

THE MANAGEMENT

Our policy-making body, the Board of Directors composes five representatives from different sectors to wit: Professional, Education, Civic, Business, and Women. The Office of the General Manager (OGM) is composed of three personnel including the General Manager herself. Her staff of two (2), practically mans the Office including the Office of the Board of Directors.

OFFICE OF THE BOARD OF DIRECTORS

BOARD OF DIRECTORS:

- ATTY. ISABELO D. MEDIAVILLO, JR.
- PEDRO M. MARCELLANA, JR., Ph. D.
- ELNER L. LAURAYA
- RAMON C. LAWENKO, CPA
- JANET L. LORILLA

OFFICE OF THE GENERAL MANAGER

- ANNIE MARIE N. JAUCIAN – General Manager
- CARMENCITA R. PANCHO - Minutes and Agenda Officer B
- ARIANE L. LOÑOSA - Executive Assistant C

Specifically, we are composed of four divisions namely, Administrative and General Services, Finance and Commercial, Engineering and Construction, and the Production and Water Quality division.

ADMINISTRATIVE & GENERAL SERVICES (AGS) DIVISION

It has two concerns: one pertains to purely administrative and the other has something to do with personnel management although in some respect both comprehend to implement personnel management and administration.

A. The administrative concern of the agency is anchored on placement and selection qualification standards, hiring and appointment procedure, and promotions, all of which must conform with the Civil Service laws and regulations and other relevant policies governing appointment preparations and personnel actions. Within its confines also are policies on performance evaluation, leave administration, grievance and other relevant aspects concerning personnel administration.

B. Personnel management entails human resource management and manpower allocation human relations and values orientation, discipline, work assignments and efficiency, other personnel

movements, employees' compensation and benefits, employees' recognition and upgrading programs and the like.

GENERAL SERVICES: It implies the maintenance of working facilities conducive to provide good working atmosphere among employees. It maintains policies on records keeping, procurement of supplies, their utilization including proper disposal, inventory, custodianship and utility works.

PERSONNEL/STAFF COMPOSITION: Presently, there are 40 regular and permanent employees distributed accordingly by necessity per respective division. Each division chief supervises the conduct of personnel respectively based on individual duties and responsibilities except administrative and personnel matters.

At the very outset, the agency had nine employees. Generally, the staffing pattern is based on the number of concessionaires. The ratio is one employee per one hundred concessionaires. Presently, having more than five thousand service connections, the working force is a little less proportional though individual effectiveness is never adversely affected.

From 1981 to 1985, the agency had 14 regular employees including the originals/pioneers thus absorbed. Before the end of 1991, additional 7 members were accommodated under permanent status. Within the span of 10 years, the number got doubled. Beginning the year 1992 up to the first quarter of 1999, the agency welcomed additional 8 personnel to compliment the growing manpower. The figures did not include the numbers comprising the entire working force under contractual/casual basis and those under job/work order. Also, this is not to mention those regular employees who resigned or died prior to its (DAWD) being declared as GOCC and thereafter. Complimenting the entire workforce, the agency has a handful of common/skilled laborers assisting those assigned in the field, and personnel clerks and enumerators doing office related chores all in all numbering at about 20 individual workers.

PERSONNEL PROJECTION: The present organizational structure is carefully evaluated and pursued by respective divisions for possible expansion of manpower in conformity with the necessity of the agency and budget allocation. The beginning year of the 21st century marks the changes in the staffing pattern according to the prescribed index of occupational services (IOS) implemented by the Department of Budget and Management (DBM).

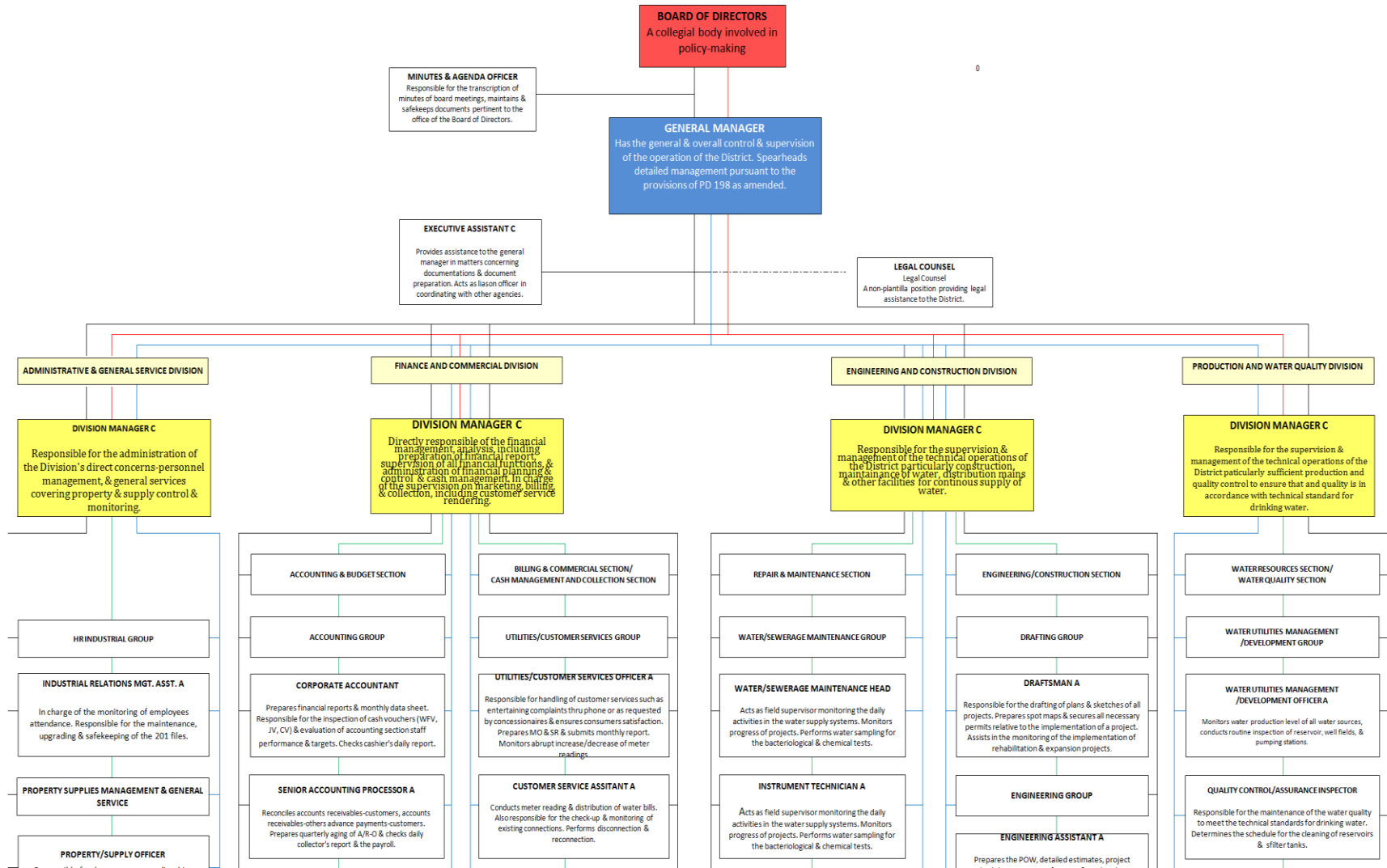
Another reason for future expansion of manpower could be well justified once the operation of southern water sources, specifically in Namantao, Inarado, and Villahermosa, an offshoot of the ADB-Small Towns Water Supply System Project (STWSSP). At most, the agency is expecting added forces to render it functional especially when residents of nearby barangays along the site would avail the services in due time. Supplemental strength for extra services and additional revenues is now eventually needed.

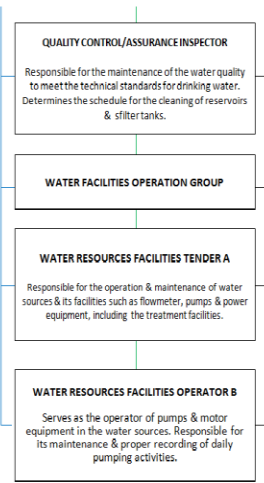
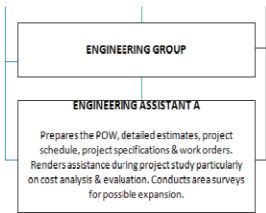
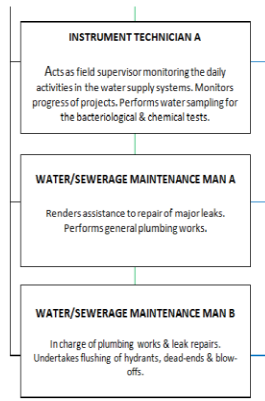
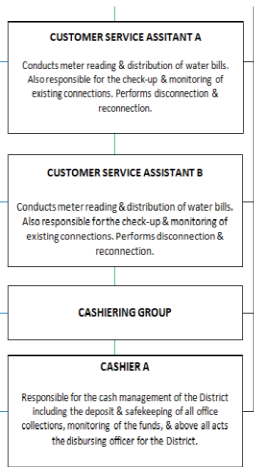
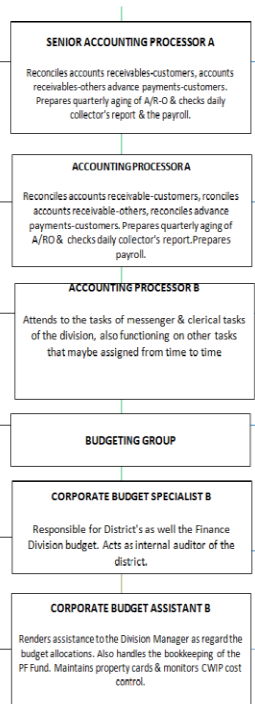
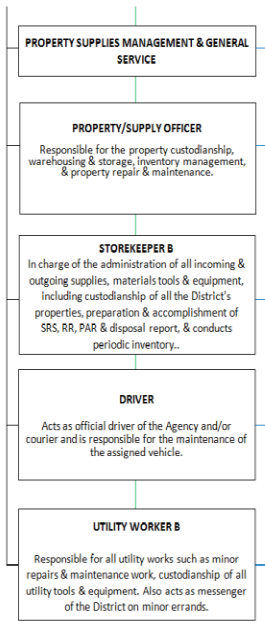
Lastly, the projected increase in water service connection under the core plan of the Commercial division and expansion and development programs projected to and being considered by the Engineering and Operations Division are strong factors to think about personnel allocation. These,

course, should be given due course through an upgraded program to amplify and strengthen revenue collection, fiscal management and a well-balanced budget allocation.

- MINERVA N. BALDE – Division Manager C
- VAN DOMINIC A. LORENA - Property/Supply Officer
- CESAR LL. LLOVIT - Storekeeper B
- MARIEL M. MARJALINO - Industrial Relations Management Asst. A
- SANTI L. MALLORCA – Driver
- MILO MICHELLE L. OJANO - Utility Worker B

DARAGA WATER DISTRICT FUNCTIONAL CHART





LEGEND:

- RED LINE** - Line of authority (basis: PD 198 - as policy - ranking body and as regarded the appointment of GM and division managers)
- BLUE LINE** - Line of general/over-all supervision (basis: as head of office)
- YELLOW LINE** - Line of coordination (basis: division manager are co-equal)
- GREEN LINE** - Line of immediate supervision (subordination) (basis: as division managers)
- BLACK LINE** - Functionable line (basis: organizational structure)

FINANCE AND COMMERCIAL DIVISION

This division is divided into various sections: the ACCOUNTING & BUDGET SECTION that does all the recording, monitoring and control of financial activities of the organization to ensure proper allocation of funds. It is also the one who prepares the budget and determines the budgetary requirement of the office. The BILLING & COMMERCIAL SECTION/CASH MANAGEMENT AND COLLECTION SECTION mainly focused on customer services. It handles the marketing which includes new connections, disconnections, and reconnections. Customer-related queries and complaints are also among its responsibility. Further it takes charge of all customer accounts, of meter reading, billing, and collection.

- NIMFA A. LLANETA – Division Manager C

ACCOUNTING & BUDGET SECTION

- CHERRY I. LUNAR - Corporate Budget Specialist B
- MELCHOR M. MANJARES - Senior Accounting Processor A
- HELEN M. ARCANGEL – Accounting Processor A
- RUNY M. GRANADO- Accounting Processor B

BILLING & COMMERCIAL SECTION

- FROILAN M. MILLENA - Customer Service Officer A
- MARTINA M. MENDONES – Utilities/Customer Service Assistant A
- ELMA T. BARBUDO – Utilities/Customer Service Assistant A
- RHEMA M. BERCASIO – Utilities/ Customer Service Assistant A
- RETITA M. ALTAVANO- Utilities/Customer Service Assistant B
- BONIFACIO M. MILLENA – Utilities/Customer Service Assistant B
- GREGORIO A. LUNAS – Utilities/Customer Service Assistant B
- MISAEL M. AMARANTO – Utilities/Customer Service Assistant B
- SALVACION N. LLAVE – Utilities/Customer Service Assistant B
- RENATO M. MIRAFLOR – Utilities/Customer Service Assistant B

CASH MANAGEMENT COLLECTION

- KRIZIA YVETTE M. ECLEO – Cashier A

PRODUCTION & WATER QUALITY DIVISION

The Production and Water Quality Division (PWQD) is responsible of the technical operations of the District particularly sufficient production and quality control to ensure that and quality is in accordance with technical standard for drinking water.

- JENO G. MANZANADES – Division Manager C
- BRANDON A. LORAYES - Water Utilities Development Officer A
- JESUS H. MORCOSO Jr. - Quality Control Inspector A
- ALLAN S. LUNAR - Water Resources Facilities Operator B
- AVIC R. LOFAMIA - Water Resources Facilities Operator B
- PIO M. LORENA - Water Resources Facilities Operator B
- JOSE M. MATOCIÑOS - Water Resources Facilities Operator B
- ZEUS V. MAPUSAO - Water Resources Facilities Tender A
- ALBERT M. MARCO - Water Resources Facilities Tender A
- ISIDRO M. LLANZANA - Water Resources Facilities Tender B

ENGINEERING & CONSTRUCTION DIVISION

It has numerous functions including construction and maintenance of water sources. Specifically, the EOD is:

1. Responsible for the preservation and maintenance of the watershed area.
 2. In charge of the meter calibration, rehabilitation and repair of retrieved water meters.
 3. Takes custody of water meter memorandum receipts.
 4. Handling the planning, design and all construction works of the District.
 5. Responsible for the rehabilitation and maintenance of the water systems.
- ABUNDIO M. BALDE JR. – Division Manager C
 - PIO M. VELASCO - Water Maintenance Head
 - VENUS M. MALTO - Engineering Assistant A

- CARLITO M. MIRANDA - Water/Sewerage Maintenance Man A
- EDWIN C. BERLON - Water/Sewerage Maintenance Man A
- AGOSTOS M. MARTILLANA - Water/Sewerage Maintenance Man A
- EDGAR M. LUCES - Water/Sewerage Maintenance Man A
- JIMMY P. NUELES - Water/Sewerage Maintenance Man A
- MELVIN M. ALCANTARA - Draftsman A
- NOEL L. BERCASIO - Water/Sewerage Maintenance Man B
- ELMERITO M. MAPULA - Water/Sewerage Maintenance Man B
- YOLDRIN L. LOBETE - Water/Sewerage Maintenance Man B
- FLORANTE M. LODADO - Water/Sewerage Maintenance Man B
- EDWIN T. MEDIAVILLO - Water/Sewerage Maintenance Man B
- PANCHO M. MACINAS - Instrument Technician