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

JANUARY, 2022

Administrative & General Services Division	Finance & Commercial Division	Engineering/Const./Prod. & Water Quality Division
- 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 equiptment - Compliance with Reportorial Requirements - Compliance with Tranparency Seal -Submission of Annual Procurement Plan (APP) - Preparation and Consoladation 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 -Other Gender and Development (GAD) and Gender Analysis Report -Sex Dissaggregated Data (SDD) and Harmonized Gender and Development and Guidelines (HGDG)	- 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) - Compliance with Reportorial Requirements - Submission of UWP/IPCR - Processing and Payment of Disbursement Vouchers: -Other Gender and Development (GAD) and Gender Analysis Report -Sex Dissaggregated Data (SDD) and Harmonized Gender and Development and Guidelines (HGDG). - Preparation of Certificate of Withholding Taxes - Review of Daily Collections and Deposits: - Preparation of Journal Entry Vouchers for Collection/ Disbursements/ Adjustments - Preparation of Monthly Remittances: - Payroll Preparation: - Reconciliation of Accounts and Preparation of Schedules: - Preparation of COA Required Reports - Buget Preparation - Preparation of Financial Reports - Management Information Services	- Installation and Expansion Projects - Installation of new connection - Water supply availabiltiy @ 10 psi minimum peak hour pressure - Production Plant Operation - Construction of Pump - Operation of booster pump - Non-Revenue Water (NRW) - Available Chlorine Residual (Table 2.13 of PNSDW2007) - Consumer's Tap -Chemical Quality for Health Significant -Cleaning of Water Structures or Facilities\ -Daily Chlorine Application on Spring - Repair of leakages for transmission/distribution - Re-connection of meter under grace period - Repair of SC leakages - Inspection of SC-water quality complaints - Re-location of Water Meter (customers request) - Re-connection of SC (main) - Submission of UWP/IPCR - Compliance with Reportorial Requirements - Summary Report on Micro-Biological Examination - Line Flushing and Air Scouring - Summary Report on Physical/Chemical Analysis - Data collection (rainfall Report, Water & Soil Analysis) - Preparation of Water Safety Plan - Compliance with Reportorial Requirements -Submission of Annual Procurement Plan (APP)
Administrative & General Services Division	**Finance & Commercial Division**	**Engineering/Const./Prod. & Water Quality Division**

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