

ANNUAL REPORT
For the Period January 1, 2024 to December 31, 2024

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 2024)

See Annex C

The following summarizes the District's staffing

a. Total number of employees

52

b. Number of permanent employees

42

c. Number of casual/temporary employees/laborers

10

d. Number of employees meeting minimum qualifications per

42

Job Description adopted by the District

10

e. Number of employees not classified as casual/temporary
who do not meet the minimum qualifications established
by the District

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*?

NONE

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?

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 Attach list of policy – setting resolutions adopted, repealed or amended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)

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
h. Bacteriological Tests	YES
i. System Pressure	YES
j. Leak Reports	YES
k. Unaccounted for Water	YES
l. Pump Efficiencies	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? YES

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. NOT YET INSTALLED
(List of Reports Prepared Regularly FS, MDS and Water Quality)

B. FINANCIAL/COMMERCIAL

1. Attach the District's financial statements for the report year including a comparison of the immediate past year	<u>See Annex E</u>
2. For the year under report, the District's total budgetary outlay was broken down into:	
a. Operating Outlay	<u>76,026,255.99</u>
b. Capital Outlay	<u>42,141,759.32</u>
c. Special budgets, if any (additional budget) – Contingency	
d. Debt Service	<u>3,130,367.41</u>
e. Reserves	
3. For this same one-year period, the District's Gross Revenue was broken down into:	
a. Revenue from water sales	<u>81,757,940.30</u>
b. Other water revenues	<u>1,628,815.13</u>
c. Other non-operating income	<u>226,063.00</u>
d. Proceeds from LWUA loan to finance new service connections	<u>9,925,527.40</u>
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)	<u>71,377,406.82</u>
b. Capital Outlay	<u>18,563,978.11</u>
c. Annual Debt Servicing	<u>2,355,025.00</u>

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	13,145,413.41
b. For casual/temporary	2,415,670.00
c. Allowance, Benefit & emoluments	6,683,115.65

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

23,710,176.90

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

a. Current Billings	70,726,532.99
b. Arrears	7,994,555.08

8. Total amount uncollected (delinquent) at year's end excluding Bad Debts

9. Total reserves at year's end

10. Complaints filed, processed and settled during the year

a. Total number filed, processed and settled during the year	801
b. Number dismissed for lack of merit/withdrawn	40
c. Number investigated	60
d. Number settled to the satisfaction of complaints	700
e. Number elevated to the District Board of directors	3
f. Number settled by the Board	3
g. Number elevated to the higher authorities	0
	NONE

11. At year's end, the following water charges were in force:

Had these rates been submitted to LWUA for review? (Yes or No)

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?

YES

Board Secretary

YES

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 reports

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?	14
	How many of these pumps are operational?	14

D. OPERATIONAL

		3,009,251
1.	Total water production during the year in cubic metes (Annex I -Summary of Water Production and Consumption)	
	Total water billed in cubic meters	2,200,348
	Average per capita consumption in lpd	
2.	Attach list of Water Sources	See Annex J
3.	Is the District provided with measuring devices to measure their water production? (Yes or No)	YES
	If yes, what type?	Flow Meters
	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)	See Annex K
	(Annex)	
	a. Total number of existing connections (Active & Inactive Connection)	9,636 / 1,047
	b. Number of Active Connections	9,636
	c. Number of Metered Connections	
	1. With functioning meters	10,679
	2. With non-functioning meters	25
	d. Number of flat rate connections	525
	e. Number of connections regularly billed	9,636
	f. Number of delinquent concessionaires	430
	g. Average number of customers per connections (HH)	5
1.	Estimated population of district service areas (14 barangays)	48,275
	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).	See Annex M
	(Annex M-List of Major Equipment)	

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?

504

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

504

Submitted by:

ENGR. NILO C. DELA PEÑA
General Manager

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II. PROFILE

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

A. ORGANIZATION

1. Date Formed	<u>MAY 23, 2003</u>	Age	<u>months</u>
2. Date CCC was issued	<u>SEPTEMBER 29, 2003</u>	CCC No.	<u>601</u>
3. Personnel	<u>52</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>41,148</u>
1.3 No. of Households	<u>9,636</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) 16,683.84

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	6	10,679	10,685
Government	0	16	16
Commercial	0	318	318
Bulk	-	-	-
Total	6	10,997	11,003

2.7 Production

Average Monthly Production

a. Booster/Pumping (cu.m)

252,055

b. Bulk Water (cu.m)

N/A

Production Efficiency % (average/month)

(Total Water Utilized/Total Production)

72.7%

NRW % (27.3%) YTD

2. CURRENT OPERATION / FINANCIAL HIGHLIGHTS

A. Existing Water Rates

See Annex H

B. Operating Income/Expenses

Average Water Sales (average/mo.)

3,868,392.43

Average Collection (average/mo.)

3,941,123.38

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

2,959,596.86

C. Financial Highlights (rate & status)

Current Ratio = $\frac{40,335,775.31}{26,704,566.04}$

1.51

Long Term Debt/Equity Ratio

Monthly Billing (average/mo.)

6,713,828.36

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

95.6

3. COMMUNITY ECONOMIC PROFILE

A. Total Population (covered by the Water District) (24 barangays)

41,148

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