

**PULUPANDAN WATER DISTRICT  
ANNUAL REPORT**

For the Period January 1, 2021 to December 31, 2021

**I. GENERAL**

**A. ADMINISTRATIVE**

- |  |                |
|--|----------------|
| 1. Attached approved organizational charts in effect as year's end.  | OK             |
| a. Functional Chart  | _____          |
| b. Position/Organizational Chart (Key employees only) - showing Permanent positions and incumbents   | OK             |
|  | _____          |
| 2. Attach list of employed personnel with pertinent information.<br>(List of Plantilla of Personnel for the Fiscal Year 2014)  | OK             |
|  | _____          |
| The following summarizes the District's staffing   |                |
| a. Total number of employees   | 9              |
|  | _____          |
| b. Number of permanent employees   | 5              |
|  | _____          |
| c. Number of casual/temporary employees/laborers   | 1              |
|  | _____          |
| d. Number of employees meeting minimum qualifications per Job Description adopted by the District  | 3              |
|  | _____          |
| 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. Peronnel 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 theses 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 Attach list of policy - setting resolutions adopted, repealed or amended by the District Board including those adopting LWUA guidelines (Summary of Policy - Setting Resolutions) | None           |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?<br>(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 Effeciencies   | Not Applicable |
|  | _____          |
| m. Water Production  | Yes            |
|  | _____          |
| n. Valve and pipeline location   | None           |
|  | _____          |
| 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 *budgetary outlay* was broken down into:  
(Source: Approved Budget)

a. Operating Outlay	13,019,404.08
b. Capital Outlay	13,536,723.00
c. Special budgets, if any ( <i>additional budget</i> )-Contingency	n/a
d. Debt Service	517,668.00
e. Reserve	1,784,478.75

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

	12,284,254.27
a. Collection from water sales	11,629,980.27
b. Other water revenues	654,274.00
c. Other non-operating income	
d. Proceeds from <i>LWUA loan</i> 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)	12,161,867.18
b. Capital Outlay	12,284,254.87
c. Annual Debt Servicing (Annex G - Summary of Loan Payments to LWUA)	517,668.00

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 - CO TERMINUS	P 1,040,904.00
b. For <u>casual</u> /temporary - 4	P 1,030,152.00

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

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

a. Total Billings (Current and Old Accounts)	8,865,921.98
b. Old Accounts	204,379.84

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

a. Current Billings	11,893,170.50
b. Arrears	21,620.20

9. Total amount uncollected (delinquent) at year's end excluding Bad Debts 421,619.12

10. Total reserves at year's end	<u>1,784,478.75</u>
11. Complaints filed, processed and settled during the year	
a. Total number filed, processed and settled during the year	<u>None</u>
b. Number dismissed for lack of merit/wothdrawn	<u>None</u>
c. Number investigated	<u>None</u>
d. Number settled to the satisfaction of complaints	<u>None</u>
e. Number elevated to the District Board of Directors	<u>None</u>
f. Number settled by the Board	<u>None</u>
g. Number elevated to the higher authorities	<u>None</u>
12. At year's end, the following water charges were in force: (Annex H-Approved Water Rates Schedule)	<u>Annex H</u>
Had these rates been submitted to LWUA for review? (Yes or No)	<u>No</u>

**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?	<u>No</u>
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?	<u>Yes</u> <u>Monthly</u> <u>Yes</u> <u>12</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) How many of these pumps does the District have in its system? How many of these pumps are operational?	<u>No</u> <u>NA</u> <u>NA</u>

**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 meters Average per capita consumption in lpd	<u>465,045</u> <u>Annex J</u> <u>345,928</u> <u>14 cu.m.</u>
2. Attach list of Water Sources (Annex K-WD Water Sources)	<u>Bulk supply from Bago WD</u>
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	<u>Yes</u> <u>Flow Meter</u> <u>NA</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 L</u>
a. Total number of existing connections (Active & Inactive Connection)	<u>2400</u>
b. Number of Active Connections	<u>2334</u>
c. Number of Metered Connections	<u>2338</u>
1. With functioning meters	<u>2338</u>
2. With non-functioning meters	<u>None</u>
d. Number of flat rate connections	<u>None</u>
e. Number of connections regularly billed	<u>2338</u>
f. Number of delinquent concessionaires	<u>Ave. of 120 conns/ month</u>
g. Average number of customers per connections (HH)	<u>5 persons</u>
5. Estimated population of district service areas	<u>13,596</u>

a. Estimated population served by utility whether fully or partially

13,596

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  
3 Aircons P 32,649.10

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?

1,000

d. How many of these reports attended to during the year?

1,000(100% of the total receive during the year)

Prepared by:



LIANIE B. PACLIBAR

Data Controller



MA. THERESA J. ODOHAN

Acctg. Processor A

Approved by:



AMADOR G. GEROY

General Manager D

# PULUPANDAN WATER DISTRICT

## ANNUAL REPORT

For the Period January 1, 2021 to December 31, 2021

### II. PROFILE

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

##### A. ORGANIZATION

1. Date Formed	December 17, 2008	Age (months) as of 12/31/21	156 months
2. Date CCC was issued	February 25, 2009	CCC No.	631
3. Personnel	9		

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)	30,117
1.3 No. of Households	6,497
1.4 No. of Persons/Household	6
1.5 Service Time (hrs./day)	24 hours/day

###### 2. Structure and Equipment

###### 2.1 Administration Building

Office Area	NA
Office Equipment (see List of Major Equipments)	Fax Machine , Concrete Cutter & Aircon

2.2 If rented, how much per month? NA

2.3 Type of Water Source Bulk Supply

Rated Capacity per day (cu.m. / day) 17,301 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		2296	2296
Commercial		42	42
Bulk			
<b>Total</b>		<b>2338</b>	<b>2338</b>

###### 2.7 Production

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

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

NRW % ( ) YTD

\_\_\_\_\_  
8%  
\_\_\_\_\_

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)

973,697.37

Average Collection (average/mo)

1,022,599.05

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

650,455.65  
\_\_\_\_\_

C. Financial Highlights (rate & status)

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

294.56:1  
\_\_\_\_\_

Long Term Debt/Equity Ratio

29.76

Monthly Billing (average/mo)

973,697.37

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

110.50%  
\_\_\_\_\_

3. COMMUNITY ECONOMIC PROFILE

A. Total Population (covered by the Water District)

13,596  
\_\_\_\_\_

B. Average Monthly Family Income in the Area

P 6,200.00  
\_\_\_\_\_

C. Major Source of Income

farming, fishing & employment  
\_\_\_\_\_

D. Average Monthly Family Expenditure in the Area

P 6,200.00  
\_\_\_\_\_

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 BACIWAD & VALLADOLID an average of 465,040 cubic meter of Bulk Water per r 38,753.33/mo

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 2021) 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 2021 in compliance with RA 9710 Yes

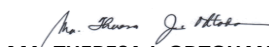
7. The District has adopted and implemented the approved Strategic Performance Management System (SPMS) Yes

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

Prepared by:



**LIANIE B. PACLIBAR**  
Data Controller



**MA. THERESA J. ODOHAN**  
Acctg. Processor A

Approved by:



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