

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

I. GENERAL

A. ADMINISTRATIVE

- | | |
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| 1. Attached approved organizational charts in effect as year's end. | _____ YES |
| a. Functional Chart | |
| b. Position/Organizational Chart (Key employees only) - showing Permanent positions and incumbents | _____ YES |
| 2. Attach list of employed personnel with pertinent information. (List of Plantilla of Personnel for the Fiscal Year 2020) | _____ YES |
| The following summarizes the District's staffing | |
| a. Total number of employees | _____ 9 |
| b. Number of permanent employees | _____ 9 |
| c. Number of casual/temporary employees/laborers | _____ 2 |
| 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 <i>fourth degree</i> 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 <i>affinity of consanguinity</i> ? | _____ NONE |
| 4. Has the District adopted rules and regulation | _____ YES |
| 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? | _____ |
| 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 Attach list of policy - setting resolutions adopted, repealed or amended by the District Board including those adopting LWUA guidelines (Summary of Policy - Setting Resolutions) | _____ |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. Deliquencies in Payment of Water Bills | _____ YES |

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|--------------------------------|-----|
| 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 NOT YET

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) 27,737,117.00

| | |
|---|----------------------|
| a. Operating Outlay | <u>523,198.00</u> |
| b. Capital Outlay | <u>25,000,000.00</u> |
| c. Special budgets, if any (<i>additional budget</i>)-Contingency | <u>400,000.00</u> |
| d. Debt Service | <u>1,500,000.00</u> |
| e. Reserve | <u>313,919.00</u> |

3. For this same *one-year* period, the District's Gross Revenue was broken down into:
(Source: Financial Report) 10,535,691.43

| | |
|--|---------------------|
| a. Collection from water sales | <u>9,601,890.81</u> |
| b. Other water revenues | <u>931,164.36</u> |
| c. Other non-operating income | <u>2,636.26</u> |
| d. Proceeds from <i>LWUA loan</i> to finance new service connections | <u>0.00</u> |

| | |
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| 4. For this same <i>one-year</i> period, the District's expenditures was broken down into: (Source: Financial Report) | <u>10,188,491.82</u> |
| a. Operational (operation & maintenance expenses, including depreciation) | <u>8,372,194.27</u> |
| b. Capital Outlay | <u>1,549,593.55</u> |
| c. Annual Debt Servicing (Annex G - Summary of Loan Payments to LWUA) | <u>266,704.00</u> |
| 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: | <u>2,567,929.50</u> |
| a. For permanent employees | <u>2,529,942.00</u> |
| b. For casual/temporary | <u>37,987.50</u> |
| 6. Expenses for power/fuel for pumping during the year (Acct. #726, if Commercial Practices Accts. are in effect): | <u>595,125.41</u> |
| 7. Total amount <i>billed</i> during the year is broken down into: | <u>9,801,095.14</u> |
| a. Total Billings (Current and Old Accounts) | <u>9,551,189.76</u> |
| b. Old Accounts | <u>249,905.38</u> |
| 8. Total amount <i>collected</i> (<i>water sales only</i> during the year is broken down into: | <u>9,674,096.39</u> |
| a. Current Billings | <u>6,670,714.81</u> |
| b. Arrears | <u>3,003,381.58</u> |
| 9. Total amount uncollected (delinquent) at year's end excluding Bad Debts | <u>885,585.44</u> |
| 10. Total reserves at year's end | <u>189,126.78</u> |
| 11. Complaints filed, processed and settled during the year | |
| a. Total number filed, processed and settled during the year | <u>37</u> |
| b. Number dismissed for lack of merit/withdrawn | <u>0</u> |
| c. Number investigated | <u>37</u> |
| d. Number settled to the satisfaction of complaints | <u>37</u> |
| e. Number elevated to the District Board of Directors | <u>0</u> |
| f. Number settled by the Board | <u>0</u> |
| g. Number elevated to the higher authorities | <u>0</u> |
| 12. At year's end, the following water charges were in force: (Annex H-Approved Water Rates Schedule) | <u>Refer to LWRED Annex H</u> |
| Had these rates been submitted to LWUA for review? (<i>Yes or No</i>) | <u>YES</u> |

TECHNICAL

| | |
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| 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? | YES |
| 2. Does the District undertake bacteriological test of its water? (Yes or No) | YES |
| How often are these test made per year? | _____ |
| 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? | _____ |
| 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) | YES |
| How many of these pumps does the District have in its system? | 3 |
| How many of these pumps are operational? | 3 |

D. OPERATIONAL

| | |
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| 1. Total water production during the year in cubic meters | 387,035 |
| (Annex J-Summary of Water Production and Consumption) | Annex J |
| Total water billed in cubic meters | 349,524 |
| Average per capita consumption in lpd | 75.9 |
| 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) | YES |
| If yes, what type? | FLOW METER |
| If not, how do you measure productions | _____ |
| 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) | 2,444 |
| b. Number of Active Connections | 2,183 |
| c. Number of Metered Connections | 2,183 |
| 1. With functioning meters | 2,183 |
| 2. With non-functioning meters | 0 |
| d. Number of flat rate connections | _____ |
| e. Number of connections regularly billed | 2,183 |
| f. Number of delinquent concessionaires | 261 |
| g. Average number of customers per connections (HH) | 6 |
| 5. Estimated population of district service areas | 13,098 |
| a. Estimated population served by utility whether fully or partially | 13,098 |

o. 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

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

YES

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)

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

YES

1 day

Submitted by:



GINA JULIET C. ACOSTA, MBA
General Manager