CALABANGA WATER DISTRICT
San Antonio, Calabanga, Camarines Sur
MAJOR FINAL OUTPUT (MFO) and PROGRAMS ACTIVITY AND PROJECTS (PAP)
CY 2024

Administrative & General Services Division	Finance & Commercial Division	Engineering/Const./Prod. & Water Quality Division
- Recruitment and Selection of Personnel	**Finance Division**	- Installation and Expansion Projects
- Personnel Development & Other Personnel Actions	- Processing and Payment of Disbursement Vouchers:	- Installation of new connection
- Submission of UWP/IPCR	- Preparation of Certificate of Withholding Taxes	- Preparation of Summary of Work Order
-Provision of IT support	- Review of Daily Collections and Deposits:	- Production Plant Operation
- Plan, Assess and Manage Procurement Activities	- Preparation of Journal Entry Vouchers for Collection/	- Construction of Pump
- Management of Materials and Supplies Inventory	- Preparation of Monthly Remittances:	- Consumer's Tap
- Improve working Environment	- Payroll Preparation:	- Repair of leakages for transmission/distribution
- Inventory of Record Holdings	- Reconciliation of Accounts and Preparation of Schedules:	- Re-connection of meter under grace period
- Handling of Incoming/Outgoing Communications	- Preparation of COA Required Reports	- Repair of SC leakages
- Inventory of equiptment	- Budget Preparation & Monitoring	- Inspection of SC-water quality complaints
- Compliance with Reportorial Requirements	- Preparation of Financial Reports	- Relocation of Water Meter (customers request)
- Compliance with Tranparency Seal	- Management Information Services	- Reconnection of SC (main)
-Submission of Annual Procurement Plan (APP)	-Submission of Annual Procurement Plan (APP)	- Submission of UWP/IPCR
- Preparation and Consoladation of Reports	- Submission of UWP/IPCR	Development and Guidelines (HGDG)
- Attendance to Trainings, Conferences, Conventions and Seminars	-Assess/Prepares performance evaluation report	- Preparation of Water Safety Plan
- Implementation of Health and Wellness Program	- Compliance with Reportorial Requirements	- Submission of Annual Procurement Plan
- Submission of Coaching Reports	**Commercial Division**	- Non Revenue Water Monitoring
- Enhanced Security Measures	- Processing of New Service Connections	- Demand Ratio Monitoring
- Driving Services	-Preparation Sex Dissaggregated Data (SDD) for new connection	- Summary of Accounted Water
- Well Maintained Generator Set	- Processing of Reconnection	- Water Balance Monitoring
	- Processing of Temporary Closed/Voluntary Disconnection	- Water Pressure Monitoring
	- Preparation of Water Service Connection Data	- Water Level Monitoring
	- Preparation of Monthly Data Sheet for commercial	-Rainfall Report Monitoring
	- Processing of Query/Complaints	- Line Flushing and Air Scouring
	- Processing of Application Change Name	- Cleaning and Backwashing
	- Processing of Application for Senior Citizen Discount	- Flowmeter, Blow-off and Hydrant Monitoring
	-Billing Adjustment Memo- Senior Citizen	- Water Resources Updating (LWUA Compliance)
	-Billing Adjustment Memo- Various Payee	- Production Cost
	- Meter Reading	- Daily Water Sources Monitoring
	-Water Bill Distribution	- Bacteriologiccal Testing
	- Preparation Billing for the month	-Phychem Testing
	- Preparation Penalty Report for the month	- Chlorine Residual Monitoring
	- Preparation of Accounts Receivables Reconciliation	- Daily Water Quality Treatment Monitoring
	- Cash Management	
	- Collection	
	- Attainment of Collection Ratios:	
	-Preparation of percentage collection-On-time payment	
	- Collection Remittance Report	
	- Preparation of CRDR, RCI, CDR	
	- Preparation of RAAF	
	-Submission of Annual Procurement Plan (APP)	
	- Submission of UWP/IPCR	
	-Assess/Prepares performance evaluation report	
	-Plan/Prepare Marketing Program	
	- Management Information Services:	
	- Compliance with other Reportorial Requirements	
Administrative & General Services Division	**Finance & Commercial Division**	**Engineering/Const./Prod. & Water Quality Division**

BETTY B. VIOLA
Administrative and General Service Services Chief C

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Corporate Budget Specialist A.

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