CALABANGA WATER DISTRICT
San Antonio, Calabanga, Camarines Sur
MAJOR FINAL OUTPUT (MFO) and PROGRAMS ACTIVITY AND PROJECTS (PAP)
CY 2023

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 - Driving Services - Well Maintained Generator Set	**Finance Division** - Processing and Payment of Disbursement Vouchers: - Preparation of Certificate of Withholding Taxes - Review of Daily Collections and Deposits: - Preparation of Journal Entry Vouchers for Collection/ - Preparation of Monthly Remittances: - Payroll Preparation: - Reconciliation of Accounts and Preparation of Schedules: - Preparation of COA Required Reports - Budget Preparation & Monitoring - Preparation of Financial Reports - Management Information Services -Submission of Annual Procurement Plan (APP) - Submission of UWP/IPCR -Assess/Prepares performance evaluation report - Compliance with Reportorial Requirements **Commercial Division** - Processing of New Service Connections - Processing of Reconnection - Processing of Temporary Closed/Voluntary Disconnection - Processing of Query/Complaints - Processing of Application Change Name - Processing of Application for Senior Citizen Discount -Plan/Prepare Marketing Program -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 -Assess/Prepares performance evaluation report -Sex Dissaggregated Data (SDD) and Harmonized Gender and - Management Information Services - Compliance with Reportorial Requirements	- 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) Development and Guidelines (HGDG) - 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**

BETTY B. VIOLA
Administrative and General Service Services Chief C

DIANA B. BATALLA
Corporate Budget Specialist A.

RAQUEL M. SAAVEDRA
Sr. Water Utilities/Mgt./Dev. Officer

ENGR. MICHAEL MORENO GUTIERREZ
Supervising Engineer A

ENGR. CELEDONIO I. TOLENTINO JR.
General Manager C