3 No. of Households	<u>1,554</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>NA</u>
Office Equipment (see List of Major Equipments)	<u>Fax Machine & Concrete Cutter</u>

2.2 If rented, how much per month?

NA

2.3 Type of Water Source

Bulk Supply

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

1,000 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)	<u>NA</u>
b. Bulk Water (cu.m)	<u>26,330/month</u>

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

114 : 1

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)

25,000

B. Average Monthly Family Income in the Area

P 5,500.00

C. Major Source of Income

farming, fishing & employment

D. Average Monthly Family Expenditure in the Area

P 4,400.00

E. City/Municipal Revenue (CY 2008)

11,000,000.00

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

NONE

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

NONE

H. Major Agricultural, Industrial and Commercial activities

Palay & Sugar Cane

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

4. OTHER INFORMATION

1. The District has been paying the Bago Water District an average of 26,330 cubic meter of Bulk Water per month
2. The District has implemented the Meter Clustering System to help alleviate water pilferage
3. The District has regularly monitors the Residual Chlorine in various strategic points of its water supply system (Summary of Bacteriological Analysis 2015)
4. The District has maintained its established safety programs and standard operating procedure
5. The District has continued implementing the 5% discount for water bill of Senior Citizens
6. The District has approved the Gender and Development Budget for CY 2015 in compliance with RA 9710
7. The District has adopted and implemented the approved Strategic Performance Management System (SPMS)
8. The District has religiously paid the principal and interest of its various loans to LWUA

315,963/month

None

Yes

Yes


Yes

Yes


Yes

Yes

Prepared by:


LIANIE B. PACLIBAR
Admin. Services Asst. C

Approved by:


AMADOR G. GEROY
General Manager D

Annex E

List of Reports

1. Daily

- Collection Summary Report
- Cash Position Report
- Billing Summary Report


2. Monthly

- Financial Reports
 - Income Statement
 - Balance Sheet
 - Cash Flow Statement
 - Trial Balance
- Monthly Data Sheet
- Summary Report on Microbiological Test Results
- Chlorine Residual Report
- Inventory Report
- Ageing of Cash Advance
- Billing Summary Report
- Penalty Summary Report
- GSIS, PAG-IBIG & PHILHEALTH Premium Contribution
- Employees Earned Leave Records
- Remittance Return of Vat & Other Percentage Taxes Withheld

3. Annual

- Operating Budget
- Annual Procurement Plan
- Annual Report
- Year End Inventory
- Ageing of Accounts Receivables
- Summary Report on Physical/Chemical Test Results
- Status Report on Purchased Water & Billing

Prepared by:


LIANIE B. PACLIBAR
Admin. Services Asst. C

APPROVED BY:


AMADOR G. GEROY
General Manager D

Republic of the Philippines
PULUPANDAN WATER DISTRICT
INCOME STATEMENT

	<u>YTD</u>	<u>YTD</u>
	2014	2015
	<u>Amount</u>	<u>Amount</u>
Business and Service Income		
576 Gen, Trans and Distr Income (Water Sales)		
576-01 Metered Sales	P 7,282,046.42	P 8,152,883.36
576-08 Other Sales or Services	8,669.53	11,653.79
612 Interest Income	3,514.22	3,572.81
618-01 Miscellaneous Service Revenue	24,600.00	30,140.00
618-04 Other Water Revenue	304,800.00	427,152.00
619-01 Penalty Charges	142,006.50	147,867.08
659 Other Income	0.13	13.10
TOTAL GROSS INCOME	P 7,765,636.80	P 8,773,282.14
LESS: EXPENSES		
OPERATION EXPENSES		
706 Salaries and Wages – Others	1,219,032.50	1,223,100.00
707 Personnel Economic Relief Allowance (PERA)	18,000.00	180,000.00
708 Additional Compensation (ADCOM)	54,000.00	54,000.00
710 Representation Allowance	60,000.00	60,000.00
711 Transportation Allowance	60,000.00	60,000.00
712 Clothing and Uniform Allowance	20,000.00	20,000.00
713 Honoraria (Directors' Fees and Remunerations, etc.)	143,100.00	172,800.00
714 Year End Bonus	76,750.00	76,750.00
719 Other Bonuses and Allowances	40,000.00	96,750.00
721 Life and Retirement Insurance Contributions	35,640.00	38,880.00
722 PAG-IBIG Contributions	3,600.00	3,600.00
723 PHILHEALTH Contributions	4,050.00	4,050.00
724 ECC Contributions	2,970.00	3,240.00
751 Office Supplies Expense	95,627.21	46,198.93
757 Fuel, Oil and Lubricants Expenses	23,776.42	25,870.11
759 Maintenance Supplies Expenses	4,961.60	5,851.90
766 Travel Expenses	26,413.00	28,251.50
767 Training and Scholarship Expenses	33,000.00	2,250.00
768 Water	3,120.00	3,120.00
772 Postage and Deliveries	3,515.00	3,550.00
773 Telephone Expenses- Landline	14,256.65	13,844.34
775 Internet Expenses	11,502.40	11,988.00
777 Printing Expenses	31,561.00	50,500.50
778 Taxes, Duties and Premiums (Administrative Expenses)		22,500.00
779 Taxes, Duties and Licenses	137,830.98	153,408.67
782 Representation Expenses	55,943.50	34,530.23
781 Insurance/Reinsurance Prelims		402.10
792-02 Purchased Water	3,705,324.00	3,791,556.00
795 Extraordinary and Miscellaneous Expenses	11,001.30	11,907.81
842 Legal Services	10,310.00	5,100.00
843 Auditing Services		37,005.30
848 Computer Data Processing Services	21,400.00	
TOTAL OPERATION EXPENSES	P 5,926,685.56	P 6,079,003.99

ADD:

MAINTENANCE EXPENSES

Repairs and Maintenance

803-09	Maintenance of Transmission and Distribution Mains	196,233.09	127,751.32
803-11	Maintenance of Services	35,614.18	48,949.50
804	Repairs and Maintenance - Buildings and Other Structures	6,595.00	4,761.50
807	Repairs and Maintenance - Office Equipment/ IT Equipment	3,200.00	8,026.00
814	Repairs and Maintenance - Land Transport Equipment	2,565.00	3,090.00
825	Repairs and Maintenance -Other Machinery & Equipment		695.00
825-06	Power Operated Equipment	780.00	
825-07	Tools, Shop and Garage Equipment	1,920.00	
826	Repairs and Maintenance - Furniture and Fixtures	9,922.80	
TOTAL MAINTENANCE EXPENSES		P 256,830.07	P 193,273.32
TOTAL OPERATION & MAINTENANCE EXPENSES		P 6,183,515.63	P 6,272,277.31

DEPRECIATION EXPENSES

903	Depreciation - Plant (UPIS)	536,841.00	577,393.00
907	Depreciation - Office Equipment	24,680.00	32,675.00
908	Depreciation - Laboratory Equipment	108.00	132.00
914	Depreciation - Land Transport Equipment	10,764.00	10,764.00
925	Depreciation - Other Machinery and Equipment	5,400.00	5,968.00
926	Depreciation - Furniture and Fixtures	4,087.00	4,380.00
931	Amortization- Intangible Assets		12,600.00
929	Depreciation - Communication Equipment	924.00	924.00
TOTAL DEPRECIATION EXPENSES		P 582,804.00	P 644,836.00

TOTAL OPERATION EXPENSES

6,766,319.63 **6,917,113.31**

NET UTILITY INCOME

P 999,317.17 **P 1,856,168.83**

Financial Expenses (Administrative Expenses)

991	Bank Charges	700.00	1,500.00
996	Interest Expenses	556,817.00	463,623.19
997	Loan Penalty Expenses	-	-
TOTAL OTHER INCOME & EXPENSES		P 557,517.00	P 465,123.19

NET INCOME (LOSS)

P 441,800.17 **P 1,391,045.64**

Prepared by:

CRISANTO MONDIA JR

Acctg. Processor A

Noted by:

AMADOR G. GEROY

General Manager D

PULUPANDAN WATER DISTRICT
Pulupandan, Negros Occidental


WATER RATES SCHEDULE FOR 2015

CLASSIFICATION	FACTOR	SIZE	MINIMUM CHARGE	COMMODITY CHARGE			
				11 - 20	21 - 30	31 - 40	41 - UP
Residential/Government	1.0	1/2"	260.00	27.25	28.75	30.75	33.25
		3/4"	416.00	27.25	28.75	30.75	33.25
		1"	832.00	27.25	28.75	30.75	33.25
		1 1/2"	2,080.00	27.25	28.75	30.75	33.25
		2"	5,200.00	27.25	28.75	30.75	33.25
		3"	9,360.00	27.25	28.75	30.75	33.25
		4"	18,720.00	27.25	28.75	30.75	33.25
Commercial / Industrial	2.0	1/2"	520.00	54.50	57.50	61.50	66.50
		3/4"	832.00	54.50	57.50	61.50	66.50
		1"	1,664.00	54.50	57.50	61.50	66.50
		1 1/2"	4,160.00	54.50	57.50	61.50	66.50
		2"	10,400.00	54.50	57.50	61.50	66.50
		3"	18,720.00	54.50	57.50	61.50	66.50
		4"	37,440.00	54.50	57.50	61.50	66.50
Commercial A	1.75	1/2"	455.00	47.69	50.31	53.81	58.19
		3/4"	728.00	47.69	50.31	53.81	58.19
		1"	1,456.00	47.69	50.31	53.81	58.19
		1 1/2"	3,640.00	47.69	50.31	53.81	58.19
		2"	9,100.00	47.69	50.31	53.81	58.19
		3"	16,380.00	47.69	50.31	53.81	58.19
		4"	32,760.00	47.69	50.31	53.81	58.19
Commercial B	1.50	1/2"	390.00	40.88	43.12	46.12	49.88
		3/4"	624.00	40.88	43.12	46.12	49.88
		1"	1,248.00	40.88	43.12	46.12	49.88
		1 1/2"	3,120.00	40.88	43.12	46.12	49.88
		2"	7,800.00	40.88	43.12	46.12	49.88
		3"	14,040.00	40.88	43.12	46.12	49.88
		4"	28,080.00	40.88	43.12	46.12	49.88
Commercial C	1.25	1/2"	325.00	34.06	35.94	38.44	41.56
		3/4"	520.00	34.06	35.94	38.44	41.56
		1"	1,040.00	34.06	35.94	38.44	41.56
		1 1/2"	2,600.00	34.06	35.94	38.44	41.56
		2"	6,500.00	34.06	35.94	38.44	41.56
		3"	11,700.00	34.06	35.94	38.44	41.56
		4"	23,400.00	34.06	35.94	38.44	41.56
Bulk / Wholesale	3.0	1/2"	780.00	81.75	86.25	92.25	99.75
		3/4"	1,248.00	81.75	86.25	92.25	99.75
		1"	2,496.00	81.75	86.25	92.25	99.75
		1 1/2"	6,240.00	81.75	86.25	92.25	99.75
		2"	15,600.00	81.75	86.25	92.25	99.75
		3"	28,080.00	81.75	86.25	92.25	99.75
		4"	56,160.00	81.75	86.25	92.25	99.75

Prepared by:


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Admin. Services Asst. C

APPROVED BY:


AMADOR G. GEROY
General Manager D