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|  <p>Republic of the Philippines<br/> <b>City of Koronadal Water District</b><br/>         Block I, Casa Subd., Zone III,<br/>         City of Koronadal, South Cotabato</p> | DOC ID No.:<br><b>CKWD-QP-AHRD-002</b>                            | Date of Issuance:<br>02-03-2017 |
|  | Division/Section:<br><b>ADMIN &amp; HR DIV.</b>                   | Revision No.:<br><b>0</b>       |
| TITLE:   | <b>Control of Position and Organizational Structure Procedure</b> |                                 |
|  |   | Date of Revision:<br>-          |

**I. OBJECTIVE**

The objective of this procedure is to describe the process of identifying the hierarchy of authority and to understand the working flowchart in the organization. The procedure also describe the process involve in determining the duties and functions of each position as enumerated in the Organizational Structure and Plantilla of Personnel (POP).

**II. SCOPE**

This procedure shall apply to all permanent positions in the Organizational Structure.

**III. DEFINITION OF TERMS**

- a. Position Description – list of general tasks, functions and responsibilities of a specific position.
- b. Organizational Structure – hierarchical arrangement of lines of authority, communications, rights and duties of the organization.
- c. Plantilla of Personnel (POP) – roster of permanent employees and their corresponding salaries.
- d. Qualification Standards (QS) – minimum requirement for a class of positions in terms of education, training and experience, civil service eligibility, physical fitness and other qualities required for successful performance. This shall serve as the basic guide in the selection of personnel and in the evaluation of appointments to all positions in the government.
- e. LWUA – Local Water Utilities Administration
- f. LWD – Local Water District
- g. BOD – Board of Directors
- h. GM – General Manager
- i. DM – Department Managers
- j. DV – Division Managers
- k. AGSD – Administrative and General Services Department
- l. AHRD – Administrative and Human Resource Division


**IV. REFERENCE DOCUMENTS**

- a. Local Water Districts Manual on Categorization and Re-Categorization and Other Related Matters (LWD-MaCRO)
- b. Civil Service Commission (CSC) Qualification Standards Manual series 1997
- c. Revised Policies on Qualification Standards

**V. RESPONSIBILITY AND AUTHORITY**

- a. The General Manager has the over-all responsibility and authority for the control of position description and Organizational Structure of the entire CITY KORONADAL WATER DISTRICT.
- b. The ARHD Division Manager monitors the execution of the policies of controlling of position description and Organizational Structure.
- c. Department Managers, Division Managers and Supervisors are jointly responsible for the effective management of personnel resources in their respective offices and assignment of jobs to respective individuals must be within the position description to ensure personnel effectiveness in their assigned responsibilities.
- d. HR Staff must see to it that position description and Organizational Structure are updated and properly disseminated to employees.

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
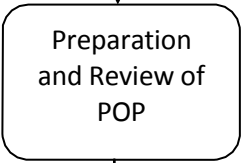
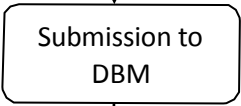
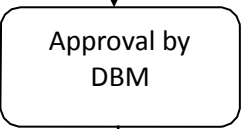
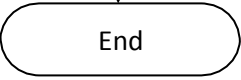
**VI. PROCEDURE DETAILS**

a. Organizational Structure

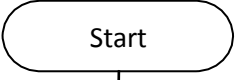
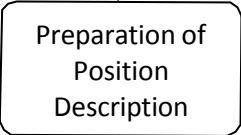

| Process Flow  | In-charge    | Process Description  | Records                   |
|---|--------------|--|---------------------------|
| Start   |              |  |                           |
| Determination of Category                           | DM -AGS      | Shall process and submit all the required documents to LWUA. The Certificate of Category shall be the basis in designing the Organizational Structure of LWD.  | LWD MaCRO                 |
| Receipt of Category Certificate from                | DM-AGS       | Shall design the Organizational Structure based on the category as determined by LWUA.   | Existing POP              |
| Review of Organizational Structure                  | GM<br>DMS    | Shall jointly review the Organizational Structure based on the human resource requirements of each Department.<br><br><i>Note: If there is creation of new positions, reclassifications and conversion of existing positions, the specific duties and functions shall be identified and also submitted to DBM.</i> | LWD MaCRO<br>Existing POP |
| Presentation of the Organizational Structure to BOD | GM<br>DM-AGS | Shall present the Organizational Structure to the BOD for approval.  | LWD MaCRO                 |
| A   |              |  |                           |

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|    |                       |   |                                 |
|    | Div Man<br><br>DM-AGS | Shall prepare POP based on the approved Organizational Structure reflecting all the approved plantilla of positions.<br><br>Shall review the POP. | LWD MaCRO<br>Refer to WIM       |
|   | AHR-Div Man           | Shall submit all the requirements to the DBM for the approval of the Organizational Structure and POP.  | Checklist                       |
|  | AHR-Div Man           | Shall review the human resource requirements of each Department for publication of vacant position.   | POP<br>Organizational Structure |
|  |                       |   |                                 |

b. Position Description


| Process Flow  | In-charge          | Process Description   | Records                   |
|---|--------------------|---|---------------------------|
|  |                    |   |                           |
|  | Department Manager | Shall prepare functions, duties and responsibilities of each position based on the approved Organizational Structure and POP. | Job Description – JD Form |
|  |                    |   |                           |

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| A  |           |  |                                       |
| ↓  |           |  |                                       |
| <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Checking of JD Form</div>  | AHRD      | Shall check the JD Form if entries are completely filled up.<br>Shall forward the JD Form to AHR DM for review.  | Job Description – JD Form             |
| ↓  |           |  |                                       |
| <div style="border: 1px solid black; border-radius: 15px; padding: 5px; width: fit-content; margin: 0 auto;">Review of Position Description</div>              | HR DM     | Shall review the position description if it is aligned with the duties and function and the qualification standards of the position.<br><i>Note:</i><br><i>If new position- shall marked as NEW</i><br><i>If existing position- shall marked as FOR UPDATING</i> | Job Description – JD Form             |
| ↓  |           |  |                                       |
| <div style="border: 1px solid black; border-radius: 15px; padding: 5px; width: fit-content; margin: 0 auto;">Preparation of Position Description</div>         | AHRD      | Shall prepare the Division Position Description Form- PDF.   | PDF                                   |
| ↓  |           |  |                                       |
| <div style="border: 1px solid black; border-radius: 15px; padding: 5px; width: fit-content; margin: 0 auto;">Approval of Position Description</div>            | GM        | Shall approve the position.  | Job Description Form (Internal Form)) |
| ↓  |           |  |                                       |
| <div style="border: 1px solid black; border-radius: 15px; padding: 5px; width: fit-content; margin: 0 auto;">Filing and Updating of Position Description</div> | HRD staff | Shall file, update and keep the PDF.   | PDF                                   |
| ↓  |           |  |                                       |
| <div style="border: 1px solid black; border-radius: 25px; padding: 5px; width: fit-content; margin: 0 auto;">End</div>   |           |  |                                       |

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c. Reports

| Reports                   | Frequency | Responsible   |
|---------------------------|-----------|---------------|
| Plantilla of Personnel    | Permanent | AHR Div. Man. |
| Position Description Form | Permanent | HRD           |

**VII. PERFORMANCE INDICATOR**

- a. Timely creation / updating of job description form
- b. Timely creation / updating the Organizational Structure accordingly following the new set of categories.
- c. Alignment of position description with the actual job functions Clear and specific position description

**VIII. ATTACHMENTS AND FORMS**

- a. Form 1 – Job Description
- b. Organizational Structure

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