

WATER DISTRICT

ANNUAL REPORT

For the Period January 1, 2017 to December 31, 2017

I. GENERAL

A. ADMINISTRATIVE

1. Attached approved organizational charts in effect as year's end.
 - a. Functional Chart -ANNEX A
 - b. Position/Organizational Chart (Key employees only) – showing Permanent positions and incumbents -ANNEX B

YES

YES

2. Attach list of employed personnel with pertinent information.
(List of Plantilla of Personnel for the Fiscal Year 2017) -ANNEX C

YES

The following summarizes the District's staffing

- a. Total number of employees
- b. Number of permanent employees
- c. Number of casual/temporary employees/laborers
- d. Number of employees meeting minimum qualifications per Job Description adopted by the District
- e. Number of employees not classified as casual/temporary who do not meet the minimum qualifications established by the District

101

49

85

49

0

3. Has the District adopted a policy prohibiting hiring of personnel related up to the *fourth degree* by affinity or consanguinity? (Yes or No)

YES CSC RULES

If not, how many of the employees are related to other employees of officials with the fourth degree by *affinity of consanguinity*?

N/A

4. Has the District adopted rules and regulation

- a. Personnel Matters
- b. Utility Customer Relations
- c. General Utility Operations

YES

YES

YES

During the year, in how many instances (or how many times) have exemption to these rules and regulations has been in special cases?

0

5. Attach list of policy – setting resolutions adopted, repealed or amended by the District Board including those adopting LWUA guidelines (Summary of Policy – Setting Resolutions)

6. Has the District written and properly updated, reliable records of the following?
(A field check may be undertaken, if necessary? Yes or No)

- a. Customer Complaints
- b. Billing and Collection
- c. Delinquencies in Payment of Water Bills
- d. Meter Histories
- e. Service Connections
- f. Equipment Histories
- g. Equipment Downtime
- h. Bacteriological Tests
- i. System Pressure
- j. Leak Reports
- k. Unaccounted for Water
- l. Pump Efficiencies
- m. Water Production
- n. Water Production
- o. Valve and pipeline location
- p. General Accounting
- q. Stock Inventory
- r. Stores Usage
- s. Employees Record
- t. Minutes and Board Meetings

YES

YES

YES

YES

YES

YES

YES

YES

YES

YES

YES

YES

YES

YES

YES

YES

YES

YES

YES

YES

7. For this year, Auditing has been done by the Commission on Audit

YES

8. Attach list of reports prepared regularly by the District on a monthly basis as required in the commercial Practice Manual (Omit this item if the District has not yet installed the commercial practices system in which case, indicate that the said system has not yet been installed yet.
(List of Reports Prepared Regularly ANNEX D

YES

B. FINANCIAL/COMMERCIAL

1. Attach the District's financial statements for the report year including a comparison Of the immediate past year ANNEX E
2. For the year under report, the District's total budgetary outlay was broken down into: (Source: Approved Budget)

YES

a. Operating Outlay	87,971,712.98
b. Capital Outlay	51,105,467.29
c. Special budgets, if any (additional budget) – Contingency	0
d. Debt Service	5,425,412.64
e. Reserves	3,600,000.00
3. For this same one-year period, the District’s Gross Revenue was broken down into: (Source: Financial Report)	
a. Revenue from water sales	114,364,517.59
b. Other water revenues	1,037,830.82
c. Other non-operating income	538,696.81
d. Proceeds from LWUA loan to finance new service connections	0
4. For this same one-year period, the District’s expenditures was broken down into: (Source: Financial Report)	
a. Operational (operation & maintenance expenses, including depreciation)	90,974,043.14
b. Capital Outlay	26,719,229.87
c. Annual Debt Servicing (Annex G-Summary of Loan Payments to DBP)	5,150,914.08
5. For this same one-year period, the total salaries, wages & other emoluments paid for the District’s employees where broken down into:	
a. For permanent employees	12,122,791.89
b. For casual/temporary	8,021,218.49
c. Allowance, Benefit & emoluments	19,966,727.80
6. Expenses for power/fuel for pumping during the year (Acct. #726, if Commercial Practices Accounts are in effect):	17,079,689.73
7. Total amount billed during the year is broken down into:	
a. Total Billings (Current and Old Accounts)	108,536,582.23
b. Old Accounts	N/A
8. Total amount collected (water sales only during the year is broken down into:	
a. Current Billings	99,652,545.16
b. Arrears	5,146,633.35
9. Total amount uncollected (delinquent) at year’s end excluding Bad Debts	12,494,166.95
10. Total reserves at year’s end	3,607,435.79
11. Complaints filed, processed and settled during the year	
a. Total number filed, processed and settled during the year	1,086
b. Number dismissed for lack of merit/withdrawn	0
c. Number investigated	1,086
d. Number settled to the satisfaction of complaints	1086
e. Number elevated to the District Board of directors	0
f. Number settled by the Board	0
g. Number elevated to the higher authorities	0
12. At year’s end, the following water charges were in force: (Approved Water Rates Schedule) ANNEX F	see attached
Had these rates been submitted to LWUA for review? (Yes or No)	YES
C. TECHNICAL	
1. Has the District adopted by Board Resolutions, a set of design and construction standard? (Yes or No) If so, who prepared it? Is it being adhered to strictly?	NO
2. Does the District undertake bacteriological test of its water (Yes or No) How often are these test made per year? Is LWUA being furnished copies of these test reports? (Yes or No) For the report year, how many such reports were submitted to LWUA?	YES MONTHLY YES 12
3. State the method of water treatment employed by the District, if any	MULTI MEDIA FILTRATION SYSTEM FOR ODOR ELIMINATION SODIUM HYPOCHLORITE FOR DISINFECTION
4. Does the District undertake regular pump efficiency test? (Yes or No) How many of these pumps does the District have in its system? How many of these pumps are operational?	16 16

D. OPERATIONAL

1. Total water production during the year in cubic meters (Summary of Water Production and Consumption) ANNEX G 1&2 Total water billed in cubic meters Average per capita consumption in lpd	<div>5,067,170</div> <div>see attached</div> <div>3,970,682</div> <div>19,810 liters</div>
2. Attach list of Water Sources (WD Water Sources) ANNEX J	<div>YES</div>
3. Is the District provided with measuring devices to measure their water production? (Yes or No) If yes, what type? If not, how do you measure productions	<div>YES</div> <div>MECHANICAL/ELECTROMAGNETIC</div> <div>N/A</div>
4. As of year's end, the District has the following existing service connection and related information. (Service Connection Growth) ANNEX H	
a. Total number of existing connections (Active & Inactive Connection)	<div>19895</div>
b. Number of Active Connections	<div>17564</div>
c. Number of Metered Connections	<div>17578</div>
1. With functioning meters	<div>17578</div>
2. With non-functioning meters	<div>0</div>
d. Number of flat rate connections	<div>0</div>
e. Number of connections regularly billed	<div>17287</div>
f. Number of delinquent concessionaires	<div>ACTIVE-5,087 INACTIVE-1,469</div>
g. Average number of customers per connections (HH)	<div>5</div>
5. Estimated population of district service areas	<div>179,766</div>
a. Estimated population served by utility whether fully or partially	<div>87,820</div>
6. Because of inadequate facilities, the District had to provide partial service in accordance with the following average length of time each 24-hours day:	
a. Less than 6 hours service	
b. 7-12 hours service	
c. 13-18 hours service	
d. 19-24 hours service (Note: You may vary the number of hours as may be necessary to suit actual conditions)	<div>Yes, 19 hours service at some portion of Brgy. San Isidro, Sta. Cruz & Mambukal area</div>
7. Attach list of major equipment and machinery (with an initial cost of at least P 10,000.00 including pertinent information). (List of Major Equipment) ANNEX I	<div>YES</div>
8. Does the District keep written record of request for service? (Yes or No)	
a. Does the record show the date when such requests were made and the nature	
of the service requested (Yes or No)	<div>Yes</div>
b. On the average, how long (in days) does it take the District to respond and attend such requests?	<div>1 day</div>
c. How many such reports were received during the year?	<div>1086</div>
d. How many of these reports attended to during the year?	<div>1086</div>

Submitted by:

MR. REY J. VARGAS

General Manager B

CITY OF KORONADAL WATER DISTRICT

ANNUAL REPORT

For the period January 1, 2017 to December 31, 2017

II. PROFILE

1. THE WATER DISTRICT & ITS PHYSICAL SYSTEM'S FACILITIES

A. ORGANIZATION

1. Date Formed	July 17, 1981	Age (months) as of 12/31/17	425 months
2. Date CCC was issued	July 17, 1981	CCC No.	156
3. Personnel	49		

B. EXISTING SYSTEM'S FACILITIES

1. Service

1.1 Service Area	15 barangays
1.2 Population of Service Area (Latest)	179,766
1.3 No. of Households	35,953
1.4 No. of Persons/Household	5
1.5 Service Time (hrs./day)	24 hrs/ day

2. Structure and Equipment

2.1 Administration Building

Office Area	673.5 sq. m
Office Equipment (see List of Major Equipments)	Annex

2.2 If rented, how much per month?	N/A
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2.3 Type of Water Source	Deep Well
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Rated Capacity per day (cu.m. / day)	
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2.4 Reservoir (description, built, dimension and capacity)

1 u	800	cu.m	Cylindrical Ground Concrete Reservoir at Zone IV
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2.5 Water Sources (CKWD Water Sources)	Annex
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2.6 Service Connections

Type	Flat	Metered	Total
Residential Government		15,923	15,923
Commercial		1,362	1,362
Bulk		2	2
Total		17,287	17,287

2.7 Production

Average Monthly Production	422,264
a. Booster/Pumping (cu.m)	N/A
b. Bulk Water (cu.m)	N/A

Production Efficiency % (average/month) (Total Water Utilized/Total Production)	95%
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NRW % () YTD	21.64%
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2. CURRENT OPERATION / FINANCIAL HIGHLIGHTS

A. Existing Water Rates (Annex H-Water Rates Schedule)	
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B. Operating Income/Expenses

Average Water Sales (average/mo)	9,044,715.19
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Average Collection (average/mo)	8,733,264.88
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Average Expenses-O & M for the year (average/mo) 6,900,954.00

C. Financial Highlights (rate & status)

Current Ratio = $\frac{\text{Current Assets}}{\text{Current Liabilities}}$ 8.38:1

Long Term Debt/Equity Ratio 0.204658285

Monthly Billing (average/mo) 9,044,715.19

Collection Efficiency-% of On-Time Payment (YTD) 91.81%

3. COMMUNITY ECONOMIC PROFILE

A. Total Population (covered by the Water District) (19 barangays) 87,850

B. Average Monthly Family Income in the Area (2017 PSA Data) Php 15,667.00

C. Major Source of Income Salaries/Wages/agricultural

D. Average Monthly Family Expenditure in the Area (2017 PSA Data) Php 13,500.00

E. City/Municipal Revenue (CY 2008)

F. Average Rate of Mortality per 100,000 population due to waterborne diseases (e.g. diarrhea)

H. Major Agricultural, Industrial and Commercial activities

4. OTHER INFORMATION

- 1. The District has been paying the _____ Water District an average of ____ cubic/mo/meter of Bulk Water
- 2. The District has implemented the Meter Clustering System to help alleviate water pilferage
- 3. The District has regularly monitors the Residual Chlorine in various strategic points of its water supply system (_____ Summary of Bacteriological Analysis 2014)
- 4. The District has maintained its established safety programs and standard operating procedure
- 5. The District has continued implementing the 5% discount for water bill of Senior Citizens YES
- 6. The District has approved the Gender and Development Budget for CY 2017 in compliance with RA 9710 YES
- 7. The District has adopted and implemented the approved Strategic Performance Management System (SPMS) YES
- 8. The District has religiously paid the principal and interest of its various loans to LWUA YES

Submitted by:

REY J. VARGAS
General Manager