

Republic of the Philippines
DARAGA WATER DISTRICT
Daraga, Albay

2013 DAWD ANNUAL REPORT

Daraga Water District (DAWD) had its full implementation of the re-categorization from Medium Category to Category C on the 1st quarter of 2013 per LWD-MaCRO. In effect, the organizational set-up and staffing pattern has been reorganized in which the Finance and Commercial Divisions have been merged into Finance and Commercial Division while the Engineering and Operations Division has been divided into two, namely: Engineering and Construction Division and Production and Water Quality Division. The functions of each division had been modified that subsequently resulted to the movement of personnel and changes in the scope of work assignments of the same. These divisions were supervised by the following division managers:

- A/GS - Minerva N. Balde
- FCD - Nimfa A. Llaneta
- PWQD - Jeny G. Manzanades
- ECD - Abundio M. Balde Jr.

This annual accomplishment report shows the actual execution of all programs, projects and activities undertaken by each division of the District, from its planning, implementation and up to its evaluation of output. Moreover, this report consists of findings from the respective performances of each division.

Section I discusses the Administrative and General Services Division's report re human resource management, property management, utility services and other allied services.

Section II tackles the Finance and Commercial Division's report on its preparation of financial reports and supervision of all financial functions and administration of financial planning and control. This as well discusses the actions undertaken by the former to improve the marketing, billing and collection, including customer service rendering.

Section III confers the Engineering and Construction Division's report on its completed work orders, status of the uncompleted work orders, summary of new water service connection tapped and metered and details of its regular maintenance activities. It also includes list of program of works for the projects to be implemented in the succeeding year.

Section IV consists of the Production and Water Quality Division's report on its water sources/pumping stations, production, maintenance orders, service requests, water potability and preventive maintenance of pumping equipment and water sources.

SECTION I

Administrative and General Services Division

The Administrative and General Services Division, having been assigned to facilitate the process of the recruitment, selection and hiring of personnel of the District, has completed the filling-up of eight (8) vacant plantilla positions on 18 March 2013, to wit: Executive Assistant I C (OGM), Corporate Accountant (FCD), Engineering Assistant A (ECD), Water Maintenance Man B (ECD), 3 Water Resources Facilities Operator B (PWQD) and Water Resources Facilities Tender B (PWQD), had been filled-up under permanent status after various deliberations done by the Personnel Selection Board (PSB) early of January 2013. On the other hand, the positions of Water Resources Operator B under temporary status, and Customer Service Assistant B and Accounting Processor B, both under casual status, had been filled-up as well in 2013.

The position of Customer Service Assistant A has been declared vacant in May 2013 due to the mandatory retirement of the personnel holding such position (Ms. Eden Musa).

Due to the complex scope of work of the A/GS Division, additional personnel under job order status were hired as Auto-Mechanic and HR Staff on 01 July and 01 August 2013, respectively. Two (2) personnel were also hired under honorarium basis from July to December 2013 to guard the Salvacion Storeroom and perform other tasks that may be assigned from time to time.

Since the positions of Cashier A and Customer Assistant A are already declared vacant, the PSB convened for the deliberation of the same on 22 October 2013 and probably be endorsed to the appointing authority in January 2014.

In compliance with the mandate of the Civil Service Commission (CSC) on the Strategic Performance Management System, DAWD had its pilot testing of the duly approved SPMS by the CSC, with the preparation of the Office Performance Commitment and Review (OPCR) of each division and Individual Performance Commitment and Review (IPCR) of all personnel for January to June 2013. The Performance Management Team (PMT), designated to be in-charge for the consolidation and making the appropriate actions for the performance evaluation matters, is well-represented by all divisions and DAWD employees union in the person of its interim president. But, due to the resignation of the Interim DEU President, the PMT was reorganized.

An Orientation was held by the CSC at the DAWD office on 01 July 2013. Mandatory government bonuses were granted to qualified employees for the year 2013.

The yearend inventory was conducted on January 8-10, 2014 with the designated Inventory Team and representatives from COA to determine existing and availability of various materials and fittings, equipment and supplies.

Early request for the procurement of the supply of security services before its expiration in December 31, 2015 was conducted. However, due to the failure of the bidding, existing contract for security services was extended for the first two (2) months of the year 2014.

SECTION II

Finance and Commercial Division

Since the merging of the Finance and Commercial Divisions had been fully implemented in 2013, functions of this division had become broader and intricate.

Submission of financial reports is regularly submitted monthly at the Local Water Utilities and the Development Bank of the Philippines. All divisions were then furnished with a copy of the same for proper guidance.

In May 2013, the filing and payment of taxes/remittance of withholding taxes is through the Electronic Filing and Payment System (EfPS) of the BIR since the District is one of the top 20,000 corporations mandated to use this filing system.

With the commercial concerns, existing policies had been reviewed and proposals for its upgrading have been submitted to the BOD, this includes the following:

1. Amendment of BOD Resolution No. 08-04-47 re: Charging actual consumption due to insufficiency of water in South Area. BOD Resolution No. 13-05-46 was passed, extending the coverage of the whole service area for May and June 2013 consumption only.
2. Drafted modification on the Water Service Agreement and eventually approved by the Board Resolution No. 13-10-67
3. Request for the 50% discount on the water bill incurred by those concessionaires due to leak after water meter, such as Sipi and Mayon Cases, were forwarded to the BOD for the absence of a policy on the same. Succeeding similar cases were forwarded to the OGM and were approved by the principle of precedence.
4. BOD Resolution No. 2007-37 re: Special mode of payment for resident relocated at Anislag Resettlement affected by Typhoon Reming was repealed by BOD Resolution No. 13-08-61
5. Recommendation for the amendment of BOD Resolution No. 2005-39 re Loaning of tapping and registration fee was adopted through BOD Resolution No. 13-09-64 by these amendments-viz., Initial payment increase to P 1,000.00 from P 500.00 and payment period is shorten to six months from one year. This took effect in October 2013.
6. Customer orientation is being done every Tuesday at 2:00 PM. This was started since November 2013 to make aware prospective customers of their responsibility and accountability, being done either by the Division Manager of FCD, Ms. Nimfa Llaneta or the Customer Service Officer A, Mr. Froilan Millena.
7. The write-off of receivables for inactive accounts over 10 years was resubmitted to the Board for their approval after review that collection is remote despite exhausted efforts of the management to collect the amounts. Recommendation was approved by BOD Resolution No. 13-12-77 writing-off the amount of P 295,382.95. Supporting documents were subsequently submitted to Auditor Ms. Jane Zenit for COA approval.
8. Inspection fee for water service connection was increased to P 150.00 from P 50.00, though the request of the management is only P 100.00, the BOD had approved the P 150.00.

Extensive disconnection of water connections due to non-payment is the priority of the division in order to avoid accumulation of payables and to increase revenue in its operations. Disconnection policy was suspended in June 2012 (BOD Resolution No. 12-06-67) and was then lifted in April 2013 for

collection efficiency. Concessionaires are then only given two (2) months arrear of water bill prior to the disconnection.

Although there is a need for additional water source development to increase water supply, the District has come-up with target number of connections and consumption for the succeeding year, as identified hereunder:

Service Area	Target Connection	Target Consumption (cum)
North Urban	8,556	23
Northwest	564	16
South	1,441	14
Total	10,561	Ave: 17.67

SECTION III Engineering and Construction Division

Eight (8) Work Orders were completed for the year 2013, viz.:

- Work Order No. 12-05 Installation of Booster Pump at Pag-Asa
- Work Order No. 12-08 Rehabilitation & Modification of Well
Discharge Line at Budiao Well
- Work Order No. 12-10P Lateral line extension at Brgy. Pandan
- Work Order No. 13-03 Lateral line extension at Sitio Mabatag
- Work Order No. 13-06 Leak Detection Program
- Work Order No. 13-07 Lateral line extension at Purok 2 Tagas
- Work Order No. 13-09 Transmission & Distribution pipeline
Expansion project
- Work Order No. 13-10 Rehabilitation of Lateral Line at the New
Daraga Public Market

Yet, five (5) work orders had not been completed for this year, and will be continued in 2014, viz:

- Work Order No. 12-09 Installation of 2"Ø Parallel Line at Malabog
- Work Order No. 13-02P Development of Malada Well
- Work Order No. 13-04P Water Pipelines Rehabilitation Project from Sto. Cristo to Bañag
Junction
- Work Order No. 13-05P Rehabilitation of existing 3" Ø GI Lateral Line
Along Panganiban Street
- Work Order No. 13-08 Installation of Booster Pump at Purok 1
Tagas

The ECD was able to tap and meter new water connections for the north urban (285), northwest (68) and south (70) totaling to 423. With this, an average of 35 water connections per month was observed.

Aside from the tapping and metering of water connections, the following are the accomplished maintenance and servicing works in the whole service area, viz:

	Total	Ave. per mo.
• Meter Leak Repair	85	7
• Water Meter Replacement	1307	108
• Replacement of Stolen Water Meter	96	8
• Relocation of Water Meter	128	11
• Replacement of Worn-out Gate Valve	5	.41
• Service Line Leak	849	71
• Check up of NO Water Complaints	810	68
• Distribution Line Leak Repair	83	7
• Repair of Service Line	5	.41
• Check-up of Dirty Water	11	1
• Transfer of tapping	147	12
• Relocation of Service Line	4	.33
• Check-up for high consumption	2	.16
• Replacement of Ball Valve with Lockwing	123	10
• Check-up of Water Meter	1622	135
• Irregular Supply of Water	116	10
• Check-up of Low Pressure	114	10
• Leak repair at Tapping Point	81	7
• Reinstallation of detached Water Meter	24	2
• Leak Repair at Gate Valve	24	2
• Leak Repair at Stand pipe	24	2
• Water Meter Elevation	29	2
• Installation of Check Valve	9	75

Inspections were also done to the following:

• Relocation of Water Meter	76	6
• Transfer of Tapping	192	16
• Water Supply Condition	24	2
• Flushing of Hydrants	24	2
• Rehabilitation of Service Line	3	.25
• Relocation of Service Line	5	.41
• Installation of Blow-Off	1	.08
• Installation of Flow Meter	2	.16
• Installation of Pressure Gauge	1	.08
• Installation of Water Meter Protector	1	.08
• Maintenance of Pumping Stations	4	.33
• On-Site Calibration of Water Meter	49	4
• Sealing of Water Meter	5	.41

The programs of works for rehabilitation of pipelines in some segments of the service areas are already completed, such as but not limited to, the following:

1. Bañag Junction to Cullat Bridge
2. F. Lotivio St., Ilawod
3. P. Burgos to Jones Sts., Ilawod
4. Olbes & Velasco Sts., Doña Maria Subdivision
5. Doña Maria Subdivision, Phase II
6. Velasco Subdivision, Sipi
7. Paulino St., Tagas
8. Maroroy

In addition to the projects to be implemented in 2014 if only to measure actual production and water usage in leakage control and water loss within the distribution area is the District Metering and Additional Valving System. Water Transfer System is likewise expected next year to provide water in the South Segment from its major water source, the Budiao Pumping Station, Budiao, Daraga, Albay.

SECTION IV Production and Water Quality Division

At present, nine (9) pumping stations are operational, namely:

- Budiao
- Bitoy
- Bucan
- Lovendino
- Inarado
- Gapo
- Bascaran
- Anislag
- Labanda

The total production of all sources / pumping stations is herein presented vis-à-vis total billing for the year 2013. Production was based on the actual flow meter reading at the sources except Bascaran PS (ave. yield at 1.6 liters per second) due to the defective meter but replacement is already on the way with the arrival of a brand new this month that was procured last year.

The individual water meter of the four (4) wells at Budiao namely, well # 1,#2,#3 and #4 was installed for the first time in 02/07/2013, 02/08/2013,02/07/2013 and 02/11/2013, respectively. Similarly, the 8" main meter was also installed in 01/31/2013 for the purpose of measuring the total quantity of water of Budiao PS which is our main water source serving approximately 80% of the water needs of the entire service area of DAWD. The production of all sources (except Bascaran PS) was started on the month of May 2013 and is reflective of the water production that registered in the flow meter.

1. PRODUCTION

Month	Production (cu.m)	Billing (cu.m)	Accounted for Water (%)
January	208,450	156,697	75
February	210,428	157,833	75
March	245,326	180,995	73
April	231,607	173,754	75
May	322,852	182,901	57
June	309,562	172,104	55
July	322,253	168,366	52
August	314,521	171,507	54
September	292,438	163,319	56
October	301,916	171,668	57
November	289,669	157,780	54
December	313,165	181,830	58
TOTAL	3,049,053	1,856,942	61

2. MAINTENANCE ORDER

Nature of Complaint/Work	Quantity
Inspection-New Connection	70
Inspection-Reconnection	41
Test Pumping	1
Installation of Ball valve at discharge line	1
Verification as to availability of water supply	22
Flushing of hydrant/blow-off/dead-end	73
Total	208

3. SERVICE REQUEST

Nature of Complaint/Work	Quantity
No Water	649
Murky Water	3
Low Pressure	92
Irregular Water Supply	60
Low Pressure to no water supply	14
Check-up service line	3
Dirty Water	10
Water Supply with sand	2
Meter Leak	1
Service Line Leak	1

No water but air	18
Total	853

4. WATER POTABILITY

In compliance with the mandate of the Local Water Utilities Administration (LWUA), the PWQD submitted to the former the microbiological test of water for all the water sources monthly which was tested by the DOH Laboratory and annually submits the physical and chemical test of water. Previously, the physical and chemical test of water has 8 parameters only but this year, it was made into 13 parameters.

All water samples of DAWD from its sources passed the Bacteriological Test of Water and the Annual Physical and Chemical Test of Water.

Further, flushing was also conducted in the fire hydrants/dead-ends/blow-offs in order to maintain the safety and potability of our water supply.

5. PREVENTIVE MAINTENANCE OF PUMPING EQUIPMENT, WATER SOURCES

Pumping equipment and water sources/wells that require preventive maintenance in order to prolong its useful life and maintain its serviceability was undertaken by the division. Further, pumps were replaced in order to maximize production and reduce on power cost.

Below is the list of the preventive maintenance/ equipment installation record for water sources and pumping stations.

- a. Anislag Pumping Station - July 31, 2013
 - Well rehab and pump set equipment check up; replacement of activated carbon
 - Purpose: Preventive maintenance and cleaning of filtration system
 - Pump set installed: Dynaflo; Franklin 5hp,1ph
 - Setting: 16 m

- b. Labanda Pumping Station - October 25, 2013
 - Well rehab, declogging of riser pipes and pump set equipment check-up
 - Purpose: Preventive maintenance and cleaning of production well
 - Pump set installed: Shakti; Franklin 5hp,1ph
 - Setting: 31 m

- c. Bascaran Pumping Station - July 17, 2013
 - Well rehab and pump set equipment check-up
 - Purpose: Preventive maintenance and cleaning of production well
 - Pump set installed: Shakti; Franklin 3hp,1ph
 - Setting: 31 m

- d. Gapo Pumping Station - April 30, 2013
 - Replacement of submersible pump set equipment
 - Purpose: To prevent over pumping due to observe decreasing well yield

- Pump set installed: Dynaflo; CRI 3hp,1ph
 - Setting: 10.26
 - Remarks: With bottom clearance of 44 cm
- e. Inarado Pumping Station - July 31, 2013
- Pump set equipment pull out and trouble shooting
 - Purpose: To check on submersible cable connections/splices
 - Pump set installed: Dynaflo; Franklin 15hp,3ph
 - Setting: 132 m
- f. Bucan Pumping Station - January 08, 2013
- Pump set equipment pull oput and soundings
 - Purpose: To check the needed well bottom clearance to pump set
 - Pump set installed: Caprari; Franklin 7.5hp,1ph
 - Setting: 6.10 m
 - Remarks: With bottom clearance of 42 cm
- g. Lovendino Pumping Station - December 26, 2013
- Pump set equipment pull out and check up for malfunction; pump set replacement
 - Purpose: Damaged pump shaft of CRI-S6S-150-04
 - Pump set installed: Dynaflo; Franklin 5hp,1ph
 - Setting: 7.43m
 - Remarks: With bottom clearance of 27 cm
- h. Bitoy Pumping Station - October 10, 2013
- Replacement of submersible pumps and motors
 - Purpose: Utilizing 15 hp, 3ph motor coupled to much higher flow rating of pump det
 - Pump set installed: Dynaflo; franklin 15hp,3ph
 - Setting: 3.25m
- i. Budiao Pumping Station Well # 1
- Pump set installed: Shakti; Franklin 7.5hp,1ph
- j. Budiao Pumping Station Well # 2- September 05, 2013
- Pump set equipment pull out and check-up for malfunction; pump set replacement
 - Purpose: Damage spline and carbon bushing of motor Franklin 7.5hp,1ph SN 07619-31-6242
 - Pump set installed: Dynaflo; Franklin 7.5 hp,1ph
- k. Budiao Pumping Station Well # 3
- Pump set installed: Shakti; Franklin 7.5hp, 1ph
- l. Budiao Pumping Station Well # 4- November 06, 2013
- Pump set equipment pull out and check-up for malfunction; pump set replacement
 - Purpose: Defective Pump Set Shakti SP-60M SN 29071576
 - Pump set installed: Caprari; Franklin 7.5hp, 1ph