



CALABANGA WATER DISTRICT  
San Antonio, Calabanga, Camarines Sur  
MAJOR FINAL OUTPUT (MFO) and PROGRAMS ACTIVITY AND PROJECTS (PAP)

JANUARY, 2020

Administrative & General Services Division	Finance & Commercial Division	Engineering/Const./Prod. & Water Quality Division
<ul style="list-style-type: none"><li>- Recruitment and Selection of Personnel</li><li>- Personnel Development &amp; Other Personnel Actions</li><li>- Submission of UWP/PPCR</li><li>- Provision of IT support</li><li>- Plan, Assess and Manage Procurement Activities</li><li>- Management of Materials and Supplies Inventory</li><li>- Improve working Environment</li><li>- Inventory of Record Holdings</li><li>- Handling of Incoming/Outgoing Communications</li><li>- Inventory of equipment</li><li>- Compliance with Reportorial Requirements</li><li>- Compliance with Transparency Seal</li><li>- Submission of Annual Procurement Plan (APP)</li><li>- Preparation and Consolidation of Reports</li><li>- Attendance to Trainings, Conferences, Conventions and Seminars</li><li>- Implementation of Health and Wellness Program</li><li>- Submission of Coaching Reports</li><li>- Enhanced Security Measures</li><li>- Technical Assistance to Walk-in Clients</li><li>- Driving Services</li><li>- Well Maintained Generator Set</li><li>- Other Gender and Development (GAD) and Gender Analysis Report</li><li>- Sex Disaggregated Data (SDD) and Harmonized Gender and Development and Guidelines (HGDG)</li></ul>	<ul style="list-style-type: none"><li>- Processing of New Service Connections</li><li>- Inspection re: New Connection</li><li>- Report of Disconnection</li><li>- Disconnection and Voluntary Disconnection</li><li>- Query/Complaints</li><li>- Application for Senior Citizen Discount</li><li>- Change Name</li><li>- Processing of Reconnections</li><li>- Billing Adjustment Memo- Senior Citizen</li><li>- Billing Adjustment Memo- Various Payee</li><li>- Meter Reading</li><li>- Water Bill Distribution</li><li>- Billing for the month</li><li>- Penalty Report for the month</li><li>- Accounts Receivables Reconciliation</li><li>- Collection</li><li>- Attainment of Collection Ratios:</li><li>- On-time payment</li><li>- Cash Management</li><li>- Collection Remittance Report</li><li>- Submission of Annual Procurement Plan (APP)</li><li>- Compliance with Reportorial Requirements</li><li>- Submission of UWP/PPCR</li><li>- Processing and Payment of Disbursement Vouchers:</li><li>- Other Gender and Development (GAD) and Gender Analysis Report</li><li>- Sex Disaggregated Data (SDD) and Harmonized Gender and Development and Guidelines (HGDG).</li><li>- Preparation of Certificate of Withholding Taxes</li><li>- Review of Daily Collections and Deposits:</li><li>- Preparation of Journal Entry Vouchers for Collection/ Disbursements/ Adjustments</li><li>- Preparation of Monthly Remittances:</li><li>- Payroll Preparation:</li><li>- Reconciliation of Accounts and Preparation of Schedules:</li><li>- Preparation of COA Required Reports</li><li>- Budget Preparation</li><li>- Preparation of Financial Reports</li><li>- Management Information Services</li></ul>	<ul style="list-style-type: none"><li>- Installation and Expansion Projects</li><li>- Installation of new connection</li><li>- Water supply availability @ 10 psi minimum peak hour pressure</li><li>- Production Plant Operation</li><li>- Construction of Pump</li><li>- Operation of booster pump</li><li>- Non-Revenue Water (NRW)</li><li>- Available Chlorine Residual (Table 2.13 of PNSDW2007)</li><li>- Consumer's Tap</li><li>- Chemical Quality for Health Significant</li><li>- Cleaning of Water Structures or Facilities</li><li>- Daily Chlorine Application on Spring</li><li>- Repair of leakages for transmission/distribution</li><li>- Re-connection of meter under grace period</li><li>- Repair of SC leakages</li><li>- Inspection of SC-water quality complaints</li><li>- Re-location of Water Meter (customers request)</li><li>- Re-connection of SC (main)</li><li>- Submission of UWP/PPCR</li><li>- Compliance with Reportorial Requirements</li><li>- Summary Report on Micro-Biological Examination</li><li>- Line Flushing and Air Scouring</li><li>- Summary Report on Physical/Chemical Analysis</li><li>- Data collection (rainfall Report, Water &amp; Soil Analysis)</li><li>- Preparation of Water Safety Plan</li><li>- Compliance with Reportorial Requirements</li><li>- Submission of Annual Procurement Plan (APP)</li></ul>

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