

SABLAYAN WATER DISTRICT

Sablayan, Occidental Mindoro

2016 ANNUAL REPORT

FOREWORD

Sablayan Water District (SWD) was established on November 17, 1981 by virtue of Sangguniang Bayan Resolution No. 926, series of 1981. This resolution gave the Water District full control and administration of the water system from the Municipal Government in accordance with PD No. 198, as amended by PD Nos. 768 and 1479.

The Water District was non-operational from 1982 to 1989 due to the unsuccessful development of its water source. In 1989, the Water District was able to develop its water source within the compound of the Municipal Building, thus it was granted a ₱3M loan, ₱2,830,212.00 of which was availed from the Local Water Utilities Administration (LWUA). It also availed of loan packages from Local Government Unit and Provincial Government Office to boost its operations and to serve the needs of the requesting barangays.

As of December 31, 2016, the Water District has six (6) operational pumping stations serving **3,625** active concessionaires in eight (8) of the twenty-two (22) barangays of Sablayan, namely: Poblacion, Buenavista, Sto. Niño, Ligaya, San Vicente, Tuban, Ibud and Tagumpay.

Sablayan Water District has twenty four (24) regular employees and Twenty (20) service of contract employees, headed by General Manager Jose M. Abeleda, Jr.

VISION

We envisioned for the upliftment of the quality of life and economic vitality of Sablayeños by providing high-quality, reasonably priced potable water and premium customer services.

MISSION

Sablayan Water District endeavors to deliver sustainable and reliable high- quality water at an affordable price through responsible stewardship. With integrity, Sablayan Water District will dedicate and ensure the economic vitality of the “heart” of Occidental Mindoro- Sablayan.

I. GENERAL

- A. ADMINISTRATIVE (See Annual Report- Excel Format)
- B. FINANCIAL/COMMERCIAL (See Annual Report- Excel Format)
- C. TECHNICAL (See Annual Report- Excel Format)
- D. OPERATIONAL (See Annual Report- Excel Format)

II. PROFILE

A. THE WATER DISTRICT AND ITS PHYSICAL SYSTEMS FACILITIES

1. ORGANIZATION

The Sablayan Water District was categorized as Category “D” Water District in compliance with the guidelines as provided for in the Department of Budget and Management (DBM) approved revised Local Water District (LWD) Manual on Categorization, Re-categorization and other related matters (LWD-MaCRO). The Certificate of Category was issued by the Local Water Utilities Administration (LWUA) last March 16, 2012. At present, the District opted to have its positions below the General Manager as straight listed only.

2. EXISTING SYSTEM FACILITIES

The office lot of the District has an area of three hundred ninety eight (398) square meters located at Buenavista, Sablayan Occidental Mindoro adjacent to the Municipal Compound. Its building and warehouse floor area totaled one hundred seventy one (171) square meters.

The table below shows the six (6) pumping stations and one (1) reservoir with their corresponding capacities.

NAME	LOCATION	CAPACITY (lps)
1. Maugong Pump House a. Well #1 b. Well #2	Buenavista, Sablayan Occ. Mindoro	15 10
2. Abaca Pump House	Abaca, Sto. Niño Sablayan, Occ. Mindoro	20
3. Ligaya Pump House	Ligaya, Sablayan, Occ. Mindoro	10
4. Tuban Pump House	Tuban, Sablayan, Occ. Mindoro	7
5. Alipid Pump House	Tulaong, Sablayan, Occ. Mindoro	12
6. Tagumpay Pump House	Tagumpay, Sablayan, Occ. Mindoro	7
7. Ground Concrete Reservoir	Buenavista, Sablayan Occ. Mindoro	150 cu.meters

B. CURRENT OPERATIONAL/FINANCIAL HIGHLIGHTS

1. EXISTING WATER RATES

Category	Meter Size	Minimum
Residential/Gov't.	1/2"	208.00
Commercial (x2)	1/2"	416.00
Semi-Commercial-A(x1.75)	1/2"	364.00
Semi-Commercial-B(x1.5)	1/2"	312.00
Semi-Commercial-B(x1.25)	1/2"	260.00

2. OPERATING INCOME/EXPENSES

- a) OPERATING INCOME = Php20,606,495.33
- b) EXPENSES = Php 16,149,243.45
- c) NET INCOME = Php 4,457,251.88

3. FINANCIAL HIGHLIGHTS

- a) Total Currents Assets = Php 17,085,744.02
- b) Total None-Current Assets = Php 23,423,627.51
- c) Total Current Liabilities = Php 4,690,169.07
- c) Total None-Current Liabilities = Php 6,485,109.00
- d) Total Government Equity = Php 29,334,093.46

C. COMMUNITY ECONOMIC PROFILE

- 1. TOTAL POPULATION COVERED BY WATER DISTRICT = **39,490**
- 2. AVERAGE MONTHLY INCOME = **Php 6,681.00**
- 3. MAJOR SOURCES OF INCOME
 - a. *Agricultural*
 - b. *Industrial*
- 4. AVERAGE MONTHLY EXPENDITURES¹
- 5. MUNICIPALITY REVENUE² = **Php162,074,236.24**

¹ (No available data)

² (latest data available from LGU- Sablayan as of Sept. 2016)

6. AVERAGE RATE OF MORBIDITY

Average rate of morbidity (Water Borne Disease) ¹

DISEASE	TOTAL
1. Acute Gastroenteritis with some DHN	801

7. ANNUAL MORTALITY

Average rate of morbidity (Water Borne Disease) ¹

DISEASE	TOTAL
1. Acute Gastro Enteritis, Intestinal Parasitism	1
2. Age with severe dehydration	2

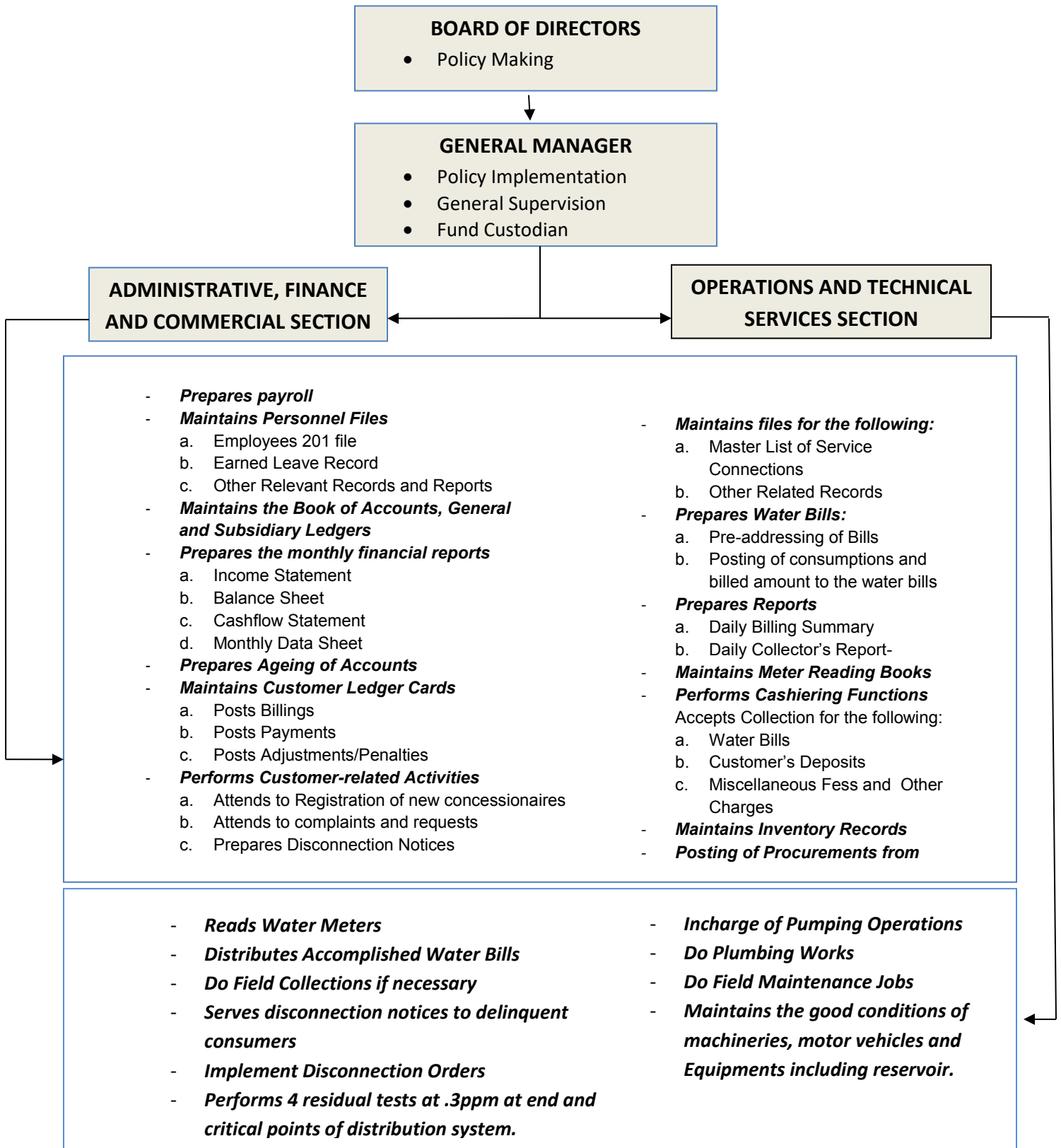
As of December 31, 2016 there were two (2) waterless barangays requesting for the services of the District which are enumerated below:

BARANGAY	NO. OF BENEFICIARIES (HH)
1.) Sta. Lucia II	136
2.) Batong-Buhay	424
a. Brgy. Proper	296
b. So. Palbong	128

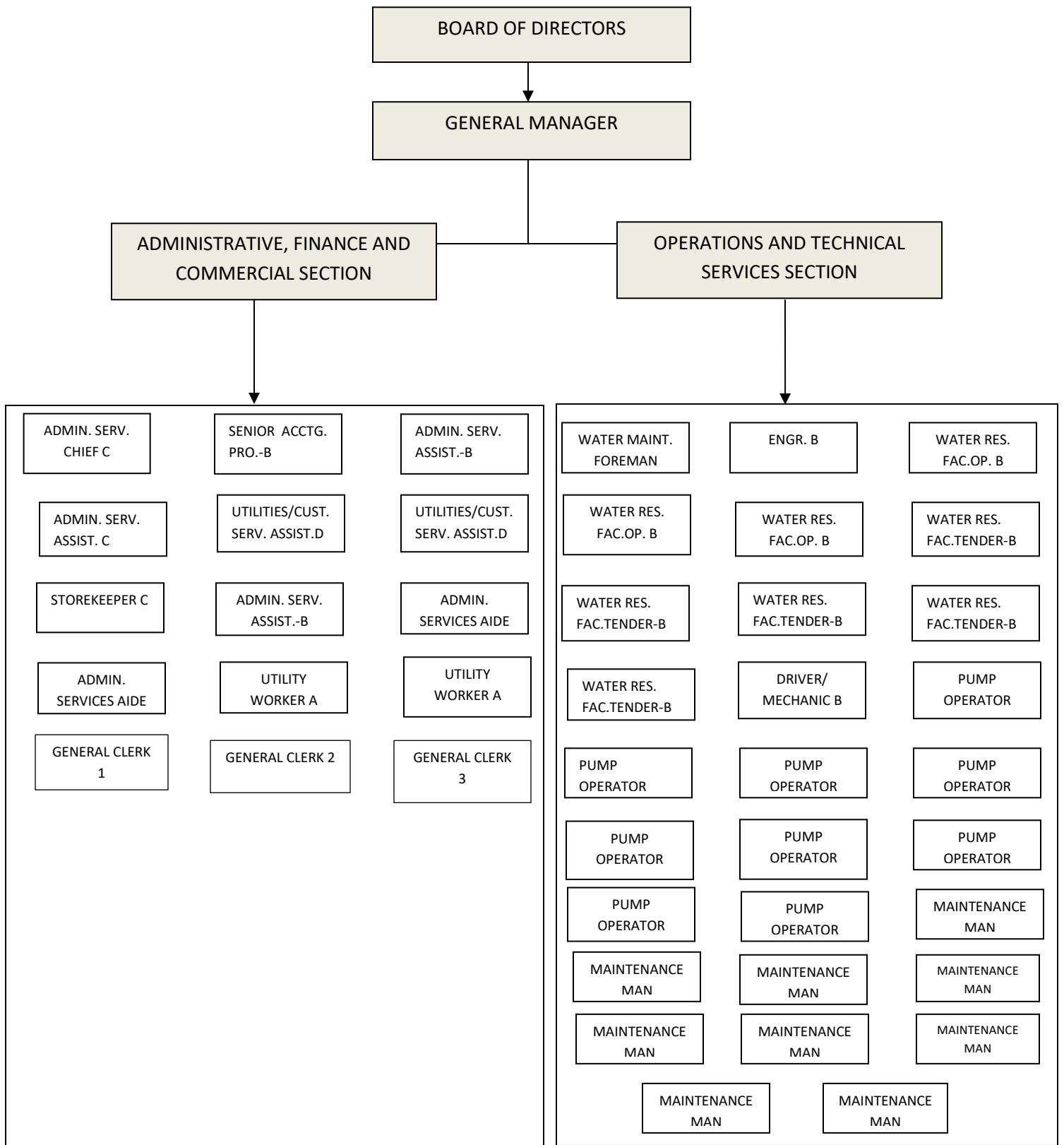
¹ Data gathered from LGU Sablayan, Occidental Mindoro (1st to 3rd quarter 2016)

III. ANNEXES

A. FUNCTIONAL CHART



B. ORGANIZATIONAL CHART



C. LIST OF PLANTILLA PERSONNEL

NAME	POSITION	SALARY GRADE/STEP
1. JOSE M. ABELEDA, JR.	General Manager D	24/2
2. MARLYN E. CADAPAN	Administrative Services Chief C	18/2
3. HERNANDO O. MATEO	Water/Sewerage Maint. Foreman	14/2
4. PLACIDO M. LAUDENCIA, JR.	Water Res. Fac. Operator B	6/2
5. ALFREDO P. DACULA	Utilities/Customer Services Asst. D	6/2
6. TONI ROSE D. BOLARIO	Sr. Accounting Processor B	10/2
7. DOROTHY P. PAGARIGAN	Utilities/Customer Serv. Asst.-A	12/1
8. EXOR B. ALIM	Utilities/Customer Services Asst. D	6/2
9. JOEY C. MATEO	Water Res. Fac. Operator B	6/2
10. MARICEL C. COSME	Administration Services Asst.-B	10/1
11. ADELINA L. MAGNO	Storekeeper C	6/2
12. FELICIANO T. MERCADER III	Water Res. Fac. Operator B	6/2
13. REYNALD H. ANI	Water Res. Fac. Tender B	4/2
14. RICKY N. URIETA	Water Res. Fac. Tender B	4/2
15. BERNARD D. DE JESUS	Water Res. Fac. Tender B	4/2
16. SHARON P. ESTACION	Administrative Services Aide	4/2
17. MICHAEL U. QUINATADCAN	Administration Services Asst. B	10/1
18. EDWIN C. DANGUPON	Administrative Services Aide	4/1
19. LEO D. FABELLAR	Water Res. Fac. Tender B	4/1
20. PETER ALPER G. ALCARAZ	Engineer B	12/1
21. EMMANUEL L. MANLANGIT	Utility Worker A	3/1
22. EFREN CABRERA	Driver/Mechanic B	7/1
23. ALLAN O. ALBA	Utility Worker A	3/1
24. LENIN ROBERT V. MENDOZA	Water Res. Fac. Tender B	4/1

D. SUMMARY OF POLICY SETTING RESOLUTIONS

DATE	SUBJECT	RESO. NO.
January 28, 2016	RESOLUTION CREATING FOUR (4) POSITIONS: ONE (1) UTILITIES/CUSTOMER SERVICE ASSISTANT A (SG 12), ONE (1) DRIVER/MECHANIC B (SG 7), AND TWO (2) UTILITY WORKER A (SG 3) TO BE INCLUDED IN THE PLANTILLA OF PERSONNEL OF SABLAYAN WATER DISTRICT.	01
January 28, 2016	RESOLUTION APPROVING THE ADOPTION OF THE PERFORMANCE-BASED INCENTIVE SYSTEM IN SABLAYAN WATER DISTRICT BOARD OF DIRECTORS, ALLOCATING FUNDS THEREOF AND AUTHORIZING ITS RELEASE IN ACCORDANCE WITH LWUA MEMORANDUM CIRCULAR NO. 001.16	02
January 28, 2016	RESOLUTION AUTHORIZING THE GENERAL MANAGER, JOSE M. ABELEDA, JR. AND THE ACTING CASHIER, TONI ROSE D. BOLARIO TO OPEN ANOTHER TIME DEPOSIT ACCOUNT AT UCPB SAVINGS, SABLAYAN BRANCH IN THE AMOUNT OF ONE MILLION PESOS ONLY (Php1,000,000.00) FOR A PERIOD OF ONE (1) YEAR.	03

January 28, 2016	RESOLUTION APPROVING THE AWARD OF CONTRACT TO GREEN BRIDGE ENVIRONMENTAL CONSULTANCY FOR THE CONSULTANCY SERVICES FOR THE PREPARATION OF ENVIRONMENTAL PERFORMANCE REPORT AND MANAGEMENT PLAN (EPRMP) FOR THE ISSUANCE OF THE ENVIRONMENTAL COMPLIANCE CERTIFICATE (ECC) FOR SABLAYAN WATER DISTRICT'S ALIPID, TUBAN AND TAGUMPAY PUMP HOUSES IN THE AMOUNT OF TWO HUNDRED TWENTY THOUSAND PESOS ONLY (Php220,000.00).	04
January 28, 2016	RESOLUTION APPROVING THE AWARD OF CONTRACT TO ERS ENTERPRISES FOR THE SUPPLY AND DELIVERY OF UPVC PIPES AND VARIOUS FITTINGS FOR TUBAN ZONE V-B, SITIO FORT PARAW, SITIO MACAMBANG AND PANAPUGAN EXTENSION PROJECTS OF SABLAYAN WATER DISTRICT IN THE AMOUNT OF TWO HUNDRED TWENTY SEVEN THOUSAND THREE HUNDRED EIGHTY PESOS ONLY (Php227,380.00).	05-A
January 28, 2016	RESOLUTION ELECTING DIR. JOSELITO O. DIGMA AS SECRETARY OF THE BOARD OF DIRECTORS OF SABLAYAN WATER DISTRICT	05-B
March 7, 2016	RESOLUTION AUTHORIZING THE GENERAL MANAGER, JOSE M. ABELEDA, JR. AND ACTING SENIOR DEPUTY ADMINISTRATOR OF LWUA, ENGR. EDGARDO C. DEMAYO, TO WITHDRAW THE AMOUNT OF ONE MILLION THREE HUNDRED THOUSAND PESOS (PHP1,300,000.00) FROM THE SWD-LWUA JOINT SAVINGS ACCOUNT NO. 3691-0018-72 AT LAND BANK OF THE PHILIPPINES, SABLAYAN BRANCH TO FINANCE AN ADDITIONAL SOURCE WELL AT THE TOWN PROPER LOCATED AT POBLACION, SABLAYAN, OCCIDENTAL MINDORO.	06
March 7,2016	RESOLUTION ADOPTING NATIONAL BUDGET CIRCULAR (NBC) NO. 562 DATED FEBRUARY 24, 2016 AS APPROVED BY PRESIDENT BENIGNO S. AQUINO III UNDER EXECUTIVE ORDER NO. 201, SERIES OF 2016 DATED FEBRUARY 19, 2016.	07
March 7,2016	RESOLUTION APPROVING THE INCREASE OF THE MINIMUM WAGE RATE OF THE EMPLOYEES OF SABLAYAN WATER DISTRICT UNDER JOB ORDER IN CONSONANCE WITH WAGE ORDER NO. IV-B-07 ISSUED BY REGIONAL TRIPARTITE WAGES AND PRODUCTIVITY BOARD, REGION IV-B-MIMAROPA APPROVED DATED APRIL 29, 2015 AND ALLOCATING A SUPPLEMENTAL BUDGET THEREOF AMOUNTING TO TWO HUNDRED TEN THOUSAND PESOS (Php210,000.00).	08
March 28, 2016	RESOLUTION APPROVING THE STUDY LEAVE APPLICATION OF THE ADMINISTRATIVE SERVICES CHIEF C, MS. MARLYN E. CADAPAN, PURSUANT TO SECTION 68 OF CSC MC NO. 14, S. OF 1999 AS AMENDED BY CSC MC NO. 21, S. OF 2004, AS ADOPTED BY SWD OFFICE ORDER NO. 01, S. OF 2016.	09
March 28, 2016	RESOLUTION ALLOTING A SUPPLEMENTAL BUDGET AMOUNTING TO TWO MILLION FOUR HUNDRED FIFTEEN THOUSAND FOUR HUNDRED THIRTY SEVEN PESOS AND FIFTY CENTAVOS ONLY (Php2,415,437.50) FOR BRGY.	010

	TAGUMPAY (Php871,253.01) AND BRGY. GEN. EMILIO AGUINALDO EXPANSION PROJECTS (Php1,544,184.49).	
April 8, 2016	RESOLUTION ALLOTING A SUPPLEMENTAL BUDGET AMOUNTING TO FOUR THOUSAND FIVE HUNDRED EIGHTY FOUR PESOS ONLY (Php4,584.00) FOR THE PROCUREMENT OF ADDITIONAL MATERIALS NEEDED IN THE CONSTRUCTION OF COMFORT ROOM.	011
April 8, 2016	RESOLUTION ALLOTING A SUPPLEMENTAL BUDGET AMOUNTING TO SEVENTEEN THOUSAND SIX HUNDRED EIGHTY FOUR PESOS ONLY (Php17,684.00) FOR THE FABRICATION OF FOUR (4) UNITS WOODEN OFFICE FILING CABINET.	012
April 8, 2016	RESOLUTION ALLOTING A SUPPLEMENTAL BUDGET AMOUNTING TO TWENTY ONE THOUSAND PESOS ONLY (Php21,000.00) FOR THE REPAIR OF ONE (1) UNIT DISTRIBUTION TRANSFORMER - 15KVA.	013
April 8, 2016	RESOLUTION ALLOTING A SUPPLEMENTAL BUDGET AMOUNTING TO SIXTY THREE THOUSAND EIGHT HUNDRED TWENTY ONE PESOS ONLY (Php63,821.00) FOR THE PROCUREMENT OF MATERIALS TO BE USED IN THE INSTALLATION OF SUBMERSIBLE PUMP AT BRGY. LIGAYA's ADDITIONAL WELL.	014
April 27, 2016	RESOLUTION APPROVING THE EXEMPTION OF THE APRIL 2016 CONSUMPTION OF THE CONCESSIONAIRES IN BRGY. TUBAN, SABLAYAN, OCCIDENTAL MINDORO FROM THE MINIMUM CHARGE DUE TO THE EFFECT OF EL NIÑO PHENOMENON.	015
April 27, 2016	RESOLUTION ALLOTING A SUPPLEMENTAL BUDGET AMOUNTING TO FORTY SEVEN THOUSAND SEVEN HUNDRED NINETY PESOS ONLY (Php47,790.00) FOR THE PROCUREMENT OF 9 PCS. Ø50MM (2") GATE VALVE M/M (Php37,575.00) AND 9 PCS. Ø150MM (6") VALVE BOX COVER (Php10,215.00)	016
May 10, 2016	RESOLUTION APPROVING THE AWARD OF CONTRACT TO ERS ENTERPRISES FOR THE SUPPLY AND DELIVERY OF VARIOUS SERVICE CONNECTION MATERIALS FOR SABLAYAN WATER DISTRICT IN THE AMOUNT OF TWO HUNDRED TWENTY SIX THOUSAND NINE HUNDRED NINETY PESOS ONLY (Php226,990.00).	017
May 10, 2016	RESOLUTION APPROVING THE AWARD OF CONTRACT TO KEYLARGO INDUSTRIAL SALES FOR THE SUPPLY, DELIVERY, INSTALLATION, AND COMMISSIONING OF ONE (1) UNIT 26KVA DIESEL GENERATOR SET COMPLETE WITH ACCESSORIES AND APPURTENANCES FOR SABLAYAN WATER DISTRICT WATER SUPPLY SYSTEM EXPANSION PROJECT-LWUA NG 2009 SUBSIDY IN THE AMOUNT OF FIVE HUNDRED NINETY THOUSAND PESOS ONLY (Php590,000.00).	018
May 10, 2016	RESOLUTION ALLOTING A SUPPLEMENTAL BUDGET AMOUNTING TO EIGHTY THOUSAND PESOS ONLY (Php80,000.00) FOR THE PROCUREMENT OF ONE (1) UNIT	019

	SUBMERSIBLE PUMP (1HP; 2LPS; 20M TDH SINGLE PHASE; 220V; 60HZ COMPLETE WITH ACCESSORIES, WITH MOTOR CONTROL OVER/UNDER VOLTAGE, LOW AND HIGH WATER LEVEL CONTROLS).	
May 10, 2016	RESOLUTION AUTHORIZING THE GRANT OF LOYALTY AWARD TO THE ADMINISTRATION SERVICES ASSISTANT B, MS. DOROTHY P. PAGARIGAN, AND SR. ACCOUNTING PROCESSOR B, MS. TONI ROSE D. BOLARIO, AS PER LOYALTY CASH AWARD (LCA), SECTION 7, RULE X, OMNIBUS RULES OF THE CIVIL SERVICE COMMISSION (CSC).	020
May 10, 2016	RESOLUTION AUTHORIZING THE RELEASE OF MID YEAR BONUS FOR C.Y. 2016 AS PER DBM CIRCULAR NO. 2016-3 DATED APRIL 28, 2016.	021
June 9, 2016	RESOLUTION ALLOTING A SUPPLEMENTAL BUDGET AMOUNTING TO SEVENTY FIVE THOUSAND PESOS ONLY (Php75,000.00) FOR THE FABRICATION (LABOR AND MATERIALS) OF PILE DRIVER (Php35,000.00), PROCUREMENT OF 1 UNIT STANDING WATER DISPENSER (Php5,000.00), 20 PCS. TRANSFORMER FUSE LINK (Php5,000.00), AND 1 UNIT ELECTRIC MOTOR (Php30,000.00)	022
June 9, 2016	RESOLUTION ALLOTING A SUPPLEMENTAL BUDGET AMOUNTING TO ONE MILLION ONE HUNDRED EIGHTEEN THOUSAND ONE HUNDRED PESOS ONLY (Php1,118,100.00) FOR THE PROCUREMENT OF VARIOUS uPVC PIPES FOR THE EXPANSION PROJECTS OF SABLAYAN WATER DISTRICT.	023
June 9, 2016	RESOLUTION AUTHORIZING THE RELEASE OF PERFORMANCE BASED BONUS FOR C.Y. 2015 AS PER LETTER OF AUTHORIZATION OF THE LOCAL WATER UTILITIES ADMINISTRATION (LWUA) DATED JUNE 6, 2016.	024
June 9, 2016	RESOLUTION APPROVING THE AWARD OF CONTRACT TO ERS ENTERPRISES FOR THE SUPPLY AND DELIVERY OF uPVC PIPES AND VARIOUS C.I. FITTINGS FOR SABLAYAN WATER DISTRICT BRGY. GENERAL EMILIO AGUINALDO WATER SUPPLY SYSTEM EXPANSION PROJECT – LWUA NG 2009 SUBSIDY IN THE AMOUNT OF THREE HUNDRED SIXTY SIX THOUSAND THREE HUNDRED FORTY FIVE PESOS ONLY (Php366,345.00).	025
June 23, 2016	RESOLUTION APPROVING THE ADOPTION OF THE PERFORMANCE BASED INCENTIVE SYSTEM IN SABLAYAN WATER DISTRICT BOARD OF DIRECTORS, ALLOCATING FUNDS THEREOF AND AUTHORIZING ITS RELEASE IN ACCORDANCE WITH LWUA MEMORANDUM CIRCULAR NO. 006.16.	026
June 30,2016	RESOLUTION IMPLEMENTING THE INCLUSION OF GOVERNMENT AGENCIES FROM THE TEN PERCENT (10%) PENALTY FOR THE WATER BILL/s PAID BEYOND THE DUE DATE.	027
June 30,2016	RESOLUTION APPROVING THE EXEMPTION OF MAY 2016 AND JUNE 2016 CONSUMPTION OF THE CONCESSIONAIRES IN	028

	BRGY. POBLACION (ZONE 1), SABLAYAN, OCCIDENTAL MINDORO FROM THE MINIMUM CHARGE DUE TO THE EFFECT OF EL NIÑO PHENOMENON.	
July 12, 2016	RESOLUTION APPROVING THE TWENTY PERCENT (20%) DISCOUNT ON THE COST OF LABOR AND SERVICE CONNECTION MATERIALS TO THE FIRST 50 APPLICANTS COMING FROM THE NEWLY ACCOMPLISHED EXTENSION AND EXPANSION PROJECTS OF SABLAYAN WATER DISTRICT.	029
July 12, 2016	RESOLUTION ALLOTING A SUPPLEMENTAL BUDGET FOR CONSULTANCY SERVICES IN THE PREPARATION OF ENVIRONMENTAL PERFORMANCE REPORT AND MANAGEMENT PLAN (EPRMP) (FOR TUBAN AND ALIPID PUMP HOUSES) AND INITIAL ENVIRONMENT EXAMINATION REPORT (IEER) (FOR TAGUMPAY PUMP HOUSE) FOR THE ISSUANCE OF ENVIRONMENTAL COMPLIANCE CERTIFICATE IN THE AMOUNT OF TWO HUNDRED SIXTY THOUSAND PESOS ONLY (Php260,000.00)	030
July 12, 2016	RESOLUTION AUTHORIZING SABLAYAN WATER DISTRICT TO SUBSCRIBE TO THE LAND BANK OF THE PHILIPPINES' (LBP'S) "weAccess" AND DESIGNATING THE "AUTHORIZER" AND "MAKER" IN ACCESSING THE SAID FACILITY THEREOF.	031
August 11, 2016	RESOLUTION ALLOTING A SUPPLEMENTAL BUDGET FOR THE INSTALLATION OF 2" DIAMETER PARALLEL PIPELINES IN BRGY. POBLACION IN THE AMOUNT OF ONE HUNDRED SIXTY FIVE THOUSAND PESOS ONLY.	032
August 11, 2016	RESOLUTION AUTHORIZING THE GENERAL MANAGER, JOSE M. ABELEDA, JR. AND ACTING SENIOR DEPUTY ADMINISTRATOR OF LWUA, ENGR. EDGARDO C. DEMAYO, TO WITHDRAW THE AMOUNT OF NINE HUNDRED THOUSAND PESOS (Php900,000.00) FROM THE SWD-LWUA JOINT SAVINGS ACCOUNTS NO. 3691-0018-72 AT LAND BANK OF THE PHILIPPINES, SABLAYAN EXTENSION OFFICE TO FINANCE THE COST OF SOURCE DEVELOPMENT, PUMP HOUSE BUILDING AND ELECTRO-MECHANICAL MATERIALS OF BRGY. TAGUMPAY EXPANSION PROJECT.	033
August 11, 2016	RESOLUTION REQUESTING THE HON. EDUARDO B. GADIANO, MAYOR OF SABLAYAN, OCCIDENTAL MINDORO, TO MAKE REPRESENTATION TO THE SANGGUNIANG BAYAN OF SABLAYAN TO PROVIDE A FINANCIAL LOAN ASSISTANCE TO THE SABLAYAN WATER DISTRICT FOR ITS EXPANSION PROGRAM IN THE AMOUNT OF TWO MILLION PESOS ONLY (Php2,000,000.00).	034
August 11, 2016	RESOLUTION REQUESTING THE HON. MARIO GENE J. MENDIOLA, GOVERNOR OF OCCIDENTAL MINDORO, TO PROVIDE A FINANCIAL LOAN ASSISTANCE TO THE SABLAYAN WATER DISTRICT FOR ITS EXPANSION PROGRAM IN THE AMOUNT OF TWO MILLION PESOS ONLY (Php2,000,000.00).	035
August 24, 2016	RESOLUTION APPROVING THE AWARD OF CONTRACT TO NELTEX DEVELOPMENT CO., INC. FOR THE SUPPLY AND DELIVERY OF VARIOUS SIZES OF uPVC PIPES WITH	036

	DIAMETER RANGING FROM Ø50MM TO Ø150MM FOR SABLAYAN WATER DISTRICT WATER SUPPLY SYSTEM EXPANSION PROJECT-LWUA NG 2009 PROJECT IN THE AMOUNT OF SEVEN HUNDRED EIGHTY THOUSAND FOUR HUNDRED FORTY SEVEN PESOS AND 80/100 ONLY (Php780,447.80).	
Sept. 2, 2016	RESOLUTION APPROVING THE EXTENSION OF SABLAYAN WATER DISTRICT'S PROMO FROM SEPTEMBER 01, 2016 TO SEPTEMBER 30, 2016 ONLY.	037
Sept. 2, 2016	RESOLUTION AMENDING BOARD RESOLUTION NO. 11- A, SERIES OF 2014, DESIGNATING THE UTILITIES/CUSTOMER SERVICES ASSISTANT A, MS. DOROTHY P. PAGARIGAN AS THE OFFICER-IN-CHARGE IN CASE THE CURRENT TWO HIGHER RANK EMPLOYEES, GENERAL MANAGER, MR. JOSE M. ABELEDA, JR. AND ADMINISTRATIVE SERVICES CHIEF C, MS. MARLYN E. CADAPAN, ARE BOTH ON LEAVE OR ON OFFICIAL TRAVEL.	038
Oct. 26, 2016	RESOLUTION APPROVING BAC RESOLUTION NO. 023, SERIES OF 2016 REQUESTING FOR THE REALIGNMENT OF ANNUAL PROCUREMENT PLAN (APP) OF SABLAYAN WATER DISTRICT IN THE AMOUNT OF TWO HUNDRED THOUSAND PESOS ONLY (Php200,000.00).	039
Nov. 7, 2016	RESOLUTION APPROVING THE BUDGET OF SABLAYAN WATER DISTRICT FOR C.Y. 2017 IN THE AMOUNT OF THIRTY MILLION FOUR HUNDRED FIFTY FIVE THOUSAND FOUR HUNDRED SEVENTY PESOS ONLY (Php32, 455,470.00).	040
Nov. 23, 2016	RESOLUTION ADOPTING OFFICE MEMORANDUM NO. 4, SERIES OF 2016 FOR THE CREATION OF WATER SAFETY PLAN TEAM OF SABLAYAN WATER DISTRICT.	041
Dec. 7, 2016	RESOLUTION APPROVING THE REALIGNMENT OF THE REMAINING FUND OF LOAN ACCOUNT NO. 04-2693 AT THE LOCAL WATER UTILITIES ADMINISTRATION (LWUA) AMOUNTING TO NINE HUNDRED SEVENTY FIVE THOUSAND NINE HUNDRED TWENTY PESOS AND SEVENTY NINE CENTAVOS (Php975,920.79) AS OF AUGUST 19, 2016 FOR THE WATER SUPPLY SYSTEM EXPANSION PROJECTS OF SABLAYAN WATER DISTRICT	042
Dec. 7, 2016	RESOLUTION APPROVING THE TRANSFER OF SABLAYAN WATER DISTRICT'S SAVINGS AND TIME DEPOSIT ACCOUNTS FROM UNITED COCONUT PLANTERS BANK (UCPB), SABLAYAN BRANCH TO LAND BANK OF THE PHILIPPINES (LBP), SABLAYAN EXTENSION OFFICE IN ADHERENCE TO DEPARTMENT OF FINANCE (DOF) DEPARTMENT ORDER (DO) NO. 27-05.	043
Dec. 7, 2016	RESOLUTION APPROVING THE REALIGNMENT OF C.Y. 2016 BUDGET OF SABLAYAN WATER DISTRICT IN THE AMOUNT OF EIGHT HUNDRED EIGHTY ONE THOUSAND FIVE HUNDRED PESOS ONLY (Php881,500.00).	044
Dec. 7, 2016	RESOLUTION APPROVING BAC RESOLUTION NO. 027, SERIES OF 2016, REQUESTING FOR A SUPPLEMENTAL BUDGET AMOUNTING TO TWENTY SIX THOUSAND PESOS ONLY (Php26,000.00) FOR THE PROCUREMENT OF 1 UNIT GASOLINE DRIVEN WATER PUMP (Php10,000.00) 1 PIECE HALOGEN SPOTLIGHT 300 W (Php1,650.00), 1 PIECE PULL BOX (Php1,650.00) AND LABOR FOR BORING OF 2.5 METERS DEPTH B.I. SPIRAL PIPE (Php12,700.00).	045
Dec. 28, 2016	RESOLUTION APPROVING THE PROMO CALENDAR OF SABLAYAN WATER DISTRICT FOR C.Y. 2017.	046

E. LIST OF REPORTS PREPARED REGULARLY (MONTHLY)

1. Balance Sheet
2. Statement of Income
3. Cash Flow Statements
4. Monthly Data Sheet
5. Trial Balance
6. Cash Receipts Register
7. General/Subsidiary Ledger
8. Journal Voucher
9. Bank Reconciliation Statement
10. Report of Checks Issued
11. Check Voucher
12. Working Fund Voucher
13. Billing Register
14. Power & Fuel Consumption
15. Production Report in cubic meter
16. Non Revenue Water; Unaccounted Water
17. Chlorine Residual Summary

F. FINANCIAL STATEMENTS

1. Balance Sheet
2. Statement of Income
3. Composition of Cash and Cash in Bank
4. Statement of Changes in Equity
5. Cash Flow Statement
6. Trial Balance
7. Comparative Balance Sheet (2015-2016)
8. Comparative Income Statement (2015-2016)
9. Comparative Cash Flow Report (2015-2016)
10. Comparative Statement of Changes in Equity (2015-2016)
11. Notes to Financial Statements

G. SUMMARY OF LOAN PAYMENTS TO LWUA

MONTH		REGULAR LOAN
JANUARY	Php	48,818.09
FEBRUARY		90,982.05
MARCH		45,541.39
APRIL		45,541.39
MAY		47,090.79
JUNE		85,671.00
JULY		85,671.00
AUGUST		85,671.00
SEPTEMBER		85,671.00
OCTOBER		85,671.00
NOVEMBER		85,671.00
DECEMBER		85,671.00
TOTAL	Php	887,670.71

H. WATER RATES

Category	Meter Size	Minimum	Commodity Charge per cubic meter			
			11-20	21-30	31-40	41-up
Residential/Gov't.	½"	208.00	23.00	25.50	27.50	29.50
Commercial (x2)	½"	416.00	46.00	51.00	55.00	59.00
Semi-Commercial-A(x1.75)	½"	364.00	40.25	44.63	48.13	51.63
Semi-Commercial-B(x1.5)	½"	312.00	34.50	38.25	41.25	44.25
Semi-Commercial-B(x1.25)	½"	260.00	28.75	31.88	34.38	36.88

I. SUMMARY OF WATER PRODUCTION AND CONSUMPTION 2016

MONTH	WATER PRODUCTION (CU.M)	CONSUMPTION (CU.M.)
January	75,922	64,167
February	68,322	61,021
March	74,927	67,705
April	72,024	65,250
May	66,475	60,951
June	62,002	58,439
July	69,975	65,087
Aug	76,047	64,556
September	71,227	61,631
October	73,818	62,357
November	75,831	64,270
December	78,823	69,306
TOTAL	865,393	764,740

J. WATER SOURCES

NAME OF WELL	LOCATION	TOTAL RATED CAPACITY
1. Maugong Pump House	Buenavista, Sablayan, Occidental Mindoro	
a. Well # 1		a. 15
b. Well # 2		b. 10
2. Abaca Pump House	Sto. Niño, Sablayan, Occidental Mindoro	20
3. Ligaya Pump House	Ligaya, Sablayan, Occidental Mindoro	10
4. Tuban Pump House	Tuban, Sablayan, Occidental Mindoro	7
5. Alipid Pump House	Sto. Niño, Sablayan, Occidental Mindoro	12
6. Tagumpay Pump House	Tagumpay, Sablayan, Occidental Mindoro	7

K. SERVICE CONNECTION GROWTH

MONTH	NUMBER OF NEW SERVICE CONNECTION
January	33
February	22
March	36
April	33
May	35
June	27
July	19
August	26
September	14
October	50
November	57
December	22
TOTAL	374

L. LIST OF MAJOR EQUIPMENTS

Item	Qty.	Unit	Particulars	Total Amount	
1	3	units	Electric Motor 2hp. (Baldor Brand)	Php	83,069.50
2	1	unit	Century AC Motor 2HP		11,300.00
3	4	units	Electric Motor		47,126.65
4	1	unit	Distribution Transformer 25KVA		77,200.00
5	1	unit	Distribution Transformer 26KVA		590,000.00
6	1	unit	Distribution Transformer 10KVA		42,350.00
7	4	units	Distribution Transformer 15KVA		128,023.34
8	2	units	Distribution Transformer 37.5 KVA		193,000.00
9	1440	meters	Transmission Wire 50mm ²		204,259.85
10	9	units	Flow meter (Elster Brand)		197,556.22
11	2	units	Cummins Diesel Electric Generator Set 50KVA		899,000.00
12	1	unit	Generator Diesel Engine 18.50 KVA		370,000.00
13	1	unit	Diesel Engine #8HP; with accessories Model-RISON		10,825.00
14	1	unit	Diesel Generator Set 26KVA; Single phase		590,000.00
15	1	unit	4DR5 Engine Built in Generator 10KVA		43,038.59
16	3	units	4FB1 Isuzu Engine		44,041.75
17	3	units	Garbarino Centrifugal Pump Ø100mm		77,031.00
18	4	units	Southern Cross Ø50mm centrifugal pump		237,867.98
19	1	unit	7.5 Submersible Pump w/ Accessories		352,000.00
20	1	unit	Submersible Pump 3 phase, Ø100mm; 20hp Franklin Br.		247,001.00
21	8	units	Chlorinator Series 100		144,685.00
22	1	unit	Burglar Alarm		10,976.00
23	1	unit	Photocopier; brand-sharp AR 6020 3-in-1 Multifunction Peripher		43,220.00
24	1	unit	Motorcycle 125cc Yamaha brand		63,840.00
25	1	unit	Motorcycle 125cc Kawasaki brand		59,000.00
26	1	unit	Motorcycle 100cc Kawasaki brand		51,940.00
27	1	unit	Motorcycle 125cc Kaasaki Boxer w/ side car		77,683.56
28	1	unit	Motorcycle 125cc Kawasaki brand w/ side car		72,000.00
29	1	unit	Motorcycle 125cc Kawasaki brand		46,000.00
30	1	unit	Motorcycle 125cc Kawasaki brand		50,000.00

31	1	unit	Motorcycle CT 100B Kawasaki brand	41,207.55
32	1	unit	Denyo Welding machine; model:GQW-180SS 30KVA	52,675.00
33	1	unit	Electric Jack Hammer (Makita Brand)	47,265.00
34	1	unit	Hydraulic Pipe Bender	10,300.00
35	1	unit	Pipe Cutter #4	24,970.00
36	1	unit	Concrete Cutter Ø40cm	30,500.00
37	1	unit	Radio Base ICOM IC 2100	23,024.70
38	8	units	ICOM V8 Handheld Radio	35,600.00
39	7	Units	Weirwei VEV Handheld Radio	17,500.00
40	12	units	Computer Set	247,865.00
41	1	unit	Laptop	21,000.00
42	2	units	CCTV Camera with monitor 360cm	33,000.00
Total				5,648,942.49

M. SUMMARY OF BACTERIOLOGICAL ANALYSIS

MONTH	SAMPLE TAKEN	NUMBER OF NEGATIVE RESULT	NUMBER OF POSITIVE RESULT
JAN	5	5	0
FEB	5	5	0
MAR	5	5	0
APR	5	5	0
MAY	4	4	0
JUN	3	3	0
JUL	4	4	0
AUG	5	5	0
SEP	5	5	0
OCT	5	5	0
NOV	6	6	0
DEC	6	6	0
TOTAL	58	58	0

Prepared by:

Noted by:

MARLYN E. CADAPAN
Admin. Serv. Chief C

JOSE M. ABELEDA, JR.
General Manager

SABLAYAN WATER DISTRICT

ANNUAL REPORT

For the Period January 1 to December 31, 2016

I. GENERAL

A. ADMINISTRATIVE

1. Attached approved organizational charts in effect as year's end.

a. Functional Chart

_____ / _____

b. Position/Organizational Chart (Key employees only) - showing

Permanent positions and incumbents

_____ / _____

2. Attach list of employed personnel with pertinent information.

(List of Plantilla of Personnel for the Fiscal Year 2014)

_____ / _____

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

_____ n/a _____

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

_____ Yes _____

a. Personnel Matters

_____ / _____

b. Utility Customer Relations

_____ / _____

c. General Utility Operations

_____ / _____

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

_____ n/a _____

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 Effeciencies

_____ / _____

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	/

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

B. FINANCIAL/COMMERCIAL

1. Attach the District's financial statements for the report year including a comparison of the immediate past year. Annex F

2. For the year under report, the District's total *budgetary outlay* was broken down into:
(Source: Approved Budget)

Php	22,478,009.00
a. Personal Services	9,593,572.00
b. Operating and Maintenance Expenses	7,612,320.00
c. Financial Expenses	1,000.00
d. Debt Service	1,806,243.00
e. Reserve	654,355.00
f. Materials Inventory	862,178.00
h. Capital Outlay	1,948,341.00

3. For this same *one-year* period, the District's Gross Revenue was broken down into:
(Source: Financial Report)

Php	20,606,495.33
a. Collection from water sales	19,253,330.98
b. Other water revenues	1,353,164.35
c. Other non-operating income	0

4. For this same *one-year* period, the District's expenditures was broken down into:
(Source: Financial Report)

Php	20,390,570.58
a. Operational (operation & maintenance expenses, including depreciation)	16,149,243.45
b. Capital Outlay	3,353,656.42
c. Annual Debt Servicing (Annex G - Summary of Loan Payments to LWUA)	887,670.71

5. For this same *one-year* period, the total salaries, wages & other emoluments paid for the District's employees where broken down into:

Php	5,862,129.49
a. For permanent employees	4,333,108.64
b. For casual/temporary	1,529,020.85

6. Expenses for power/fuel for pumping during the year Php 1,920,487.30

7. Total amount *billed* during the year is broken down into:

Php	20,277,281.00
a. Total Billings (Current and Old Accounts)	19,937,995.57
b. Old Accounts	339,285.43

8. Total amount *collected* (*water sales only*) during the year is broken down into:

Php	19,797,317.61
a. Current Billings	19,630,147.46
b. Arrears	167,170.15

9. Total amount uncollected (delinquent) at year's end excluding Bad Debts Php 333,949.96

10. Total reserves at year's end Php 3,042,685.58

11. Complaints filed, processed and settled during the year

a. Total number filed, processed and settled during the year	688
b. Number dismissed for lack of merit/withdrawn	0
c. Number investigated	688
d. Number settled to the satisfaction of complaints	688
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:
(Annex H-Approved Water Rates Schedule)

Annex H

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?

Yes

Management

Yes

2. Does the District undertake bacteriological test of its water? (Yes or No)
How often are these test made per year?

Yes

Once a month/pumphouse

Is LWUA being furnished copies of these test reports? (Yes or No)

Yes

For the report year, how many such reports were submitted to LWUA?

12

3. State the method of water treatment employed by the District, if any

Chlorination

4. Does the District undertake regular pump efficiency test? (Yes or No)

Yes

How many of these pumps does the District have in its system?

6

How many of these pumps are operational?

6

D. OPERATIONAL

1. Total water production during the year in cubic metres
(Annex I-Summary of Water Production and Consumption)
Total water billed in cubic meters
Average per capita consumption in lpd

Annex I

764,740

0.12

2. Attach list of Water Sources (Annex J-WD Water Sources)

Annex J

3. Is the District provided with measuring devices to measure their water production? (Yes or No)
If yes, what type?

Yes

Production Meter

If not, how do you measure productions

n/a

4. As of year's end, the District has the following existing service connection and related information. (Annex K-Service Connection Growth)

Annex K

a. Total number of existing connections (Active & Inactive Connection)

4,390

b. Number of Active Connections

3,625

c. Number of Metered Connections

3,625

1. With functioning meters

3,625

2. With non-functioning meters

765

d. Number of flat rate connections

-

e. Number of connections regularly billed

3,642

f. Number of delinquent concessionaires

883

g. Average number of customers per connections (HH)

5

5. Estimated population of district service areas

80,741

a. Estimated population served by utility whether fully or partially

15,190

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)

n/a

n/a

n/a

n/a

7. Attach list of major equipment and machinery (with an initial cost of at least P 10,000.00 including pertinent information). (Annex L-List of Major Equipments)

Annex L

8. Does the District keep written record of request for service? (Yes or No)

Yes

- a. Does the record show the date when such requests were made and the nature of the service requested (Yes or No)
- b. On the average, how long (in days) does it take the District to respond and attend such requests?
- c. How many such reports were received during the year?
- d. How many of these reports attended to during the year?

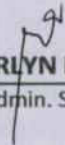
Yes

2 days

374


374

Prepared by:


MARLYN E. CADAPAN

Admin. Serv. Chief C

Approved by:


JOSE M. ABELEDA, JR.

General Manager

SABLAYAN WATER DISTRICT

ANNUAL REPORT

For the Period January 1 to December 31, 2016

II. PROFILE

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

A. ORGANIZATION

1. Date Formed	<u>November 17, 1981</u>	Age (months) as of 12/31/16	<u>421 months old</u>
2. Date CCC was issued	<u>May 19, 1982</u>	CCC No.	<u>197</u>
3. Personnel	<u>44 (24 -Regular, 20- JO)</u>		

Comments: (adequacy, qualification, performance & others)

B. EXISTING SYSTEM'S FACILITIES

1. Service

1.1 Service Area	<u>Sablayan</u>
1.2 Population of Service Area (Latest)	<u>39,490</u>
1.3 No. of Households	<u>7,898</u>
1.4 No. of Persons/Household	<u>5</u>
1.5 Service Time (hrs./day)	<u>24 hours/day</u>

2. Structure and Equipment

2.1 Administration Building

Office Area	<u>398 sq.m.</u>
Office Equipment (see List of Major Equipments)	<u>Annex L</u>

2.2 If rented, how much per month?	<u>n/a</u>
------------------------------------	------------

2.3 Type of Water Source	<u>Deep Well and Shallow Well</u>
--------------------------	-----------------------------------

Rated Capacity per day (cu.m. / day)	<u>See narrative existing system facility</u>
--------------------------------------	---

2.4 Reservoir (description, built, dimension and capacity)	<u>See narrative existing system facility</u>
--	---

2.5 Water Sources (Annex J-WD Water Sources)

2.6 Service Connections

Type	Flat	Metered	Total
Residential Government	0	3505	3505
Commercial	0	120	120
Bulk	0	0	0
Total	0	3625	3625

2.7 Production

Average Monthly Production	
a. Booster/Pumping (cu.m)	<u>72,116 cu.m.</u>
b. Bulk Water (cu.m)	<u>0</u>

Production Efficiency % (average/month) (Total Water Utilized/Total Production)	<u>88.37%</u>
--	---------------

NRW % () YTD	<u>11.63%</u>
---------------	---------------

2. CURRENT OPERATION / FINANCIAL HIGHLIGHTS

A. Existing Water Rates (Annex H-Water Rates Schedule)	<u>Annex H</u>
--	----------------

B. Operating Income/Expenses	
Average Water Sales (average/mo)	Php 1,604,444.25
Average Collection (average/mo)	Php 1,656,140.71
Average Expenses-O & M for the year (average/mo)	Php 1,233,018.37

C. Financial Highlights (rate & status)

Current Ratio	=	$\frac{\text{Current Assets}}{\text{Current Liabilities}}$	3.64
Long Term Debt/Equity Ratio			22.11
Monthly Biling (average/mo)		Php	1,661,499.63
Collection Efficiency-% of On-Time Payment (YTD)			96.81%

3. COMMUNITY ECONOMIC PROFILE

A. Total Population (covered by the Water District)	39,490
B. Average Monthly Family Income in the Area	Php 6,681.00
C. Major Source of Income	Agricultural and Industrial
D. Average Monthly Family Expenditure in the Area	No available data from LGU
E. City/Municipal Revenue (CY 2016)	Php 162,074,236.24
F. Average Rate of Mortality per 100,000 population due to waterborne diseases (e.g. diarrhea)	0
G. Average Rate of Morbidity per 100,000 population due to waterborne diseases (e.g. diarrhea)	0
H. Major Agricultural, Industrial and Commercial activities	
Palay/Corn/Squash Production, Carabao/Cattle/Swine/Goat/Chicken Production; Concrete Aggregates	

4. OTHER INFORMATION

1. The District has implemented the Meter Clustering System to help alleviate water pilferage
2. The District has regularly monitors the Residual Chlorine in various strategic points of its water supply system
3. The District has maintained its established safety programs and standard operating procedure
4. The District has continued implementing the 5% discount for water bill of Senior Citizens
5. The District has approved the Gender and Development Budget for CY 2014 in compliance with RA 9710
6. The District has adopted and implemented the approved Strategic Performance Management System (SPMS)
7. The District has religiously paid the principal and interest of its various loans to LWUA

Prepared by:

MARLYN E. CADAPAN
Admin. Serv. Chief C

Approved by:

JOSE M. ABELEDA, JR.
General Manager