

**ANNUAL REPORT**  
For the Period January 1, 2023 to December 31, 2023

**I. GENERAL**

**A. ADMINISTRATIVE**

1. Attach approved organizational charts in effect as year's end.
  - a. Functional Chart See Annex A
  - b. Position/Organizational Chart (Key employees only) – showing Permanent positions and incumbents See Annex B
  
2. Attach list of employed personnel with pertinent information. (List of Plantilla of Personnel for the Fiscal Year 2023)  
The following summarizes the District's staffing
  - a. Total number of employees 54
  - b. Number of permanent employees 41
  - c. Number of casual/temporary employees/laborers 13
  - d. Number of employees meeting minimum qualifications per Job Description adopted by the District 41
  - 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  
  
If not, how many of the employees are related to other employees of officials with the fourth degree by *affinity of consanguinity*? \_\_\_\_\_
  
4. Has the District adopted rules and regulation?
  - a. Personnel 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 these 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 Attach list of policy – setting resolutions adopted, repealed or amended by the District Board including those adopting LWUA guidelines (Summary of Policy – Setting Resolutions) See Annex D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. Delinquencies in Payment of Water Bills YES
  - d. Meter Histories YES
  - e. Service Connections YES
  - f. Equipment Histories YES
  - g. Equipment Downtime YES



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	<u>12,726,702.00</u>
b. For casual/temporary	
c. Allowance, Benefit & emoluments	<u>6,889,424.40</u>
6. Expenses for power/fuel for pumping during the year (Acct. #726, if Commercial Practices Accounts are in effect):	<u>24,548,790.25</u>
7. Total amount collected (water sales only during the year is broken down into):	
a. Current Billings	<u>66,575,537.74</u>
b. Arrears	<u>7,510,024.01</u>
8. Total amount uncollected (delinquent) at year's end excluding Bad Debts	<u>3,432,547.83</u>
9. Total reserves at year's end	<u>4,038,054.64</u>
10. Complaints filed, processed and settled during the year	
a. Total number filed, processed and settled during the year	<u>1,560</u>
b. Number dismissed for lack of merit/withdrawn	<u>NONE</u>
c. Number investigated	<u>936</u>
d. Number settled to the satisfaction of complaints	<u>1,500</u>
e. Number elevated to the District Board of directors	<u>1</u>
f. Number settled by the Board	<u>1</u>
g. Number elevated to the higher authorities	<u>1</u>
11. At year's end, the following water charges were in force:	<u>See Annex H - Approved Water Rates Schedule</u>
Had these rates been submitted to LWUA for review? (Yes or No)	<u>YES</u>

**C. TECHNICAL**

1. Has the District adopted by Board Resolutions, a set of design and construction standard? (Yes or No)	<u>YES</u>
If so, who prepared it?	<u>Board Secretary</u>
Is it being adhered to strictly?	<u>YES</u>
2. Does the District undertake bacteriological test of its water (Yes or No)	<u>YES</u>
How often are these test made per year?	<u>Monthly</u>
Is LWUA being furnished copies of these test reports? (Yes or No)	<u>YES</u>
For the report year, how many such reports were submitted to LWUA?	<u>12 reports</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)	YES
	How many of these pumps does the District have in its system?	14
	How many of these pumps are operational?	14

**D. OPERATIONAL**

		2,850,233
1.	Total water production during the year in cubic metres (Annex I -Summary of Water Production and Consumption)	
	Total water billed in cubic meters	2,057,018
	Average per capita consumption in lpd	125
2.	Attach list of Water Sources	<u>See Annex J</u>
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 K-Service Connection Growth) (Annex)	<u>See Annex K</u>
	a. Total number of existing connections (Active & Inactive Connection)	10,202
	b. Number of Active Connections	9,170
	c. Number of Metered Connections	
	1. With functioning meters	9,170
	2. With non-functioning meters	1,032
	d. Number of flat rate connections	7
	e. Number of connections regularly billed	9,170
	f. Number of delinquent concessionaires	329
	g. Average number of customers per connections (HH)	5
1.	Estimated population of district service areas (14 barangays)	48,725
	a. Estimated population served by utility whether fully or partially	45,850
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	
	b. 7-12 hours service	
	c. 13-18 hours service	
	d. 19-24 hours service	Talon, Dagatan, Pangil
	(Note: 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 Equipment)	<u>See Annex M</u>

8. Does the District keep written record of request for service? (Yes or No)

YES

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?

2 DAYS

c. How many such reports were received during the year?

769

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

769

**Submitted by:**



ENGR. NILO C. DELA PEÑA

**General Manager**



### II. PROFILE

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

##### A. ORGANIZATION

1. Date Formed	<u>MAY 23, 2003</u>	Age	<u>243 months</u>
2. Date CCC was issued	<u>SEPTEMBER 29, 2003</u>	CCC No.	<u>601</u>
3. Personnel	<u>53</u>		

Comments: (adequacy, qualification, performance & others) \_\_\_\_\_

##### B. EXISTING SYSTEM'S FACILITIES

###### 1. Service

1.1 Service Area	<u>24 Barangays</u>
1.2 Population of Service Area (Latest)	<u>48,725</u>
1.3 No. of Households	<u>9,170</u>
1.4 No. of Persons/Household	<u>5</u>
1.5 Service Time (hrs./day)	<u>24</u>

###### 2. Structure and Equipment

###### 2.1 Administration Building

Office Area	<u>purchased by AWD</u>
Office Equipment (see List of Major Equipment)	<u>See Annex L</u>

2.2 If rented, how much per month? N/A

2.3 Type of Water Source DEEP WELLS

Rated Capacity per day (cu.m. / day) 5,860 – ALL PS as of Dec. 2023

2.4 Reservoir (description, built, dimension and capacity) N/A

2.5 Water Sources See Annex K

###### 2.6 Service Connections

Type	Flat	Metered	Total
Residential	8796	8796	8796
Government	16	16	16
Commercial	358	358	358
Bulk			
Total	9170	9170	9170

2.7 Production

Average Monthly Production	
a. Booster/Pumping (cu.m)	<u>237,517</u>
b. Bulk Water (cu.m)	<u>N/A</u>
Production Efficiency % (average/month) (Total Water Utilized/Total Production)	<u>0.92%</u>
NRW % ( <u>27.83%</u> ) YTD	

**2. CURRENT OPERATION / FINANCIAL HIGHLIGHTS**

A. Existing Water Rates	<u>See Annex H</u>
B. Operating Income/Expenses	
Average Water Sales (average/mo.)	<u>6,313,242.91</u>
Average Collection (average/mo.)	<u>6,177,796.81</u>
Average Expenses-O & M for the year (average/mo.)	<u>1,089,281.18</u>
C. Financial Highlights (rate & status)	
Current Ratio = $\frac{\text{Current Assets}}{\text{Current Liabilities}}$	<u>1.79</u>
Long Term Debt/Equity Ratio	<u>.57</u>
Monthly Billing (average/mo.)	<u>6,313,242.91</u>
Collection Efficiency-% of On-Time Payment (YTD)	<u>96.4</u>

**3. COMMUNITY ECONOMIC PROFILE**

A. Total Population (covered by the Water District) (24 barangays)	<u>47,336</u>
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**4. OTHER INFORMATION**

1. The District has regularly monitors the Residual Chlorine in various strategic points of its water supply system
2. The District has maintained its established safety programs and standard operating procedure
3. The District has continued implementing the 5% discount for water bill of Senior Citizens
4. The District has approved the Gender and Development Budget for CY 2022 in compliance with RA 9710
5. The District has adopted and implemented the approved Strategic Performance Management System (SPMS)
6. The District has religiously paid the principal and interest of its various loans to LWUA

Submitted by:



ENGR. NILO C. DELA PEÑA  
General Manager