



Republic of the Philippines
IRIGA CITY WATER DISTRICT
Iriga City



MANDATE

Presidential Decree No. 198 otherwise known as the Provincial Water Utilities Act of 1973 as amended by Presidential Decree Nos. 768 and 1479 declared a national policy favoring local operation and control of water systems authorizing the formation of local water districts and providing for the government and administration to facilitate improvement of local water utility granting said administration to facilitate such power as necessary to optimize public service from water utility operations and for the purpose.

VISION

The Iriga City Water District as a hallmark of efficient public service providing the best quality of water to every resident of Iriga City.

MISSION

To provide safe, adequate and affordable water to the people of Iriga City.

MOTTO

We are at your service!

IRIGA CITY WATER DISTRICT BACKGROUND

The Iriga City Water District (ICWD) was formed on June 05, 1979 by virtue of Sangguniang Panglunsod Resolution No. 50 series of 1979. A Deed of Donation and Acceptance on August 10, 1979 was executed to formalize the turn-over of the assets of the Iriga City Water Works System and the acceptance of the same by the newly created ICWD.

As a requirement in availing financial assistance for the development of its water system, ICWD filed with the Local Water Utilities Administration (LWUA) pertinent documents qualifying technical and financial assistance for expansion of water facilities. The LWUA issued a Conditional Certificate of Conformance (CCC) No. 91 on September 04, 1979.

In March 12, 1992 all water districts was declared Government Owned and Controlled Corporation by virtue of Supreme Court Ruling dated September 13, 1991 thus, ICWD is now under the supervision of Civil Service Commission (CSC) as far as personnel matters are concerned and under Commission on Audit (COA) for auditing purposes.

The ICWD is classified as Category C effective March 2012. As of December 31, 2015 the active connection was 11,877 manned by 84 employees (47 Regular 1 Casual and 36 Contractual) with an average industry of 141 connections per employee.

The policy making function is vested with the Board of Directors composed of five (5) sectoral representatives representing the **PROFESSIONAL, EDUCATION, CIVIC, BUSINESS** and **WOMEN SECTORS** with a term of six (6) years composed of the following;

THE BOARD OF DIRECTORS



Dir. Annalyn C. Tayag
Chairman



Dir. Edith C. Andalis
Vice Chairman



Maria B. Quite
Treasurer



Dir. Angel Nilo A. Bagamasbad Jr.
Member



Dir. Victor P. Turiano
Member

OFFICE OF THE GENERAL MANAGER

Headed by:



ROMULO M. CORPORAL, JR.

General Manager



ATTY. FERDINAND I. DIÑO

Legal Counsel

ADMINISTRATIVE AND FINANCE DIVISION



MARIETTA H. CRUZATA
Administrative Division Manager



Salvador D. Alcomendas



Analene A. Idioma



Juliet Annabelle H. Turallo



Kim Sergius R. Margate



Lina DR. Lucena



Jose L. Ballester



Perpetou Jay N. Esplana



Randy T. Cuebillas

COMMERCIAL DIVISION



Maribeth O. Marzan
Commercial Division
Manager



Antonio Edwin S. Cruzata



Antonio V. Andalis



Lawrence S. Rombaon



Gilbert B. Ignao



Evelyn I. Francia



Jose S. Recio



Rebecca O. Monte



Sheryl M. Espiritu



Julian P. Bagacina Jr.



Eunil Benedict V. De Villa

TECHNICAL DIVISION



Engr. Amalia D. Rariza
Technical Division
Manager



Aniceto N. Ronda



Engr. Jonel Feliciano R.Fenis Jr.



Engr. Joseph Ulysses P. Fucio



Paulino L. Laganzon



Billy G. Gozum



Manny Montañez



Mario D. Valle



Francisco Hilario N. Vargas



Engr. Christopher R. Lancaon



Jose C. Bolima



Wilfredo B. Paz



Ramon A. Avila



Juan M. Cerillo Jr.



Antonio B. Monponbanua



Sedney J. Belmonte



Rene D. Oliva



Jerry T. Tadiran



Teofilo N. Ibarreta Jr.



Dante B. Ersolada



Claro R. Camila



Domingo P. Concepcion



Henry N. Vargas



Benito N. Alanis

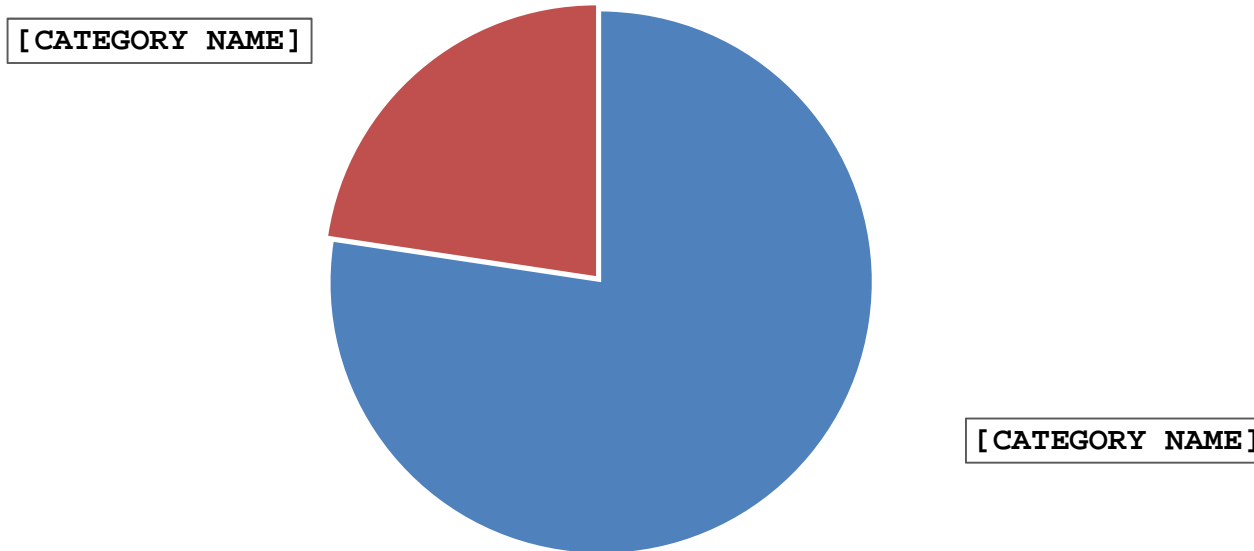


Albert A. Salvadora



Manuel S. Gonzales

TOTAL NUMBER OF EMPLOYEES AS OF Dec. 31, 2015
(Regular, Casual and Contractual)



TOTAL 84

IRIGA CITY WATER DISTRICT

| | |
|---------------------------------|-----------|
| No. of Plantilla Positions | 62 |
| No. of Filled Position | 47 |
| No. of Vacant Position | 15 |
| | |
| No. of Men/Plantilla Position | 38 |
| No. of Women/Plantilla Position | 9 |
| | |
| No. of Men-Contractual/Casual | 27 |
| No. of Women/Contractual | 10 |
| | |
| TOTAL NO. OF EMPLOYEES | 84 |

EDUCATIONAL ATTAINMENT

| | |
|-------------------|-------|
| Doctorals Degree | - |
| Masterals Degree | 2 |
| Bachelors Degree | 20 |
| College Level | 10 |
| Vocational Course | 2 |
| High School Level | 11 |
| Elementary Grades | 2 |
| | ----- |
| Total | 47 |

SALARY GRADE

First Level (SG 1 – 10)

| | |
|--------|----|
| Male | 32 |
| Female | 4 |

Second Level (SG 11& above)

| | |
|--------|-------|
| Male | 6 |
| Female | 5 |
| | ----- |
| Total | 47 |

ELIGIBILITIES

| | |
|-----------------------------|-----------|
| CS Professional | 11 |
| Sub-Professional | 2 |
| Covered by Special Law | 16 |
| No Eligibilities/Absorption | 18 |
| | ----- |
| TOTAL | 47 |

Iriga City Water District

HUMAN RESOURCE BEST PRACTICES

1. Orientation and Re-Orientation Program

New entrants and existing ICWD employees are being oriented and re-oriented respectively with the general policies of ICWD and Civil Service Commission which includes CSC Memorandum Circulars dated June 01, 2015 and October 01, 2015 conducted by HR Personnel.

2. Attendance in Training/Seminars/Others

Objectives: To enhance their knowledge and skills for progressive work-life and foster client job satisfaction, which leads to the development of the career path of each employee. The following were conducted;

- Attended GSIS Orientation on Agency Authorized Officer (AAO) and Electronic Remittance File (ERF) handler attended by three (3) concerned personnel handling the task dated February 11, 2015 at Crown Hotel, Naga City;
- Administered Forum on Women's Right on March 17, 2015 at ICWD Board Room conducted by Mrs. Josefina B.

Reyes as Lecturer participated by 16 female employees of ICWD in order to become more active in women's right advocacies and more conscious of the roles as part of the society;

- Provided Forum on Human Trafficking on June 05, 2015 at ICWD Office conducted by Fiscal Roberto Jocom as Resource Speaker in order to increase awareness on how to prevent human trafficking;
- Handled Orientation Seminar on Frontline Service in the Context of RA 6713 conducted by CSC Field Director Jocelyn L. Marifosque as Resource Speaker held at ICWD Board Room on July 24, 2015 in order to be more aware on the Code of Ethical Standard of a public servant;

- Administered Assist Meeting on PRIME-HRM Online Assessment Result dated September 04, 2015 conducted by CSC Personnel as Resource Speakers – Ms. Lilia A. Jadie, Supervising HR Specialist and Ms. Jennifer E. Ramirez, HR Specialist II;
- Conducted Personnel Development Committee meeting dated September 18, 2015 to discuss matters concerning the attendance in Water Safety Plan Development Training and Pollution Control Officers Training;
- Managed Coaching Session and Assist meeting on PRIME-HRM dated November 10, 2015 conducted by

CSC Personnel as Resource Speakers Ms. Lilia A. Jadie, Supervising HR Specialist, Ms. Emylene O. Severo, Chief HR Specialist and Ms. Marites T. Pasa, Administrative Officer IV of LGU Legaspi City;

- Attended Transformation Leadership Training at Camp John Hay, Baguio City dated December 01-04, 2015 conducted by CSC Cordillera Autonomous Region (CAR);

3. Employees Enhancement and Team Building

- To provide employees with overview on how local water utilities operate, regardless of location, specifically on areas of planning, investment policies, water tariff, metering, source sustainability and water quality;

- To impart among the personnel the values of exchanging ideas among the water districts which are beneficial to the operation;
- To obtain first hand insights through personal observations of other water districts in the fields of collection, personnel handling and its water district maintenance;

Last June 29, 2015 to July 04 ,2015 conducted the ICWD Employees Enhancement Program/ Lakbay Aral participated by 13 ICWD employees at San Pablo City Water District, Baliwag Water District, Mabalacat City Water District, Baguio City Water District and Benguet Water District;

4. HEALTH SERVICES AWARENESS

- Provided lecture on Male Reproductive Health Program conducted by City Health Representatives Mr. Kenny Niño H. Tagum and Mr. Victor V. Cervas attended by 53 male employees (Regular and Contractual) of ICWD dated March 16, 2015 held at ICWD Board Room in order to increase awareness on Male Reproductive Health;
- Held Forum on Drug Abuse conducted by SPO3 Jane Alteza dated June 03, 2015 at ICWD Office to gain more knowledge on how to prevent Drug Abuse;

- Provided Forum on HIV Awareness conducted by City Health Representative Ms. Mary Cris B. Umali dated June 04, 2015 at ICWD Office to enhance awareness on Human Immunodeficiency Virus prevention;
- Administered orientation on **NO SMOKING POLICY** in accordance with CSC Memorandum Circular No. 17 series 2009 to all ICWD employees dated August 24, 2015 conducted by the management;
- Provision of Medical Test and Medical Examination. Keeping a healthy workforce is among the ICWD-GAD primary concerns. This was the basis that all regular employees are mandatory for medical and physical check-up last April 8 & 9, 2015 to ensure the employees are

physically fit to work. Those found to be unfit to work due to medical condition were required for proper medication per physicians advice;

- In House Physical Fitness Program

ICWD employees are required to attend Physical Fitness Program thru Exercise or Hataw once a month at 4:00 o'clock in the afternoon held at ICWD Hallway in order to help employees address the need to exercise to improve physical and mental fitness while in and out of the work place to relieve stress;

5. RETIREMENT SERVICES

- Provision of Retirement Benefits of Ms. Rosyl SG. Villanueva-Customer Service Assistant B, Mr. Paulito T. Legardo-Courier and Mr. Juvenal B. Neri-Storekeeper C who retires effective February 01, 2015 (2) and November 16, 2015 respectively and were provided with terminal leave benefits, Service Incentive Benefits and other benefits due their retirement;
- Salamat-Mabuhay Program was conducted with Salu-Salo together hosted by ICWD with short program. Plaque of Service Award given to the retirees, Ms. Villanueva and Mr. Legardo salu-salo program held last January 30, 2015 while Mr. Neri's retirement program was held last

November 27, 2015. They were provided by HR Office various documents required by GSIS and Pag-Ibig such as Service Record, Clearance of Non-Pendency, Certificate of Leave without pay and other documents required.

6. SPORTS DEVELOPMENT

The ICWD employees participated in Annual BIWADA Sportsfest last April 22-25, 2016 at Sorsogon State College, Bulan Campus, Bulan Sorsogon.

7. CORPORATE SOCIAL RESPONSIBILITY

- Distribution of ICWD Bottled Drinking Water to the public during various activities and other programs;



- **CLEANING PROGRAM**

Conducted cleaning at the entrance of the Iriga Central Oval to Guilid Pumping Station dated June 02, 2015 participated by ICWD employees;



- **Feeding Program**

Part of the Commitment of Iriga City Water District is to extend Corporate Social Responsibility by conducting community service particularly feeding program to various service areas to wit:

- ❖ Near Inorogan Pumping Station, Sto. Domingo, Iriga City dated January 04, 2015;



❖ Precious Love Angel Day Care Center, Sto. Domingo, Iriga City dated March 06, 2015;



❖ Magic Star Day Care Center, Sta. Cruz, Iriga City
dated June 04, 2015;



❖ Kindergarten Pupils, Sta. Cruz, Iriga City dated June 04, 2015;



❖ Shining Jewel Day Care Center, Salvacion, Iriga City dated June 08, 2015;



❖ Mumunting Anghel Day Care Center, Salvacion,
Iriga City dated June 08, 2015;



❖ Kindergarten Pupils, Salvacion, Iriga City dated June 08, 2015;



❖ Rising Sun Day Care Center, San Isidro, Iriga City
dated Dec. 16, 2015;



❖ Little Shepherd Day Care Center, San Isidro, Iriga City dated Dec. 16, 2015;



❖ Blooming Day Care Center, San Isidro, Iriga City
dated Dec. 16, 2015;



❖ St. Anthony of Padua, Misa de Aguinaldo dated Dec. 18, 2015;



- **Gift Giving Program**

As part of the Corporate Social Responsibility of ICWD, the district extend gift giving activities to the community to support Day Care pupils who are under privilege to have basic school supplies. The ICWD does not just focus on the profitability and income coming in but look after the well-being of the community as a thanksgiving and sharing by way of distribution of basic school supplies to the following Day Care Centers of the ICWD service area:

1. Rising Sun Day Care Center, San Isidro, Iriga City
dated Dec. 16, 2015;



2. Little Shepherd Day Care Center, San Isidro, Iriga City dated Dec. 16, 2015;



3. Blooming Day Care Center, San Isidro, Iriga City dated Dec. 16, 2015;



8. SPIRITUAL DEVELOPMENT PROGRAM

- A. Every first Friday of the month, mass is being celebrated at the ICWD Lobby to uplift the importance of spiritual value among the working individual. Salu-Salo together follows as a way to give positive outlook and harmonious relationship among employees.
- B. ICWD employees participated in the traslacion procession to increase spiritual awareness and strengthen relationship with the Almighty God through the intercession of Our Lady of Peñafrancia.
- C. Visita Iglesia was likewise conducted during holy week in order to visit various churches in the WD's service areas and neighboring towns that serve as an act of

sacrifices of catholic working individuals in seeking God's graces.

D. Involvement of a number of Male employees as member of the Knights of Columbus as a fraternal Catholic organization organized for the educational, charitable, social welfare and religious purposes.

HR BEST PRACTICES 2015

