



IRIGA CITY WATER DISTRICT
RUFINO LLAGAS SR. ST., SAN ROQUE, IRIGA CITY
Tel. Nos. (054) 299-6504*Telefax (054) 299-5709

Date: January 15, 2018


ENGR. ROMUALDO CUICO
Acting Division Manager
Local Water Utilities Administration
MWSS-LWUA Compound
Katipunan Road, Balara
Quezon City, Metro Manila

Dear Sir:

We are pleased to submit to you the ICWD's ANNUAL REPORT
for the operation year 2017 for your reference.

Thank you very much.

Very truly yours,


ROMULO M. CORPORAL, JR.
General Manager



IRIGA CITY WATER DISTRICT

RUFINO LLAGAS SR. ST., SAN ROQUE, IRIGA CITY

Tel. Nos. (054) 299-6504*Telefax (054) 299-5709

ANNUAL REPORT

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

I. GENERAL

A. ADMINISTRATIVE

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

a. Functional chart Attached Annex A

b. Position/Organizational Chart
(Key employees only) - Showing
Permanent positions & Incumbents Attached Annex B

2. Attached list of employed personnel
With pertinent information.
(List of Plantilla of Personnel for
the Fiscal Year 2017) Attached Annex C

The following summarizes the District's staffing:

a. Total Number of employee.	<u>89</u>
b. Number of permanent employee.	<u>52</u>
c. Number of casual/temporary Employees/laborers/contractual	<u>37</u>
d. Number of employees meeting Minimum qualifications per Job Description adopted by the District.	<u>52</u>
e. Number of employees not classified as casual/temporary who do not meet the minimum qualifications established by the District.	<u>None</u>

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
If not, how many of the employees are

related to other employees of officials with the fourth degree by affinity or consanguinity?

4. Has the District adopted Rules and Regulations regarding the following: (Yes or No)

- 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 regulation has been in special cases?

None

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 Attach list of policy-setting Resolutions adopted, repealed or amended by the District Board including those adopting LWUA guidelines (Summary of Policy-Setting Resolutions)

Attached Annex D

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 History
- 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 Consumption
- o. Valve and Pipeline Location
- p. General Accounting
- q. Stock Inventory

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A *d* *M* ² *G* *N*

- r. Stores Usage
- s. Employees Record
- t. Minutes and Board Meetings

 ✓

 ✓

 ✓

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

COA Operating Audit
Period Covered 2016

8. Attach list of reports prepared regularly by the District on a monthly basis as required in the Commercial Practical 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 been installed yet. (List of Reports prepared Regularly.)

} Attached list
as Annex E

B. FINANCIAL/COMMERCIAL

1. Attached the District's Financial Statements for the report year including a comparison of the immediate past year.

FS as of Dec. 31, 2017
Attached Annex F

2. For the year under report, the District's total *budgetary outlay* Was broken down into:
(Source: Approved Budget 2017)

116,496,358.78

- a. Operating Outlay
- b. Capital Outlay
- c. Special Budget, if any
(additional budgets) - Contingency
- Prior Accounts
- d. Debt Service
- e. Reserve - Joint Account & Pension
& Benefit

74,931,687.28

27,021,104.64

2,000,000.00

10,543,566.87

2,000,000.00

3. For this same one-year period, the District's Gross Revenue was broken down into:

91,279,256.05

a. Collection from water sales

88,086,749.81

b. Other water revenues	<u>2,794,879.32</u>
c. Other non-operating Income	<u>N/A</u>
d. Proceeds from LWUA loan to Finance new service connections	<u>N/A</u>
4. For this same one-year period, the District's was broken down into: (Source: Financial Report)	
a. Operational (operation & maintenance expenses, including depreciation)	<u>69,605,142.32</u>
b. Capital Outlay	<u>8,739,743.44</u>
c. Annual Debt Servicing - DBP (Annex G-Summary of Loan Payments to DBP)	<u>10,543,566.84</u>
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	<u>12,268,730.51</u>
b. For casual/temporary/contractual	<u>3,991,157.72</u>
6. Expenses for power/fuel for pumping during the year (acct.#726, if commercial Practices Accts. are in effect):	<u>19,373,319.14</u>
7. Total amount billed during the year is broken down into:	<u>89,146,669.45</u>
a. Total Billing (Current & Old accounts).	<u>89,146,669.45</u>
b. Old Accounts	<u>8,640,392.17</u>
8. Total amount collected (water sales only during the year is broken down into:	<u>88,866,155.85</u>
a. Current Billings	<u>85,297,709.41</u>
b. Arrears	<u>3,568,446.44</u>
9. Total amount uncollected (delinquent) at year's end excluding Bad Debts	<u>7,515,721.91</u>
10. Total reserves at year's end	<u>4,215,647.86</u>

11. Complaints filed, processed and Settled during the year.

a. Total number filed, processed and settled during the year.	<u>1</u>
b. Number dismissed for lack of merit/withdrawn.	<u>-</u>
c. Number investigated	<u>1</u>
d. Number/settled to the satisfaction of complaints.	<u>-</u>
e. Number elevated to the District Board of Directors.	<u>1</u>
f. Number settled by the Board	<u>-</u>
g. Number elevated to the higher Authorities	<u>1</u>

12. At year's end, the following water Charges were in force:

Attached Annex G

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)

Yes

If so, who prepared it?

Board Secretary

Is it being adhered to strictly?

Yes

2. Does the District undertake bacteriological test of its water? (Yes or No)

Yes

How often are these test made per year?

12 times

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

Attached Annex H

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? 13

How many of these pumps are Operational? 12

D. OPERATIONAL

1. Total water production during the year in cubic meters. 4,737,431
(Annex I-Summary of Water Production And Consumption) Attached Annex I
Total water billed in cubic meters 3,484,190
Average per capita consumption in lpd 106 lpd

2. Attach List of Water Sources (annex J-UWD Water Sources) Attached Annex J

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

If yes, what type? Flowmeter

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) Attached Annex K

a. Total number of existing connections (Active & Inactive Connection) 15,013

b. Number of Active Connections 13,116

c. Number of metered connections 13,116

1. With functioning meters None

2. With non-functioning meters None

d. Number of flat rate connections One (1) Nabua


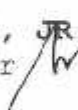
e. Number of connections regularly billed. 13,116

f. Number of delinquent Concessionaires 8,525

g. Average number of customers

Per connections (HH)	<u>5</u>
5. Estimated population of district Service areas	<u>110,000</u>
a. Estimated population served by utility whether fully or partially	<u>78,696</u>
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:	<u>N/A</u>
a. Less than 6 hours service	<u>N/A</u>
b. 7-12 hours service	<u>N/A</u>
c. 13-18 hours service	<u>N/A</u>
d. 19-24 hours service	<u>N/A</u>
(Note: You may vary the number Of hours as may be necessary To suit actual conditions)	<u>N/A</u>
7. Attach List of major equipment and machinery (with an initial cost of at least P10,000.00 including pertinent information). (annex L-List of major Equipments)	<u>Attached Annex L</u>
8. Does the District keep written record of request for service?	
a. Does the record show the date when such requests were made and the nature of the service requested (Yes or No)	<u>Yes</u>
b. On the average, how long (in days) does it take the District to respond and attend such requests?	<u>1-2 days</u>
c. How many of these reports were attended to during the year?	<u>4,325</u>
d. How many of these reports were attended to during the year?	<u>4,325</u>

Submitted by:


ROMULO M. CORPORAL, JR.
 General Manager 



IRIGA CITY WATER DISTRICT

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ANNUAL REPORT

For the Period January 01, 2017 to December 31, 2017

II. PROFILE

A. THE IRIGA CITY WATER DISTRICT AND ITS PHYSICAL SYSTEM'S FACILITIES.

The Iriga City Water District (ICWD) began as the Iriga City Waterworks run by the City Government of Iriga. The Sangguniang Panlungsod Resolution No. 50, s.1979 formed the Iriga City Water District on June 05, 1979 and led to the subsequent turnover of all its assets and facilities of the city-run agency.

In order to avail financial assistance for the development of the water system, the Local Water Utilities Administration granted ICWD a Conditional Certificate of Conformance No. 91 after it submitted all the required pertinent documents.

On March 12, 1992, all Water District became Government-Owned and Controlled Corporation by virtue of a Supreme Court ruling on September 11, 1991 and subsequently fall under the supervision of the Civil Service Commission as far as personnel matters concerned and under the Commission on Audit for auditing.

After over three decades, ICWD was categorized as Category C Water District effective February 01, 2013 with 62 Approved Plantilla to date. It has 13,116 concessionaires with an average billing of Php 7,158,839.38 as of December 31, 2017.

A. ORGANIZATION

1. Date Formed: June 05, 1979 Age (months) as of 12/31/2017: : 38 yrs. & 6 mos.
2. Date CCC was issued: Sept. 04, 1979 CCC No. : 91
3. Personnel 89 (Permanent-52, Casual -22, Contractual-15)
Comments: (adequacy, qualification, performance & Others)

B. EXISTING SYSTEM'S FACILITIES

1. SERVICE

1.1 Service Area	<u>Rinconada</u>
1.2 Population of Service Area	<u>110,000.00</u>
1.3 No. of Households	<u>13,116</u>
1.4 No. of Persons/Household	<u>7</u>
1.5 Service Time (hrs./day)	<u>24 hours/day</u>

2. Structure and Equipment

2.1 Administration Building	<u>Owned</u>
Office Area	<u>453 sq.m.</u>
Office Equipment	
(See List of Major Equipment)	<u>Attached Annex M</u>
2.2 If rented, How much per month?	<u>-</u>
2.3 Type of Water Source	<u>Spring</u>
Rated Capacity per day (cu.m./day)	<u>14,370 cu.m./day</u>

2.4 Reservoir (description, built, dimension and capacity)

1 unit	600	cu.m.	Inorogan Concrete Reservoir
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2.5 Water Sources (Annex N - UWD Water Sources)

2.6 Service Connections

Type	Flat	Metered	Total
Residential/Government	N/A		12,467
Commercial	N/A		643
Bulk	N/A		6
Total	N/A		13,116

2.7 Production

Average Monthly Production

a. Pumping Station (cu.m.)	<u>394,786 cu.m.</u>
b. Bulk Water (cu.m.)	<u>-</u>
Production Efficiency % (average/month) (Total Water Utilized/Total Production)	<u>290,349</u> <u>74%</u>
-NRW % (✓) YTD	<u>26%</u>

3. CURRENT OPERATION/FINANCIAL HIGHLIGHTS

A. Existing Water Rates (Annex G-Water Rates Schedule)	Attached Annex N
B. Operating Income/Expenses	
Average Water Sales (average/mo.)	<u>7,158,839.38</u>
Average Collection (average/mo.)	<u>7,405,512.99</u>
C. Financial Highlights (rate & status)	
Current Ratio = $\frac{\text{Current Assets}}{\text{Current Liabilities}}$	<u>273.61%</u>
Long Term Debt/Equity Ratio	<u>70.06%</u>
Monthly Billing (average/mo.)	<u>7,428,889.12</u>
Collection Efficiency-% of On-Time Payment (YTD)	<u>96%</u>

4. COMMUNITY ECONOMIC PROFILE

A. Total Population (covered by the Water District)	<u>83,139</u>
B. Average Monthly Family Income in the Area	<u>P 18,237.00</u>
C. Major Source of Energy	<u>Farming</u>
D. Average Monthly Family Expenditure in the Area	<u>P 24,499,441.70</u>
E. City Revenue	<u>P 390,729,229.70</u>
F. Average Rate of Mortality per 100,000 population	<u>No data</u>
Due to waterborne diseases (e.g. diarrhea)	
G. Average Rate of Mortality per 100,000.00 population	<u>473</u>
Due to waterborne diseases (e.g. diarrhea)	

H. Major Agricultural, Industrial and Commercial Activities

Agri-Business Processing: Farm harvest, Livestock and Poultry, Operation of Nurseries and Breeding Farms, Commercial Fruit and Vegetable Production.


Forestry and Fishing: Industrial and Commercial Tree Plantation, Integrated Agricultural Land and Technology, Inland Fish Culture.

Trading and Commercial: One-Stop Shopping Center Complex, Trading of Export Products.

5. OTHER INFORMATION:

1. The Nabua Water District has been paying the Water District an average of 29,416 cubic meter of Bulk Water per month.
2. The District has implemented the Meter Clustering System to help alleviate water pilferage.
3. The District has regularly monitors the Residual Clustering System to help alleviate water pilferage.
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 for Senior Citizens.
6. The District has approved the Gender and Development Budget for CY 2017 in compliance with RA 9710 - P9,349,509.56
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 DBP. - YES
9. The District has adopted the Operations Manual.

Submitted by:


ROMULO M. CORPORAL, JR.
General Manager