



Republic of the Philippines
CABAGAN WATER DISTRICT
Cabagan, Isabela

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ANNUAL REPORT

CABAGAN WATER DISTRICT

Board of Directors

Chairman	~~~~~	Ester Z. Antonio Education Sector
Vice-Chairman	~~~~~	Engr. Oliver U. Masigan Business Sector
Member	~~~~~	Rodolfo G. Taguinod Civic Sector
Member/Secretary	~~~~~	Editha R. Banguilan Women Sector
Member	~~~~~	Lelita T. Ramos Professional Sector

Management and Staff

JULIETA S. TUPAZ ----- General Manager

Administrative Division

Doris M. Malayao ----- Chief, Cashier
Jacqueline M. Talaue ----- Senior Accounting Processor A
Robertson T. Apigo ----- Administration Services Aide
Aida Z. Laggui ----- Clerk Processor C
Kristofer Allen U. Bañez ----- Utility Worker

Commercial Division

Edwin P. Bautista ----- Chief, Supervisor
Achilles B. Castañeda ----- Office Collector
Joeffrey M. Malabad ----- Clerk
Armando B. Baquiran ----- Meter Reader
Michael B. Baquiran ----- Engineering Aide B
Sergio F. Canceran ----- Utility Worker A
Alan T. Ramos ----- Meter Reader
Jay-Ar B. Tumaliuan ----- Meter Reader

Technical/Production Division

Antonio R. Paguigan ----- Chief, Engineering Asst.
Joseph C. Maddara ----- Pump Operator
Alfonso C. Zipagan ----- Pump Operator
Burton M. Tagao ----- Pump Operator
Choi Kenneth D. Gannaban ----- Pump Operator
Rex Flor Z. Atuan ----- Pump Operator
Ricky Nelson A. Gatan ----- Plumber
Pedro M. Allam ----- Plumber
Romel Z. Malenab ----- Meter Reader/Plumber
Paul L. Paraggua ----- Plumber
John Michael A. Bagunu ----- Plumber
Russel M. Palaje ----- Plumber
Bello C. Donato Sr. ----- Plumber
Jonel T. Guingab ----- Plumber

ACCOMPLISHMENTS FOR CALENDAR YEAR 2014
JANUARY – DECEMBER

I. ADMINISTRATIVE SECTION:

1. Revised and finalized SPMS Manual for implementation effective July 2014 as required by the Civil Service Commission (CSC).
2. Permit to operate was approved by the National Water Resources Board (NWRB) on June 2014
3. Cabagan Water District was registered to PHILGEPS on August 2014
4. Appointments of two (2) employees were approved by the Civil Service Commission
5. Updated payments to LWUA, GSIS, Pag-ibig, Philhealth, BIR and other mandatory obligations
6. Payments of Annual Dues to CAVAWAD, PAWD, PWWA were updated
7. Bacteriological Test of water samples were made every month
8. Submitted water samples for Chemical and Physical Analysis
9. Conducted Inventory of Supplies/Materials quarterly
10. Purchased one (1) unit filtration facilities for Catabayungan Pumping Station and one (1) unit generator set for San Juan Pumping Station
11. Purchased one (1) unit chlorinator with fittings
12. Purchased office supplies and materials such as water bills and others
13. Four (4) employees and three (3) BOD and the General Manager attended seminars, Convention and Assembly Meetings
14. Celebrated Foundation Day with the blessing of different Pumping Station on February 28, 2014
15. Implemented LWUA, Civil Service and DBM Memo Circulars
16. Implemented policies approved by the Board such as:
 - Amnesty Program
 - One-Month Grace Period in Paying Water Bills among others
17. Made some repairs of equipment and facilities
18. Gave financial assistance to Alicia Water District

19. Hosted the 1st quarter CAVAWAD General Assembly Meeting on March 18, 2014
20. The office is in its preparation stage for the implementation of the proposed expansion project:
 - Request was made for a technical assistance from LWUA for the conduct of geo resistivity survey
 - Conducted a base-line information survey on potential consumers in five (5) barangays
21. Attended to complaints and requests of consumers such as:
 - Reconnection
 - Disconnection
 - Meter Transfer
 - Repair of leaks and others
22. Went to an agency field trip on May 16, 2014 at Sta. Victoria, Ilagan City, Isabela
23. Monitored and supervised eight (8) interns from the Department Of Labor and Employment (DOLE) assigned at the Cabagan Water District
24. Renewed fidelity bond of ten (10) accountable personnel
25. Purchased IT equipment (Printer and Desktop Computer for the Commercial Section)
26. Conducted Tree Planting Activity at Garita with DENR personnel
27. Conducted In-House Seminar on R.A. 9262 as part of the CSC Month Celebration
28. Gave benefits to employees such as bonuses, 13th month pay and cash incentives to employees
29. Underwent a gift-giving activity as part of the Pamaskong Handog for 2014 in the form of a raffle draw

II. COMMERCIAL SECTION

SERVICE CONNECTION DATA

TOTAL SERVICE CONNECTION	3,788
NEW SERVICE CONNECTION	253
RECONNECTED	152
DISCONNECTED	134
ACTIVE	3,097
RESIDENTIAL	2,445

COMMERCIAL	159
GOVERNMENT	54
SENIOR CITIZEN	439

BILLING DATA

CURRENT BILLED AMOUNT	14,182,511.60
BULK	1,950.00
PENALTY	<u>518,121.00</u>
TOTAL AMOUNT	<u>14,702,582.60</u>

CUBIC METER BILLED 499,673 CU.M.

AVERAGE CONSUMPTION 14 CU. M.

INCREASE IN SERVICE CONNECTION 7%

ONTIME PAID/QTY. 61%

STATEMENT ON COLLECTIONS AND DISBURSEMENTS Covering the Period from January-December 2014

Month	Collections	Disbursements	CAPEX	Net
January	1,095,158.91	913,721.14		181,437.77
February	1,131,513.84	1,171,431.06	360,000.00	(39,917.22)
March	1,307,828.76	1,664,532.47	664,484.98	(356,703.71)
April	1,448,302.15	1,197,212.82	408,600.00	251,089.33
May	1,503,915.32	1,014,684.49		489,230.83
June	1,334,568.83	961,212.79		373,356.04
July	1,386,397.29	815,240.77		571,156.52
August	1,108,414.03	823,773.37		284,640.66
September	1,466,699.05	1,210,376.56	377,596.63	256,322.49
October	1,364,477.66	782,704.14		581,773.52
November	1,396,579.37	901,403.75		495,175.62
December	<u>1,193,151.45</u>	<u>1,579,702.95</u>		<u>(386,551.50)</u>
Net	15,737,561.61	13,100,450.33	1,810,681.61	2,637,111.28
Add: Bank Interest				<u>9,522.48</u>
Total Net Income w/ CAPEX				<u>2,646,633.76</u>
Total Net Income w/out CAPEX				<u>4,457,315.37</u>

III. TECHNICAL/PRODUCTION SECTION:

1. Energized water at Tallag by the use of booster pump
2. Installed three (3) pipeline expansion at Anao
3. Installed two (2) pipeline expansion at Ngarag
4. Installed expansion pipeline sixty five meters (65m)at Minanga, San Pablo
5. Installed expansion pipeline at Calamagui, San Pablo
6. Attended to 2,192job orders (leak repair, service connection, disconnection, etc.)
7. Installed filtration facilities at Catabayungan Pumping Station
8. Installed blow off/ flushing point at Casibarag Norte (4")
9. Installed flushing point at Acoba, Luquilu (2")
10. Installed expansion pipeline at Minanga Sur, San Pablo (1" – 120m)
11. Painted elevated concrete tank ofCatabayungan Pumping Station
12. Constructed filter shed at Catabayungan Pumping Station
13. Installed pipeline expansion at Casibarag Norte (1" – 160m)
14. Replaced flow meter at Ugad Pumping Station

IV. APPROVED BOARD RESOLUTIONS

BOARD RESOLUTION NO. 1 SERIES 2014 – RESOLUTION AUTHORIZING THE OIC-GENERAL MANAGER, JULIETA S. TUPAZ AND THE CASHIER, DORIS M. MALAYAO TO OPEN AN ACCOUNT AT THE PHILIPPINE VETERANS BANK, TUGUEGARAO CITY, CAGAYAN FOR THE CWD PROVIDENT FUND PROGRAM.

BOARD RESOLUTION NO.2 SERIES 2014 – A RESOLUTION REQUESTING FOR THE RE-CATEGORIZATION OF THE CABAGAN WATER DISTRICT FROM CATEGORY D TO CATEGORY C.

BOARD RESOLUTION NO 3 SERIES OF 2014 – RESOLUTION ON REPAIRING OF IN-HOUSE LEAK.

BOARD RESOLUTION NO. 4 SERIES 2014 – A RESOLUTION APPOINTING JULIETA S. TUPAZ AS GENERAL MANAGER OF THE CABAGAN WATER DISTRICT OF CABAGAN, ISABELA EFFECTIVE FEBRUARY 2014.

BOARD RESOLUTION NO. 5 SERIES 2014– A RESOLUTION AUTHORIZING THE CABAGAN WATER DISTRICT TO AVAIL OF A FINANCIAL ASSISTANCE FROM THE LOCAL WATER UTILITIES ADMINISTRATION AND DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS.

BOARD RESOLUTION NO.6 SERIES 2014 – A RESOLUTION EARNESTLY REQUESTING FOR THE IMMEDIATE PASSAGE OF HOUSE BILL NO. 3675, OTHERWISE KNOWN AS, AN ACT REMOVING THE CONDITIONS FOR THE CONDONATION OF ALL UNPAID TAXES DUE FROM LOCAL WATER DISTRICTS, AMENDING FOR THE PURPOSE SECTION 259-A OF THE NATIONAL INTERNAL REVENUE CODE, AS AMENDED, (INTRODUCED BY HONORABLE CONGRESSMAN ROMERO “MIRO” S. QUIMBO)

BOARD RESOLUTION NO.7 SERIES 2014 – A RESOLUTION EARNESTLY REQUESTING FOR THE IMMEDIATE PASSAGE OF SENATE BILL NO. 612, OTHERWISE KNOWN AS, AN ACT REMOVING THE CONDITIONS FOR THE CONDONATION OF ALL UNPAID TAXES DUE FROM LOCAL WATER DISTRICTS, AMENDING FOR THE PURPOSE SECTION 259-A OF THE NATIONAL INTERNAL REVENUE CODE, AS AMENDED, (INTRODUCED BY HONORABLE SENATOR RALPH G. RECTO)

BOARD RESOLUTION NO. 8 SERIES 2014 – A RESOLUTION AUTHORIZING THE CABAGAN WATER DISTRICT TO DEPOSIT ITS DAILY COLLECTION AT THE RURAL BANK OF CAUAYAN LOCATED AT UGAD, CABAGAN, ISABELA.

BOARD RESOLUTION NO. 9 SERIES 2014 – RESOLUTION AUTHORIZING THE GENERAL MANAGER, JULEITA S. TUPAZ AND THE CASHIER, DORIS M. MALAYAO TO OPEN A CHECKING ACCOUNT AT THE RURAL BANK OF CAUAYAN INC., CABAGAN BRANCH FOR SAFETY PURPOSES AND TRANSFERRING COLLECTION TO ITS DEPOSITORY BANK AT TUGUEGARAO CITY, CAGAYAN.

BOARD RESOLUTION NO. 10 SERIES 2014 – A RESOLUTION APPROVING THE IMPLEMENTATION OF ONE (1) MONTH GRACE PERIOD FOR NON-PAYMENT OF CURRENT WATER BILL BY THE CONSUMERS AS PART OF THE DISCONNECTION POLICY OF THE CABAGAN WATER DISTRICT.

BOARD RESOLUTION NO. 11 SERIES 2014 - A RESOLUTION APPROVING THE CREATION AND COMPOSITION OF THE CABAGAN WATER DISTRICT PERFORMANCE MANAGEMENT TEAM FOR THE IMPLEMENTATION OF THE STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS) EFFECTIVE 2ND SEMESTER OF CALENDAR YEAR 2014.

BOARD RESOLUTION NO. 12, SERIES 2014 - A RESOLUTION APPROVING THE AMNESTY PROGRAM FOR THOSE CONSUMERS WHO HAVE A LONG OVERDUE OUTSTANDING BALANCE/ARREARS AND WHO WERE DISCONNECTED FROM YEAR 1989-2009.

BOARD RESOLUTION NO. 13 SERIES 2014 - RESOLUTION AUTHORIZING MRS. JULIETA S. TUPAZ, GENERAL MANAGER, CABAGAN WATER DISTRICT, CABAGAN, ISABELA TO ENTER INTO A MEMORANDUM OF AGREEMENT (MOA) WITH THE ISABELA STATE UNIVERSITY AT CABAGAN (ISUC) FOR THE LEASE OF THE ISUC WATER SYSTEM PARTICULARLY THE RESERVOIR OR TANK WITH AN OPTION TO CONSTRUCT A DEEP WELL.

BOARD RESOLUTION NO. 14, SERIES 2014 - A RESOLUTION APPROVING THE AMOUNT OF ONE HUNDRED AND TWENTY THOUSAND PESOS (P 120,000.00) FOR THE IMPLEMENTATION OF THE “PAMASKONG HANDOG PROGRAM 2014” OF THE CABAGAN WATER DISTRICT.

BOARD RESOLUTION NO. 15, SERIES 2014 - A RESOLUTION APPROVING THE AMOUNT OF THIRTY FIVE THOUSAND PESOS (P 35,000.00) TO BE SPENT FOR THE DISTRICT’S CHRISTMAS CELEBRATION FOR CALENDAR YEAR 2014.

BOARD RESOLUTION NO.16, SERIES 2014 – A RESOLUTION APPROVING THE DISTRICT’S CORPORATE BUDGET OF 2015.