

CALABANGA WATER DISTRICT
San Antonio, Calabanga, Camarines Sur

MAJOR FINAL OUTPUT (MFO) and PROGRAMS ACTIVITY AND PROJECTS (PAP)

Administrative & General Services Division	Finance & Commercial Division	Engineering/Const./Prod. & Water Quality Division
<ul style="list-style-type: none"> - Recruitment and Selection of Personnel - Personnel Development & Other Personnel Actions - Submission of UWP/IPCR -Provision of IT support - Plan, Assess and Manage Procurement Activities - Management of Materials and Supplies Inventory - Improve working Environment - Inventory of Record Holdings - Handling of Incoming/Outgoing Communications - Inventory of equipment - Compliance with Reportorial Requirements - Compliance with Transparency Seal - Budget Preparation - Preparation and Consolidation of Reports - Attendance to Trainings, Conferences, Conventions and Seminars - Implementation of Health and Wellness Program - Submission of Coaching Reports - Enhanced Security Measures - Technical Assistance to Walk-In Clients - Driving Services - Well Maintained Generator Set -Others: Gender and Development (GAD) and Gender Analysis Report -(Sex Disaggregated Data (SDD) and Harmonized Gender and Development Guidelines (HGDD) 	<ul style="list-style-type: none"> - Processing of New Service Connections - Inspection re: New Connection - Report of Disconnection - Disconnection and Voluntary Disconnection - Query/Complaints -Application for Senior Citizen Discount - Change Name -Processing of Reconnections -Billing Adjustment Memo- Senior Citizen -Billing Adjustment Memo- Various Payee - Meter Reading -Water Bill Distribution - Billing for the month - Penalty Report for the month - Accounts Receivables Reconciliation - Collection - Attainment of Collection Ratios: -On-time payment - Cash Management - Collection Remittance Report -Submission of Annual Procurement Plan (APP) - Submission of UWP/IPCR - Processing and Payment of Disbursement Vouchers: - Preparation of Certificate of Withholding Taxes - Review of Daily Collections and Deposits: - Preparation of Monthly Remittances: - Payroll Preparation: - Reconciliation of Accounts and Preparation of Schedules: -Preparation of COA Required Reports 	<ul style="list-style-type: none"> - Installation and Expansion Projects - Installation of New Connection - Construction of Pump - Construction of Solar Panel Facility - Repair of leakages for transmission / distribution line - Reconnection under grace period - Repair of Service Connection - Inspection of SC water quality complaints - Relocation of Water Meter - Reconnection (main) - Operation Of Booster Pump - Preparation of Program of Works - Non Revenue Water - Production Demand Ratio and NRW - Water Pressure Monitoring - Production Cost Report (Diesel/Electricity/Water Bill/ Chlorine Granule/Chlorine - Water Sources Monitoring Consumption Report - Chlorine Granules - Water Sources Monitoring Consumption Report - Oxide - Water Sources Monitoring Consumption Report - Diesel - Water Sources Daily Operation Report - Chlorine Residual Report - Bacteriological Report - Water Quality Analysis (PhysicalChemical/Metal Analysis) - Line Flushing and Backwash - Compliance with Reportorial Requirements (NWRB/DENR/LWUA/DOH - Data Collection (Rainfall / Water & Soil Analysis) - Preparation of Water Safety Plan Report - Submission of Annual Procurement Plan (APP) - Submission of UWP/IPCR

CALABANGA WATER DISTRICT
San Antonio, Calabanga, Camarines Sur

MAJOR FINAL OUTPUT (MFO) and PROGRAMS ACTIVITY AND PROJECTS (PAP)

Administrative & General Services Division	Finance & Commercial Division	Engineering/Const./Prod. & Water Quality Division
	<ul style="list-style-type: none"> - Budget Preparation - Preparation of Financial Reports - Management Information Services -Others: Gender and Development (GAD) and Gender Analysis Report -(Sex Disaggregated Data (SDD) and Harmonized Gender and Development Guidelines (HGDG) 	<ul style="list-style-type: none"> - Others: Gender and Development (GAD) and Gender Analysis Report (Sex Disaggregated Data (SDD) and Harmonized Gender and Development Guidelines (HGDG)
Administrative & General Services Division	Finance & Commercial Division	Engineering/Const./Prod. & Water Quality Division
<p>BETTY B. VIOLA Administrative and General Service Chief C</p>	<p>DIANA B. BATALLA RAQUEL M. SAAVEDRA Corporate Budget Specialist A Sr. Water Utilities Mgt/Dev. Officer</p> <p align="center">ENGR. CELEDONIO I. TOLENTINO JR. General Manager</p>	<p align="center">ENGR. MICHAEL MORENO GUTIERREZ Supervising Engineer A</p>