

Villasis Water District

(075) 632-1093 / (075) 632-1080 / 09178615250 / 09255140915
www.villasiswaterdistrict.gov.ph * villasis_wd@yahoo.com
CCC # 95 * Poblacion Zone I, Villasis, 2427

ANNUAL BUDGET 2019 EXECUTIVE SUMMARY

December 18, 2018

BOARD OF DIRECTORS

Villasis Water District
Villasis, Pangasinan

Ladies and Gentlemen:

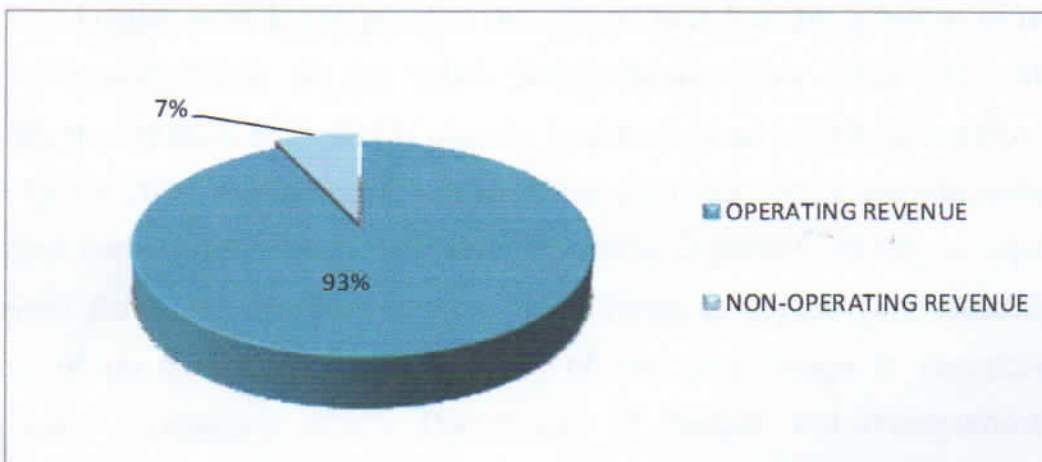
The Villasis Water District (VWD) is now in its 39th year as a public agency and will begin its 40th year in September 2019. The District retains its focus on providing quality and efficient service to the Municipality of Villasis through this approved corporate Annual Budget for Calendar Year (CY) 2019. The focus is identified in the District's 10-year Business Plan covering 2018-2027 and the District is generally dedicated in providing adequate, safe and viable waterworks system to the people residing in the district pursuant to Presidential Decree (PD) No. 198 or the Provincial Water Utilities Act of 1973.

The VWD Annual Budget is the quantitative translation of its goals in 2019 in line with its Vision and Mission which is to best provide safe and potable water supply to the townspeople of Villasis. The Management went through an extensive budget planning process to determine a strategy to achieve a balanced budget which is essential for government entities to continually strive to provide services in a cost-effective manner. Remarkably, the District will attain another significant progress and development through its implementation of its programs, projects and activities this budget year.

For CY 2019, the District's revenue is forecasted in the amount of PhP 41.24 million – a 18.98% increase representing a total of PhP 6.58 million compared to the expected revenue this 2018 of PhP 34.66 million. The substantial increase reflects on the 2nd semester of 2019 where the implementation of the request for 25% water rate increase from the Local Water Utilities Administration (LWUA) is expected to be effective by July 2019.

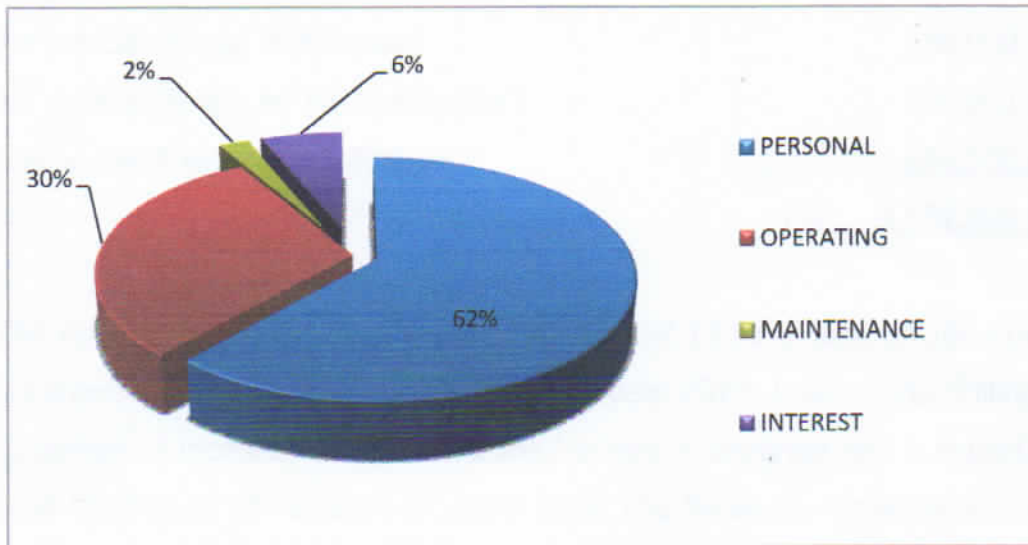
Classification	Existing Minimum Rate	Proposed New Rate
Residential/Government	188.00	235.00
Commercial A	376.00	470.00
Commercial B	329.00	411.25
Commercial C	282.00	352.50
Commercial D	235.00	293.75

The District's total annual budget for CY 2019 comprises of operating and non-operating revenue. The projected operating revenue amounting to PhP 38.43 million is from water sales while non-operating of PhP 2.81 million includes miscellaneous service revenue such as sale from materials and other fees including penalties and interest revenue.



2019 Revenue Distribution Chart

For the projected expenses of CY 2019, the District forecasted the amount of PhP 35.10 million which comprises expenses from Personal amounting to PhP 21.63 million, Operating of PhP 10.56 million, Maintenance of PhP .77 million and Interest of PhP 2.13 million. Terminal Leave Benefits for employees' separation are allocated under Personal expenses in the amount of PhP 500,000.00.



2019 Expenditure Distribution Chart

This budget year, it has adopted the 4th and final tranche schedule of the salary of the employees based on the Salary Standardization Law (SSL) 2015. Moreover, it includes the creation of three (3) plantilla positions as an additional workforce of the District for CY 2019. Furthermore, a total of ten (10) Job Orders were incorporated in the budget under Maintenance and Other Operating Expenses (MOOE) account with a new raised daily rate of Five Hundred Three Pesos & 09/100 (PhP 503.09) and a premium of up to twenty percent (20%) of the salary/wage in compliance with Civil Service Commission (CSC), Department of Budget and Management (DBM) and Commission on Audit (COA) Joint Circular No. 01, series of 2018 dated November 09, 2018.

The budget for Capital Expenditures (CAPEX) for CY 2019 totaled PHP 3.17 million will be utilized using the income from the year 2018.

2019 CAPITAL EXPENDITURES

Purchase of Lot in Brgy. Unzad (1,000sq.m)	PhpP	1,500,000.00
Purchase of Lot in Brgy. Barraca (400sq.m)		720,000.00
Purchase of Lot in Brgy. Labit (400sq.m)		228,000.00
Service Vehicle (Single Motorcycle)		80,000.00
Service Vehicle (Single w/ back cabin/car)		150,000.00
Renovation and Extension of <i>Bodega</i>		<u>500,000.00</u>
TOTAL	PhP	<u>3,178,000.00</u>

The budget for CAPEX for CY 2018 totaled PhP 14.63 million on the other hand will be a carry-over projects of the district for the year 2019. Indeed, the drilling of new Pumping Station VI located in Poblacion Zone I is now in progress and is expected to be operational by end of 2nd quarter of 2019 while the Barangay Amamperez proposed new additional pumping station is on its procurement process.

2018 CAPITAL EXPENDITURES

Drilling: Amamperez	PhP	5,460,000.00
Genset Amamperez		1,000,000.00
Lot Amamperez		450,000.00
Supplemental Amamperez		819,313.71
Poblacion New PS		5,595,480.00
Genset Poblacion PS		990,000.00
Lot in Puelay		<u>320,000.00</u>
TOTAL	PhP	<u>14,634,793.71</u>

The district will also continue its awaiting big project called UNCALAB; the Unzad, Capulaan and Labit expansion project which includes construction of three (3) new pumping stations (well drilling), pipe laying works and various expansion projects to be financed by LWUA with a total loan amount of Forty Million Pesos (PhP 40,000,000.00) with an effective interest rate of 4% per annum. Upon the completion of the loaned projects, additional three (3) covered Barangays will be served by the district representing into 95.23% covered barangay within the Districts jurisdiction.

Furthermore, additional loan from Land Bank of the Philippines (LBP) in the amount of Twenty Five Million Pesos (PhP 25,000,000.00) with an effective interest rate of 5% per annum retained in the annual budget in preparation for the construction of the new VWD Administrative building.

Said interest rates both from LWUA and LBP reflect in the 2nd quarter of the budget year or with a total 2019 annual cost of PhP 2.13 million and with a loan term of fifteen (15) years both LWUA and LBP.

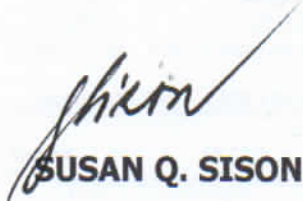
Several revenue generating measures and strategies were identified and certain activities for the reduction of non-revenue water to prevent District's losses being one of its major causes are to be strictly implemented and practiced this year:

- Provide good and quality service to consumers
- Disseminate adequate information to pay bills on time to avoid disconnection
- Distribute Notice of Disconnections timely and regularly
- Continuous extensive marketing strategies (promotions, etc.)
- Act and repair leaks promptly and appropriately
- Installation and replacement of old existing water meters
- Regular inspection and monitoring of pipeline networks (pressure, etc.)
- Prudent and rational spending based on budget

The expected total active connections by December 2019 will be 6,375 which cover all residential, government and commercial establishments or an increase of 423 additional connections (average of 35 connections monthly) from December 2018 billed consumers or an equivalent increase of 7.11%. Also, by the end of 2019, the Water District is expected to generate PhP 6.13 million income or an average of PhP 1.5 million quarterly income. The projection of the Management is manageable and reasonable enough to facilitate and maintain all the essential activities pertaining to the budget for CY 2019.

We are looking forward that the District will utilize the projected revenue for the continuity of its supply of quality water to its consumers which includes better maintenance of pipeline networks, an increase on the total number of serviced active connections, additional expansions and improved services to ensure that the supply challenges are managed in future to ensure sustainability.

Thank you for the usual support and guidance and rest assured that the approved Annual Budget for CY 2019 will be our guide in achieving good governance.


SUSAN Q. SISON
General Manager C



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QUARTERLY PROJECTION For Budget Year 2019

REVENUE	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTAL
Projected Water Sales	PhP 8,316,582.90	PhP 8,452,196.10	PhP 10,744,590.80	PhP 10,914,250.73	PhP 38,427,620.52
Penalty charges	274,447.24	262,018.08	333,082.31	360,170.27	1,229,717.90
Miscellaneous Revenue	277,461.00	277,461.00	277,461.00	277,461.00	1,109,844.00
Miscellaneous Non-Operating Revenue	110,000.00	110,000.00	110,000.00	110,000.00	440,000.00
Interest Revenue	9,000.00	9,000.00	9,000.00	9,000.00	36,000.00
TOTAL PROJECTED REVENUE	PhP 8,987,491.14	PhP 9,110,675.18	PhP 11,474,134.11	PhP 11,670,882.00	PhP 41,243,182.42
EXPENSES					
Salaries and Wages - Regular Employees	PhP 3,531,118.04	PhP 4,040,920.00	PhP 3,098,190.00	PhP 4,040,920.00	PhP 14,711,148.04
Salaries and Wages - Job Orders	470,893.09	470,893.09	470,893.09	470,893.09	1,883,572.36
Other Compensation	491,000.00	81,000.00	888,544.39	551,000.00	2,011,544.39
Honoraria (Directors Fees and Renumeration)	169,785.00	169,785.00	407,925.00	169,785.00	917,280.00
Personnel Benefits Contributions	386,908.01	386,908.01	386,908.01	386,908.01	1,547,632.04
Other Personnel Benefits	15,000.00	15,000.00	15,000.00	15,000.00	60,000.00
Terminal Leave Benefits	125,000.00	-	250,000.00	125,000.00	500,000.00
Supplies Expenses	90,000.00	90,000.00	90,000.00	90,000.00	360,000.00
Accountable Forms Expense	15,000.00	15,000.00	15,000.00	15,000.00	60,000.00
Travel and Educational, Training and Scholarship Expenses	210,000.00	210,000.00	210,000.00	210,000.00	840,000.00
Fuel, Oil and Lubricants	120,000.00	120,000.00	120,000.00	120,000.00	480,000.00
Utility Expenses	830,250.00	830,250.00	1,280,250.00	1,370,250.00	4,311,000.00
Communication Expenses	67,300.00	67,300.00	67,300.00	67,300.00	269,200.00
Printing and Advertising Expenses	40,000.00	30,000.00	142,500.00	285,000.00	497,500.00
Taxes, Duties and Premium	251,000.00	186,000.00	180,000.00	180,000.00	797,000.00
Insurance Premium	18,750.00	18,750.00	18,750.00	18,750.00	75,000.00
Representation Expenses	52,500.00	52,500.00	52,500.00	52,500.00	210,000.00
Rent/Lease Expenses	-	-	30,000.00	30,000.00	60,000.00
Generation/Transmission and Distribution Expenses	187,500.00	187,500.00	187,500.00	187,500.00	750,000.00
Extra-ordinary and Miscellaneous Expenses	30,000.00	30,000.00	30,000.00	30,000.00	120,000.00
Membership Dues and Contributions Expenses	51,280.00	51,280.00	51,280.00	51,280.00	205,120.00
Major Events and Conventions Expense	174,375.00	174,375.00	174,375.00	174,375.00	697,500.00
Professional Services	115,000.00	65,000.00	65,000.00	65,000.00	310,000.00
Misc. Customer Acct. Expense and Computer Processing	150,000.00	-	200,000.00	50,000.00	400,000.00
Other Maintenance and Operating Expenses	5,000.00	5,000.00	5,000.00	5,000.00	20,000.00
Semi-Expendable Expenses	25,000.00	25,000.00	25,000.00	25,000.00	100,000.00
Repair and Maintenance	192,500.00	192,500.00	192,500.00	192,500.00	770,000.00
Interest Expense	-	712,500.00	712,500.00	712,500.00	2,137,500.00
Bank Charges	1,250.00	1,250.00	1,250.00	1,250.00	5,000.00
TOTAL PROJECTED EXPENSES	PhP 7,816,409.14	PhP 8,228,711.10	PhP 9,368,165.48	PhP 9,692,711.10	PhP 35,105,996.82
TOTAL PROJECTED INCOME FOR 2019	PhP 1,171,082.00	PhP 881,964.08	PhP 2,105,968.62	PhP 1,978,170.90	PhP 6,137,185.60
NET INCOME RATIO	14.08%	10.43%	19.60%	18.12%	15.97%

Prepared by:

MARBEN A. SANTE
Division Manager C

Recommended by:

SUSAN Q. SISON
General Manager C

Approved by:
For the Board:

CAMILO L. BARROZO
Chairman of the Board



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1ST QUARTER PROJECTION For Budget Year 2019

I COLLECTION OF WATER BILLS

No. of Connection Beginning of 1st Quarter
Additional Connection During the Quarter
Reconnection During the Quarter
Disconnection During the Quarter
No. of Connection End of 1st Quarter
Average New Connection Per Month

Residential	Government	Commercial				Total
		A	B	C	D	
5278	64	62	93	402	56	5955
99	0	1	1	2	2	105
54	0	0	1	2	3	60
(54)	0	0	(1)	(2)	(3)	(60)
5377	64	63	94	404	58	6060
33	0	2				35

Classification	Average Connection	Average Consumption	Minimum	11 - 20	21 - 30	31 - 40	41 - up	Average Revenue/ Connection	Projected Quarterly Billing
Residential	5,328	20	188.00	20.30	22.10	24.25	26.80	391.00	PhP 6,249,157.50
Government	64	79	188.00	20.30	22.10	24.25	26.80	1,899.70	364,742.40
Commercial A	63	80	376.00	40.60	44.20	48.50	53.60	3,853.00	722,437.50
Commercial B	94	30	329.00	35.50	38.65	42.40	46.90	1,070.50	300,275.25
Commercial C	403	18	282.00	30.45	33.15	36.35	40.20	525.60	635,450.40
Commercial D	57	11	235.00	25.35	27.60	30.30	33.50	260.35	44,519.85

Projected Water Sales	PhP 8,316,582.90
Multiply by Estimated Collection Efficiency	80%
Estimated Collection on Water Sales	<u>6,653,266.32</u>
Projected Water Sales	8,316,582.90
Multiply by Delinquency Rate	33%
Overdue Bills	<u>2,744,472.36</u>
Multiply by Penalty Rate	10%
Penalty charges	<u>274,447.24</u>
Multiply by estimated collection efficiency	80%
Estimated Collection from Penalty Charges	<u>219,557.79</u>

II COLLECTION OF PRIOR YEARS ACCOUNTS RECEIVABLE CONSUMER

Accounts Receivable - Beginning of the Year (as of September 2018)	2,584,923.16
Estimated Collection Rate During the Quarter	44%
Collection on Prior Accounts Receivable - Consumer	<u>1,124,700.07</u>

TOTAL PROJECTED COLLECTION OF WATER BILLS **PhP 7,997,524.18**

III MISCELLANEOUS SERVICE REVENUE

	Quantity	Sales	Cost of Sales	Gross Profit	TOTAL
Tapping and Application Fees	105	3,500.00	1,000.00	2,500.00	262,500.00
Reconnection Fees	60			200.00	12,000.00
Other Charges	16			188.00	2,961.00
					PhP 277,461.00

IV MISCELLANEOUS NON-OPERATING REVENUE

	Quantity	Sales	Cost of Sales	Gross Profit	TOTAL
Sale from Service Connection Materials	110	5,000.00	4,000.00	1,000.00	110,000.00
					PhP 110,000.00



1ST QUARTER PROJECTION For Budget Year 2019

V INTEREST REVENUE

	Monthly Interest	No. of Months	TOTAL	
Estimated Interest from Deposit (LBP Fund Reserve, LBP Disbursement)	PhP 3,000.00	3	9,000.00	<u>PhP 9,000.00</u>

VI RENT INCOME

	Monthly Ads Fee	No. of Months	TOTAL	
Rental of Advertisements (Water Tank)	PhP -	3	-	<u>PhP -</u>

TOTAL PROJECTED REVENUE

PhP 8,987,491.14

VII OPERATING EXPENSES

Salaries and Wages - Regular Employees	PhP 3,531,118.04	
Salaries and Wages - Job Orders	470,893.09	
Other Compensation	491,000.00	
Honoraria (Directors Fees and Remunerations)	169,785.00	
Personnel Benefits Contributions	386,908.01	
Other Personnel Benefits	15,000.00	
Terminal Leave Benefits	125,000.00	
Supplies Expenses	90,000.00	
Accountable Forms Expense	15,000.00	
Travel and Educational, Training and Scholarship Expenses	210,000.00	
Fuel, Oil and Lubricants	120,000.00	
Utility Expenses	830,250.00	
Communication Expenses	67,300.00	
Printing and Advertising Expenses	40,000.00	
Taxes, Duties and Premium	251,000.00	
Insurance Premium	18,750.00	
Representation Expenses	52,500.00	
Rent/Lease Expenses	-	
Generation/Transmission and Distribution Expenses	187,500.00	
Extra-ordinary and Miscellaneous Expenses	30,000.00	
Membership Dues and Contributions Expenses	51,280.00	
Major Events and Conventions Expense	174,375.00	
Professional Services	115,000.00	
Misc. Customer Acct. Expense and Computer Processing	150,000.00	
Other Maintenance and Operating Expenses	5,000.00	
Semi-Expendable Expenses	25,000.00	
Repair and Maintenance	192,500.00	
Interest Expense	-	
Bank Charges	1,250.00	<u>PhP 7,816,409.14</u>

VIII CAPEX

PhP 17,582,793.71

TOTAL PROJECTED NET INCOME FOR FIRST QUARTER

PhP 1,171,082.00

NET INCOME RATIO

14.08%

Prepared by:

MARBEN A. SANTE
Division Manager C

Recommended by:

SUSAN Q. SISON
General Manager C

Approved by:
For the Board:

CAMILO L. BARROZO
Chairman of the Board



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CEC # 95 * Poblacion Zone I, Villas, Pangasinan, 2427

2ND QUARTER PROJECTION For Budget Year 2019

I COLLECTION OF WATER BILLS

No. of Connection Beginning of 2nd Quarter
Additional Connection During the Quarter
Reconnection During the Quarter
Disconnection During the Quarter
No. of Connection End of 2nd Quarter
Average New Connection Per Month

Residential	Government	Commercial				Total
		A	B	C	D	
5377	64	63	94	404	58	6060
99	0	1	1	2	2	105
54	0	0	1	2	3	60
(54)	0	0	(1)	(2)	(3)	(60)
5476	64	64	95	406	60	6165
33	0	2				35

Classification	Average Connection	Average Consumption	Minimum	11 - 20	21 - 30	31 - 40	41 - up	Average Revenue/ Connection	Projected Quarterly Billing
Residential	5,427	20	188.00	20.30	22.10	24.25	26.80	391.00	PhP 6,365,284.50
Government	64	79	188.00	20.30	22.10	24.25	26.80	1,899.70	364,742.40
Commercial A	64	80	376.00	40.60	44.20	48.50	53.60	3,853.00	733,996.50
Commercial B	95	30	329.00	35.50	38.65	42.40	46.90	1,070.50	303,486.75
Commercial C	405	18	282.00	30.45	33.15	36.35	40.20	525.60	638,604.00
Commercial D	59	11	235.00	25.35	27.60	30.30	33.50	260.35	46,081.95

Projected Water Sales	PhP 8,452,196.10
Multiply by Estimated Collection Efficiency	90%
Estimated Collection on Water Sales	7,606,976.49
Projected Water Sales	8,452,196.10
Multiply by Delinquency Rate	31%
Overdue Bills	2,620,180.79
Multiply by Penalty Rate	10%
Penalty charges	262,018.08
Multiply by estimated collection efficiency	90%
Estimated Collection from Penalty Charges	235,816.27

II COLLECTION OF PRIOR YEARS ACCOUNTS RECEIVABLE CONSUMER

Accounts Receivable - Beginning of the Year	1,460,223.09
Estimated Collection Rate During the Quarter	7%
Collection on Prior Accounts Receivable - Consumer	96,228.70

TOTAL PROJECTED COLLECTION OF WATER BILLS PhP 7,939,021.46

III MISCELLANEOUS SERVICE REVENUE

	Quantity	Sales	Cost of Sales	Gross Profit	TOTAL
Tapping and Application Fees	105	3,500.00	1,000.00	2,500.00	262,500.00
Reconnection Fees	60			200.00	12,000.00
Other Charges	16			188.00	2,961.00
					PhP 277,461.00

IV MISCELLANEOUS NON-OPERATING REVENUE

	Quantity	Sales	Cost of Sales	Gross Profit	TOTAL
Sale from Service Connection Materials	110	5,000.00	4,000.00	1,000.00	110,000.00
					PhP 110,000.00



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2ND QUARTER PROJECTION For Budget Year 2019

V INTEREST REVENUE

	Monthly Interest	No. of Months	TOTAL	
Estimated Interest from Deposit (LBP Fund Reserve, LBP Disbursement)	PhP 3,000.00	3	9,000.00	PhP <u>9,000.00</u>

VI RENT INCOME

	Monthly Ads Fee	No. of Months	TOTAL	
Rental of Advertisements (Water Tank)	PhP -	3	-	PhP <u>-</u>

TOTAL PROJECTED REVENUE

PhP 9,110,675.18

VII OPERATING EXPENSES

Salaries and Wages - Regular Employees	PhP	4,040,920.00	
Salaries and Wages - Job Orders		470,893.09	
Other Compensation		81,000.00	
Honoraria (Directors Fees and Renumerations)		169,785.00	
Personnel Benefits Contributions		386,908.01	
Other Personnel Benefits		15,000.00	
Terminal Leave Benefits		-	
Supplies Expenses		90,000.00	
Accountable Forms Expense		15,000.00	
Travel and Educational, Training and Scholarship Expenses		210,000.00	
Fuel, Oil and Lubricants		120,000.00	
Utility Expenses		830,250.00	
Communication Expenses		67,300.00	
Printing and Advertising Expenses		30,000.00	
Taxes, Duties and Premium		186,000.00	
Insurance Premium		18,750.00	
Representation Expenses		52,500.00	
Rent/Lease Expenses		-	
Generation/Transmission and Distribution Expenses		187,500.00	
Extra-ordinary and Miscellaneous Expenses		30,000.00	
Membership Dues and Contributions Expenses		51,280.00	
Major Events and Conventions Expense		174,375.00	
Professional Services		65,000.00	
Misc. Customer Acct. Expense and Computer Processing		-	
Other Maintenance and Operating Expenses		5,000.00	
Semi-Expendable Expenses		25,000.00	
Repair and Maintenance		192,500.00	
Interest Expense		712,500.00	
Bank Charges		1,250.00	PhP <u>8,228,711.10</u>

VIII CAPEX

PhP 230,000.00

TOTAL PROJECTED NET INCOME FOR SECOND QUARTER

PhP 881,964.08


NET INCOME RATIO

10.43%

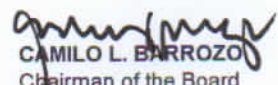
Prepared by:


MARBEN A. SANTE
Division Manager C

Recommended by:


SUSAN Q. SISON
General Manager C

Approved by:
For the Board:


CAMILO L. BARROZO
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3RD QUARTER PROJECTION

For Budget Year 2019

I COLLECTION OF WATER BILLS

	Residential	Government	Commercial				Total
			A	B	C	D	
No. of Connection Beginning of 3rd Quarter	5476	64	64	95	406	60	6165
Additional Connection During the Quarter	99	0	1	1	2	2	105
Reconnection During the Quarter	54	0	0	1	2	3	60
Disconnection During the Quarter	(54)	0	0	(1)	(2)	(3)	(60)
No. of Connection End of 3rd Quarter	5575	64	65	96	408	62	6270
Average New Connection Per Month	33	0	2				35

No. of Connection Beginning of 3rd Quarter
 Additional Connection During the Quarter
 Reconnection During the Quarter
 Disconnection During the Quarter
 No. of Connection End of 3rd Quarter
 Average New Connection Per Month

Classification	Average Connection	Average Consumption	Minimum	11 - 20	21 - 30	31 - 40	41 - up	Average Revenue/Connection	Projected Quarterly Billing
Residential	5,526	20	235.00	25.41	27.67	30.38	33.59	489.10	PhP 8,107,566.15
Government	64	79	235.00	25.41	27.67	30.38	33.59	2,379.61	456,885.12
Commercial A	65	80	470.00	50.82	55.34	60.76	67.18	4,826.40	933,908.40
Commercial B	96	30	411.25	44.47	48.42	53.17	58.78	1,340.15	383,952.98
Commercial C	407	18	352.50	38.12	41.51	45.57	50.39	657.42	802,709.82
Commercial D	61	11	293.75	31.76	34.59	37.98	41.99	325.51	59,568.33

Projected Water Sales PhP 10,744,590.80
 Multiply by Estimated Collection Efficiency 95%
 Estimated Collection on Water Sales 10,207,361.26

Projected Water Sales 10,744,590.80
 Multiply by Delinquency Rate 31%
 Overdue Bills 3,330,823.15
 Multiply by Penalty Rate 10%
 Penalty charges 333,082.31
 Multiply by estimated collection efficiency 95%
 Estimated Collection from Penalty Charges 316,428.20

II COLLECTION OF PRIOR YEARS ACCOUNTS RECEIVABLE CONSUMER

Accounts Receivable - Beginning of the Year 1,363,994.39
 Estimated Collection Rate During the Quarter 4%
 Collection on Prior Accounts Receivable - Consumer 53,332.18

TOTAL PROJECTED COLLECTION OF WATER BILLS **PhP 10,577,121.63**

III MISCELLANEOUS SERVICE REVENUE

	Quantity	Sales	Cost of Sales	Gross Profit	TOTAL
Tapping and Application Fees	105	3,500.00	1,000.00	2,500.00	262,500.00
Reconnection Fees	60			200.00	12,000.00
Other Charges	16			188.00	2,961.00
					PhP 277,461.00

IV MISCELLANEOUS NON-OPERATING REVENUE

	Quantity	Sales	Cost of Sales	Gross Profit	TOTAL
Sale from Service Connection Materials	110	5,000.00	4,000.00	1,000.00	110,000.00
					PhP 110,000.00



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3RD QUARTER PROJECTION For Budget Year 2019

V INTEREST REVENUE

	Monthly Interest	No. of Months	TOTAL	
Estimated Interest from Deposit (LBP Fund Reserve, LBP Disbursement)	PhP 3,000.00	3	9,000.00	PhP <u>9,000.00</u>

VI RENT INCOME

	Monthly Ads Fee	No. of Months	TOTAL	
Rental of Advertisements (Water Tank)	PhP -	3	-	PhP <u>-</u>

TOTAL PROJECTED REVENUE

PhP 11,474,134.11

VII OPERATING EXPENSES

Salaries and Wages - Regular Employees	PhP 3,098,190.00	
Salaries and Wages - Job Orders	470,893.09	
Other Compensation	888,544.39	
Honoraria (Directors Fees and Remunerations)	407,925.00	
Personnel Benefits Contributions	386,908.01	
Other Personnel Benefits	15,000.00	
Terminal Leave Benefits	250,000.00	
Supplies Expenses	90,000.00	
Accountable Forms Expense	15,000.00	
Travel and Educational, Training and Scholarship Expenses	210,000.00	
Fuel, Oil and Lubricants	120,000.00	
Utility Expenses	1,280,250.00	
Communication Expenses	67,300.00	
Printing and Advertising Expenses	142,500.00	
Taxes, Duties and Premium	180,000.00	
Insurance Premium	18,750.00	
Representation Expenses	52,500.00	
Rent/Lease Expenses	30,000.00	
Generation/Transmission and Distribution Expenses	187,500.00	
Extra-ordinary and Miscellaneous Expenses	30,000.00	
Membership Dues and Contributions Expenses	51,280.00	
Major Events and Conventions Expense	174,375.00	
Professional Services	65,000.00	
Misc. Customer Acct. Expense and Computer Processing	200,000.00	
Other Maintenance and Operating Expenses	5,000.00	
Semi-Expendable Expenses	25,000.00	
Repair and Maintenance	192,500.00	
Interest Expense	712,500.00	
Bank Charges	1,250.00	PhP <u>9,368,165.48</u>

VIII CAPEX

PhP -

TOTAL PROJECTED NET INCOME FOR THIRD QUARTER

PhP 2,105,968.62

NET INCOME RATIO

19.60%

Prepared by:

MARBEN A. SANTE
Division Manager C

Recommended by:

SUSAN Q. SISON
General Manager C

Approved by:
For the Board:

CAMILO L. BARROZO
Chairman of the Board



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4TH QUARTER PROJECTION For Budget Year 2019

I COLLECTION OF WATER BILLS

	Residential	Government	Commercial				Total
			A	B	C	D	
No. of Connection Beginning of 4th Quarter	5575	64	65	96	408	62	6270
Additional Connection During the Quarter	99	0	1	1	2	2	105
Reconnection During the Quarter	54	0	0	1	2	3	60
Disconnection During the Quarter	(54)	0	0	(1)	(2)	(3)	(60)
No. of Connection End of 4th Quarter	5674	64	66	97	410	64	6375
Average New Connection Per Month	33	0	2				35

Classification	Average Connection	Average Consumption	Minimum	11 - 20	21 - 30	31 - 40	41 - up	Average Revenue/ Connection	Projected Quarterly Billing
Residential	5,625	20	235.00	25.41	27.67	30.38	33.59	489.10	PhP 8,252,828.85
Government	64	79	235.00	25.41	27.67	30.38	33.59	2,379.61	456,885.12
Commercial A	66	80	470.00	50.82	55.34	60.76	67.18	4,826.40	948,387.60
Commercial B	97	30	411.25	44.47	48.42	53.17	58.78	1,340.15	387,973.43
Commercial C	409	18	352.50	38.12	41.51	45.57	50.39	657.42	806,654.34
Commercial D	63	11	293.75	31.76	34.59	37.98	41.99	325.51	61,521.39

Projected Water Sales									PhP 10,914,250.73
Multiply by Estimated Collection Efficiency									95%
Estimated Collection on Water Sales									<u>10,368,538.19</u>
Projected Water Sales									10,914,250.73
Multiply by Delinquency Rate									33%
Overdue Bills									<u>3,601,702.74</u>
Multiply by Penalty Rate									10%
Penalty charges									<u>360,170.27</u>
Multiply by estimated collection efficiency									95%
Estimated Collection from Penalty Charges									<u>342,161.76</u>

II COLLECTION OF PRIOR YEARS ACCOUNTS RECEIVABLE CONSUMER

Accounts Receivable - Beginning of the Year									1,310,662.21
Estimated Collection Rate During the Quarter									2%
Collection on Prior Accounts Receivable - Consumer									<u>25,557.91</u>

TOTAL PROJECTED COLLECTION OF WATER BILLS **PhP 10,736,257.86**

III MISCELLANEOUS SERVICE REVENUE

	Quantity	Sales	Cost of Sales	Gross Profit	TOTAL
Tapping and Application Fees	105	3,500.00	1,000.00	2,500.00	262,500.00
Reconnection Fees	60			200.00	12,000.00
Other Charges	16			188.00	2,961.00
					PhP 277,461.00

IV MISCELLANEOUS NON-OPERATING REVENUE

	Quantity	Sales	Cost of Sales	Gross Profit	TOTAL
Sale from Service Connection Materials	110	5,000.00	4,000.00	1,000.00	110,000.00
					PhP 110,000.00



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4TH QUARTER PROJECTION For Budget Year 2019

I COLLECTION OF WATER BILLS

	Residential	Government	Commercial				Total
			A	B	C	D	
No. of Connection Beginning of 4th Quarter	5575	64	65	96	408	62	6270
Additional Connection During the Quarter	99	0	1	1	2	2	105
Reconnection During the Quarter	54	0	0	1	2	3	60
Disconnection During the Quarter	(54)	0	0	(1)	(2)	(3)	(60)
No. of Connection End of 4th Quarter	5674	64	66	97	410	64	6375
Average New Connection Per Month	33	0	2				35

Classification	Average Connection	Average Consumption	Minimum	11 - 20	21 - 30	31 - 40	41 - up	Average Revenue/ Connection	Projected Quarterly Billing
Residential	5,625	20	235.00	25.41	27.67	30.38	33.59	489.10	PhP 8,252,828.85
Government	64	79	235.00	25.41	27.67	30.38	33.59	2,379.61	456,885.12
Commercial A	66	80	470.00	50.82	55.34	60.76	67.18	4,826.40	948,387.60
Commercial B	97	30	411.25	44.47	48.42	53.17	58.78	1,340.15	387,973.43
Commercial C	409	18	352.50	38.12	41.51	45.57	50.39	657.42	806,654.34
Commercial D	63	11	293.75	31.76	34.59	37.98	41.99	325.51	61,521.39

Projected Water Sales	PhP 10,914,250.73
Multiply by Estimated Collection Efficiency	95%
Estimated Collection on Water Sales	10,368,538.19
Projected Water Sales	10,914,250.73
Multiply by Delinquency Rate	33%
Overdue Bills	3,601,702.74
Multiply by Penalty Rate	10%
Penalty charges	360,170.27
Multiply by estimated collection efficiency	95%
Estimated Collection from Penalty Charges	342,161.76

II COLLECTION OF PRIOR YEARS ACCOUNTS RECEIVABLE CONSUMER

Accounts Receivable - Beginning of the Year	1,310,662.21
Estimated Collection Rate During the Quarter	2%
Collection on Prior Accounts Receivable - Consumer	25,557.91

TOTAL PROJECTED COLLECTION OF WATER BILLS PhP 10,736,257.86

III MISCELLANEOUS SERVICE REVENUE

	Quantity	Sales	Cost of Sales	Gross Profit	TOTAL
Tapping and Application Fees	105	3,500.00	1,000.00	2,500.00	262,500.00
Reconnection Fees	60			200.00	12,000.00
Other Charges	16			188.00	2,961.00
					PhP 277,461.00

IV MISCELLANEOUS NON-OPERATING REVENUE

	Quantity	Sales	Cost of Sales	Gross Profit	TOTAL
Sale from Service Connection Materials	110	5,000.00	4,000.00	1,000.00	110,000.00
					PhP 110,000.00



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4TH QUARTER PROJECTION For Budget Year 2019

V INTEREST REVENUE

	Monthly Interest	No. of Months	TOTAL	
Estimated Interest from Deposit (LBP Fund Reserve, LBP Disbursement)	PhP 3,000.00	3	9,000.00	<u>PhP 9,000.00</u>

VI RENT INCOME

	Monthly Ads Fee	No. of Months	TOTAL	
Rental of Advertisements (Water Tank)	PhP -	3	-	<u>PhP -</u>

TOTAL PROJECTED REVENUE

PhP 11,670,882.00

VII OPERATING EXPENSES

Salaries and Wages - Regular Employees	PhP 4,040,920.00	
Salaries and Wages - Job Orders	470,893.09	
Other Compensation	551,000.00	
Honoraria (Directors Fees and Remunerations)	169,785.00	
Personnel Benefits Contributions	386,908.01	
Other Personnel Benefits	15,000.00	
Terminal Leave Benefits	125,000.00	
Supplies Expenses	90,000.00	
Accountable Forms Expense	15,000.00	
Travel and Educational, Training and Scholarship Expenses	210,000.00	
Fuel, Oil and Lubricants	120,000.00	
Utility Expenses	1,370,250.00	
Communication Expenses	67,300.00	
Printing and Advertising Expenses	285,000.00	
Taxes, Duties and Premium	180,000.00	
Insurance Premium	18,750.00	
Representation Expenses	52,500.00	
Rent/Lease Expenses	30,000.00	
Generation/Transmission and Distribution Expenses	187,500.00	
Extra-ordinary and Miscellaneous Expenses	30,000.00	
Membership Dues and Contributions Expenses	51,280.00	
Major Events and Conventions Expense	174,375.00	
Professional Services	65,000.00	
Misc. Customer Acct. Expense and Computer Processing	50,000.00	
Other Maintenance and Operating Expenses	5,000.00	
Semi-Expendable Expenses	25,000.00	
Repair and Maintenance	192,500.00	
Interest Expense	712,500.00	
Bank Charges	1,250.00	<u>PhP 9,692,711.10</u>

VIII CAPEX

PhP -

TOTAL PROJECTED NET INCOME FOR FOURTH QUARTER

PhP 1,978,170.90


NET INCOME RATIO

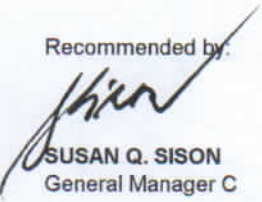
18.12%


Prepared by:

Recommended by:

Approved by:
For the Board:


MARBEN A. SANTE
Division Manager C


SUSAN Q. SISON
General Manager C


CAMILO L. BARROZO
Chairman of the Board



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BUDGETED INCOME STATEMENT AND EXPENSES For Calendar Year 2019

Account Name (1)	Account Code (2)	Past Year (Actual) 2017 (3)	Current Year		Total (6)	Budget Year 2019 (Estimate) (7)	Variance (7-6) (8)
			(Actual)	(Estimate)			
			Jan. - Sept.	Oct. - Dec.			
			2018				
OPERATING REVENUE:							
Waterworks System Fees	4-02-02-090	28,799,896.43	23,601,534.28	7,867,178.09	31,468,712.37	38,427,620.52	6,958,908.15
TOTAL OPERATING REVENUE		28,799,896.43	23,601,534.28	7,867,178.09	31,468,712.37	38,427,620.52	6,958,908.15
NON-OPERATING REVENUE:							
Interest Revenue	4-02-02-210	19,068.46	43,763.17	14,587.72	58,350.89	36,000.00	(22,350.89)
Fines and Penalty Charges	4-02-02-230	1,088,232.50	819,928.80	273,309.60	1,093,238.40	1,229,717.90	136,479.50
Miscellaneous Non-Operating Revenue	4-02-02-990	1,759,770.03	1,481,536.22	555,576.08	2,037,112.30	1,549,844.00	(487,268.30)
Rent Income (Water Tank Advertisements)	4-02-02-050	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE		2,867,070.99	2,345,228.19	843,473.41	3,188,701.60	2,815,561.90	(373,139.69)
TOTAL REVENUE		31,666,967.42	25,946,762.47	8,710,651.50	34,657,413.97	41,243,182.42	6,585,768.45
OPERATING EXPENSES:							
Salaries and Wages	5-01-01-010-03	-	-	-	-	-	-
Source of supply - Maintenance Supervision	5-01-01-010-05	536,812.03	454,431.07	407,720.02	862,151.09	1,599,518.22	737,367.13
Pumping expenses - Pumping Labor	5-01-01-010-07	1,839,493.48	1,465,585.78	720,105.59	2,185,691.37	2,357,121.88	171,430.51
Trans and Dist. Expenses - Maintenance Supervision	5-01-01-010-08	833,457.90	786,532.35	567,091.45	1,353,623.80	1,922,171.69	568,547.89
Customer Account Expenses - Supervision	5-01-01-010-09	609,791.83	455,031.35	197,440.12	652,471.47	847,732.43	195,260.96
Customer Account Expenses - Meter Reading Expenses	5-01-01-010-10	1,193,104.03	513,210.72	238,383.24	751,573.96	974,532.31	222,958.35
Customer Account Expenses - Cust. Record and Collection	5-01-01-010-11	3,094,381.89	2,745,144.61	1,255,867.20	4,001,011.81	5,930,071.50	1,929,059.69
Administrative and General Salaries - Supervision	5-01-02-010	733,000.00	555,000.00	252,000.00	807,000.00	1,080,000.00	273,000.00
PERA (Personnel Economic Relief Allowance)	5-01-02-020	162,000.00	121,500.00	40,500.00	162,000.00	162,000.00	-
Other Compensation - Representation Allowance	5-01-02-030	162,000.00	121,500.00	40,500.00	162,000.00	162,000.00	-
Transportation Allowance	5-01-02-040	180,000.00	180,000.00	-	180,000.00	270,000.00	90,000.00
Clothing and Uniform Allowance	5-01-02-140	622,913.88	-	400,000.00	400,000.00	470,000.00	70,000.00
Year end bonus	5-01-02-990	99,400.00	5,000.00	117,000.00	122,000.00	947,544.39	825,544.39
Other Bonus and allowances	5-01-03-010	819,498.70	677,779.28	225,926.43	903,705.71	1,291,632.48	387,926.77
Personnel Benefit Contributions - Life and retirement Ins. Contributions	5-01-03-020	36,400.00	27,700.00	12,600.00	40,300.00	54,000.00	13,700.00
Pag-ibig Contributions	5-01-03-030	75,662.50	68,443.72	22,814.57	91,258.29	147,999.56	56,741.26
Philhealth Contributions	5-01-03-040	36,400.00	27,800.00	12,600.00	40,400.00	54,000.00	13,600.00
ECC Contributions	5-01-02-130	-	-	-	-	60,000.00	60,000.00
Other Personnel Benefits - Overtime and Holiday Pay	5-01-04-030	-	-	-	-	500,000.00	500,000.00
Terminal Leave Benefits	5-02-991-20	626,095.00	349,850.00	116,616.67	466,466.67	917,280.00	450,813.33
Directors and Committee Members' Fee	5-02-12-990	1,476,925.50	949,775.00	240,000.00	1,189,775.00	1,883,572.36	693,797.36
Other General Services (Job Orders)	5-02-03-010	151,285.44	206,358.87	68,786.29	275,145.16	300,000.00	24,854.84
Supplies expenses - Office supplies expenses	5-02-03-020	-	-	-	-	60,000.00	60,000.00
Accountable Forms Expense	5-02-03-090	234,489.68	272,845.18	90,948.39	363,793.57	480,000.00	116,206.43
Fuel, oil and lubricants expenses	5-02-03-990	125,809.29	71,890.17	13,500.00	85,390.17	60,000.00	(25,390.17)
Other Supplies & Materials Expenses	5-02-01-010	347,651.79	324,285.45	108,088.48	433,353.93	480,000.00	47,646.07
Travel expenses	5-02-02-010	209,400.00	222,000.00	74,000.00	296,000.00	380,000.00	84,000.00
Training and Scholarship expenses	5-02-04-020	1,520,941.30	1,809,634.13	603,211.38	2,412,845.51	4,230,000.00	1,817,154.49
Utility expenses - Electricity expenses	5-02-04-990	-	-	-	-	81,000.00	81,000.00
Other Utility Expenses	5-02-05-010	5,907.00	3,935.00	1,311.67	5,246.67	10,000.00	4,753.33
Communication Expenses - Postage and Courier Services	5-02-05-020-2	82,330.01	67,791.88	22,597.29	90,389.15	120,000.00	29,610.85
Telephone Expenses - Land Line	5-02-05-020-1	146,546.31	111,619.93	37,206.64	148,826.57	121,200.00	(27,626.57)
Telephone Expenses - Mobile	5-02-05-040	6,826.00	2,960.00	986.67	3,946.67	18,000.00	14,053.33
Cable Expenses	5-02-03-020	6,091.00	38,876.60	12,958.67	51,835.47	60,000.00	8,164.53
Printing and Advertising - Printing Expenses	5-02-99-010	310,380.00	24,650.00	350,716.67	375,366.67	437,500.00	62,133.33
Advertising and Promotions Expenses	5-02-15-010	607,204.48	215,782.32	431,564.64	647,346.96	797,000.00	149,653.04
Taxes Duties Premium - Taxes duties and licenses	5-02-15-030	29,559.08	49,827.10	16,609.03	66,436.13	75,000.00	8,563.87
Insurance Premium	5-02-99-030	582,808.27	384,728.01	258,242.67	642,970.68	210,000.00	(432,970.68)
Representation expenses	5-02-99-050	-	-	-	-	60,000.00	60,000.00
Rent Lease expense - Rent Expenses	5-02-09-010	309,514.12	226,582.05	75,527.35	302,109.40	750,000.00	447,890.60
Generation and Dist. Exp.	5-02-10-30	98,400.00	82,800.00	30,000.00	112,800.00	120,000.00	7,200.00
Extra - Ordinary and Miscellaneous Expenses	5-02-99-060	155,017.00	39,440.00	121,646.67	161,086.67	205,120.00	44,033.33
Membership Dues and Contributions expenses	5-02-99-180	-	18,700.00	196,233.33	214,933.33	697,500.00	482,566.67
Major Events and Conventions Expense	5-02-11-030	8,750.00	3,900.00	2,700.00	6,600.00	30,000.00	23,400.00
Professional Services - Legal Services	5-02-11-020	-	-	-	-	250,000.00	250,000.00
Professional Services - Auditing services	5-02-11-030	-	-	-	-	30,000.00	30,000.00
Other Professional Services	5-02-11-990	21,280.00	-	25,000.00	25,000.00	400,000.00	375,000.00
Computer Data Processing Services	5-02-99-990	-	-	-	-	20,000.00	20,000.00
Other Maintenance and Operating Expenses	5-02-03-210	-	-	-	-	50,000.00	50,000.00
Semi-Expendable Machinery and Equipment Expenses	5-02-03-220	-	-	-	-	50,000.00	50,000.00
Semi-Expendable Furniture, Fixtures and Books Expenses	5-05-01	3,179,266.99	2,532,761.85	844,253.95	3,377,015.80	3,545,866.59	168,850.79
Depreciation Expenses	5-05-02-010	-	-	-	-	25,000.00	25,000.00
Amortization-Intangible Assets	5-03-01-040	150.00	3,200.00	1,066.67	4,266.67	5,000.00	733.33
Bank Charges							
TOTAL OPERATION EXPENSES		21,256,944.50	16,218,832.40	8,254,301.94	24,473,134.34	35,769,363.41	11,296,229.07
MAINTENANCE EXPENSES:							
Repair and Maintenance - Land Improvements	5-02-13-020	-	-	-	-	55,000.00	55,000.00
Repair and Maintenance - Infrastructure Assets	5-02-13-030	136,874.60	228,793.77	96,264.59	325,058.36	450,000.00	124,941.64



BUDGETED INCOME STATEMENT AND EXPENSES
 For Calendar Year 2019

Account Name	Account Code	Past Year (Actual) 2017	Current Year		Total	Budget Year 2019 (Estimate)	Variance (7-6)
			(Actual)	(Estimate)			
			Jan. - Sept.	Oct. - Dec.			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Repair and Maintenance - Building and Other Structure	5-02-13-040	18,808.95	4,968.75	1,656.25	6,625.00	50,000.00	43,375.00
Repair and Maintenance - Machinery and Equipment	5-02-13-050	16,118.14	5,540.00	1,846.67	7,386.67	25,000.00	17,613.33
Repair and Maintenance - Land Transport Equipment	5-02-13-060	31,335.00	64,482.71	21,494.24	85,976.95	120,000.00	34,023.05
Repair and Maintenance - Construction Equipment	5-02-09-010	-	-	-	-	30,000.00	30,000.00
Repair and Maintenance - Other Machinery and Equipment	5-02-13-990	36,475.00	14,319.25	4,773.08	19,092.33	25,000.00	5,907.67
Repair and Maintenance - Furnitures and Fixtures	5-02-01-30-70	-	3,702.00	1,234.00	4,936.00	15,000.00	10,064.00
TOTAL MAINTENANCE EXPENSES		239,611.69	321,806.48	127,268.83	449,075.31	770,000.00	320,924.69
TOTAL OPERATION AND MAINTENANCE EXPENSES		21,496,556.19	16,540,638.88	8,381,570.77	24,922,209.66	36,639,363.41	11,617,153.76
INTEREST EXPENSE							
	5-03-01-020	-	-	-	-	2,137,500.00	2,137,500.00
CAPEX							
					-	3,178,000.00	3,178,000.00
TOTAL EXPENSES		21,496,556.19	16,540,638.88	8,381,570.77	24,922,209.66	38,676,863.41	16,932,653.76
NET UTILITY OPERATING INCOME (LOSS)		7,969,182.30	9,266,001.07	329,080.73	9,736,204.32	2,566,319.01	(7,168,885.31)

Prepared by:

MARBEN A. SANTE
 Division Manager C

Recommended by:

SUSAN Q. SISON
 General Manager C

Approved by:
 For the Board:

CAMILO L. BARROZO
 Chairman of the Board



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BUDGET APPROPRIATION REQUEST

For Budget Year 2019

Account No.:

Account Name: **Capital Expenditures**

2017		2018			Total Budget for CY 2019
Appropriated Last Year	Expended Last Year	Appropriated Current Year	Expended First Nine Months	Total Anticipated Expenditure	
PhP 7,687,201.00	PhP 7,680,000.00	PhP 16,773,976.00	PhP 978,285.60	PhP 3,064,285.60	PhP 3,178,000.00

CAPEX 2019

Purchase of Lot in Brgy. Unzad (1,000sq.m)	1,500,000.00	@1,500.00
Purchase of Lot in Brgy. Barraca (400sq.m)	720,000.00	@1,800.00
Purchase of Lot in Brgy. Labit (400sq.m)	228,000.00	@570.00
Service Vehicle (Single Motorcycle)	80,000.00	
Service Vehicle (Single w/ back cabin/car)	150,000.00	
Bodega Extension	500,000.00	
	PhP 3,178,000.00	

CAPEX 2018

Drilling: Amamperez	PhP 5,460,000.00
Genset Amamperez	1,000,000.00
Lot Amamperez	450,000.00
Supplemental Amampe	819,313.71
Poblacion New PS	5,595,480.00
Genset Poblacion PS	990,000.00
Lot in Puelay	320,000.00
TOTAL	PhP 14,634,793.71

Drilling (Unzad/Barraca/Labit) & Pipelayings	PhP 40,000,000.00	<i>*to be financed by LWUA</i>
Admin Building	PhP 25,000,000.00	<i>*to be financed by LBP</i>

1st quarter	PhP 17,582,793.71
2nd quarter	230,000.00
3rd quarter	-
4th quarter	-
	PhP 17,812,793.71

Requesting Division: Administrative Division	Prepared by: MARBEN A. SANTE Division Manager C	Total Amount of Request: PhP 3,178,000.00
Trending Up or Down at rate of: -81.05%	Recommended by: SUSAN Q. SISON General Manager C	Recommended Appropriation: PhP 3,178,000.00
By Board Action: Form No. BU-1	Approved for by the Board: CAMILO L. BARROZO Chairman of the Board of Directors	Approved Appropriation : PhP 3,178,000.00



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VWD ACTION PLAN CY 2019

Program/Project/Activities	Objective/Goal	Strategies	Agencies/ Persons Concern	Source of Fund	Time Frame/ Time Table	Remarks/Status
INFRASTRUCTURE PROGRAM						
A. Drilling of 100m Exploratory Well in Barangay Poblacion Zone I (Pump No. VI) including the Construction of Pump house; Electromechanical Equipment; Discharge lines; Chlorinator Pump	Provide additional water source of VWD to improve and increase water pressure and supply in Poblacion and nearby areas	<ul style="list-style-type: none"> Ocular inspection Survey Collection of Data Coordinate with the Barangay Georesistivity Survey Secure necessary permit to concerned agencies Program of Work Strictly follow rules and guidelines on procurement 	<ul style="list-style-type: none"> VWD Employees VWD BAC VWD WSP Team LGU Villasis Provincial Assessor DENR NWRB LWUA Barangay Officials Residents in Barangays 	<ul style="list-style-type: none"> VWD Annual Budget Estimated Budget: PhP 5,595,480.00	4th Quarter of 2018 to 2nd Quarter of 2019	Awarded to Bidder Contract Price: PhP 5,571,693.75 Savings: PhP 23,786.25 Drilling/Construction in progress Started on December 10, 2018 until May 09, 2019 Duration: 150 days
B. Drilling of 100m Exploratory Well in Barangay Amamperez (Pump No. VII) including the Construction of Pump house; Electromechanical Equipment; Discharge lines; Chlorinator Pump	To provide additional water source of VWD in Barangay Amamperez & Barangobong	<ul style="list-style-type: none"> Ocular inspection Survey Collection of Data Coordinate with the Barangay Georesistivity Survey Secure necessary permit to concerned agencies Program of Work Strictly follow rules and guidelines on procurement 	<ul style="list-style-type: none"> VWD Employees VWD BAC VWD WSP Team LGU Villasis Provincial Assessor DENR NWRB LWUA Barangay Officials Residents in Barangays 	<ul style="list-style-type: none"> VWD Annual Budget Estimated Budget: PhP 5,460,000.00 <u>819,313.71 (Sup.)</u> PhP 6,279,313.71	1st Quarter to end of 3rd Quarter	Bidding Process On-going 1st failed bidding last December 26, 2018 2nd failed bidding last January 28, 2019 Next: Negotiated Procurement
C. Purchase of lot in Barangay Amamperez (200 sq.m)	For the location of additional Pumping Station VII	<ul style="list-style-type: none"> Ocular inspection Survey Coordinate with the Barangay Secure necessary permit to concerned agencies Strictly follow rules and guidelines on procurement 	<ul style="list-style-type: none"> VWD Board, Management & Employees VWD BAC Provincial Assessor LGU Villasis BIR Lot Owner 	<ul style="list-style-type: none"> VWD Annual Budget Estimated Budget: PhP 450,000.00	1st Quarter (January-March)	Titling in-progress Full payment will be settled after the processing of lot title



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VWD ACTION PLAN CY 2019

Program/Project/Activities	Objective/Goal	Strategies	Agencies/ Persons Concern	Source of Fund	Time Frame/ Time Table	Remarks/Status
D. Purchase of lot extension in Puelay Pumping Station III (200 sq.m)	For the location of the second elevated reservoir	<ul style="list-style-type: none"> Ocular inspection Survey Coordinate with the Barangay Secure necessary permit to concerned agencies, as applicable Strictly follow rules and guidelines on procurement 	<ul style="list-style-type: none"> VWD Board, Management & Employees VWD BAC Provincial Assessor LGU Villasis BIR Lot Owner 	<ul style="list-style-type: none"> VWD Annual Budget <p>Estimated Budget: PhP 320,000.00</p>	1st Quarter (January-March)	<p>On-going negotiations</p> <p>Approved lot value from the Provincial Assessor is PhP1,100.00/sq.m.</p>
E. Purchase of lot in Barangay Unzad (1,000 sq.m)	For the location of additional Pump Station & additional elevated Reservoir	<ul style="list-style-type: none"> Ocular inspection Survey Collection of Data Coordinate with the Barangay Secure necessary permit to concerned agencies, as applicable Strictly follow rules and guidelines on procurement 	<ul style="list-style-type: none"> VWD Board, Management & Employees VWD BAC Provincial Assessor LGU Villasis BIR Lot Owner 	<ul style="list-style-type: none"> VWD Annual Budget <p>Estimated Budget: PhP 1,500,000.00</p>	1st Quarter (January-March)	Currently scouting for strategic location
F. Purchase of lot in Barangay Barraca (400 sq.m)	For the location of additional Pump Station	<ul style="list-style-type: none"> Ocular inspection Survey Coordinate with the Barangay Secure necessary permit to concerned agencies, as applicable Strictly follow rules and guidelines on procurement 	<ul style="list-style-type: none"> VWD Board, Management & Employees VWD BAC Provincial Assessor LGU Villasis BIR Lot Owner 	<ul style="list-style-type: none"> VWD Annual Budget <p>Estimated Budget: PhP 720,000.00</p>	1st Quarter (January-March)	Currently scouting for strategic location
G. Purchase of lot in Barangay Labit (400 sq.m)	For the location of additional Pump Station	<ul style="list-style-type: none"> Ocular inspection Survey Coordinate with the Barangay Secure necessary permit to concerned agencies, as applicable Strictly follow rules and guidelines on procurement 	<ul style="list-style-type: none"> VWD Board, Management & Employees VWD BAC Provincial Assessor LGU Villasis BIR Lot Owner 	<ul style="list-style-type: none"> VWD Annual Budget <p>Estimated Budget: PhP 228,000.00</p>	1st Quarter (January-March)	Currently scouting for strategic location



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VWD ACTION PLAN CY 2019

Program/Project/Activities	Objective/Goal	Strategies	Agencies/ Persons Concern	Source of Fund	Time Frame/ Time Table	Remarks/Status
H. Construction of Storeroom or Bodega Extension at San Nicolas Pumping Station II	To provide additional storage for all service connection materials including other PPEs and old files of the District	<ul style="list-style-type: none"> • Prepare Program of Works • Strictly follow rules and guidelines on procurement • Secure local permits needed if necessary 	<ul style="list-style-type: none"> • VWD Engineering Division • VWD BAC • LGU Villasis 	<ul style="list-style-type: none"> • VWD Annual Budget Estimated Budget: PhP 500,000.00	1st Quarter (January-March)	Program of Works is prepared and ready Preliminary procurement requirements are being started
I. UNCALAB Project & Upgrading of Water Pipelines	To expand water services of VWD in Barangays of Unzad, Capulaan & Labit including upgrading of water pipelines in various Barangays indicated in the POWs provided by LWUA and to increase additional connections and income	<ul style="list-style-type: none"> • Ocular inspection • Survey • Collection of Data • Coordinate with the Barangay • Georesistivity Survey • Secure necessary permit to concerned agencies • Program of Work • Strictly follow rules and guidelines on procurement 	<ul style="list-style-type: none"> • VWD Employees • VWD BAC • VWD WSP Team • LGU Villasis • Provincial Assessor • DENR • NWRB • LWUA • Barangay Officials • Residents in Barangays 	<ul style="list-style-type: none"> • Financial Assistance from LWUA Estimated Budget: PhP 40,000,000.00	1st Quarter to 4th Quarter	Submitted the requirements for application of loan at LWUA last November 2018 Will start immediately upon the approval/grant of financial assistance from LWUA
J. Construction of New Administrative/Office Building (Owned)	To house or to provide a workplace for all the employees of VWD in a most conducive and convenient office which is cost effective, functional, operational, flexible, safe and secured	<ul style="list-style-type: none"> • Follow the regular procurement procedures • Secure all permits needed before the start of the project • Prepare Program of Works 	<ul style="list-style-type: none"> • VWD Employees • VWD BAC • LGU Villasis • PANELCO • DENR • BFP 	<ul style="list-style-type: none"> • Financial Assistance from LBP Estimated Budget: PhP 25,000,000.00	2019 to 2020	Preliminary requirements and plan/proposal of the project on process Project will only start upon the approval/grant of financial assistance from LBP and after the implementation of water rate increase
K. Clustering of Water Meters	For efficient and faster reading of water consumption Organize and systematic location for the installation and location of WM	<ul style="list-style-type: none"> • Clustering of WMs in Poblacion Zone I & II. 	<ul style="list-style-type: none"> • VWD Management & Engineering Division 	<ul style="list-style-type: none"> • VWD Annual Budget 	1st Semester (January-June)	Proposed as per Business Plan 2018-2027



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VWD ACTION PLAN CY 2019

Program/Project/Activities	Objective/Goal	Strategies	Agencies/ Persons Concern	Source of Fund	Time Frame/ Time Table	Remarks/Status
PROPERTY, PLANT & EQUIPMENT						
A. Purchase of Generator Set for Pump Station VI in Poblacion	To secure continuous water supply on the areas covered by PS VI	<ul style="list-style-type: none"> Strictly follow rules and guidelines on procurement Secure all permits needed 	<ul style="list-style-type: none"> VWD BAC VWD Production Division ERC 	<ul style="list-style-type: none"> VWD Annual Budget Estimated Budget: PhP 990,000.00 	2nd Quarter (April-June)	Purchase will be made prior to the completion of the construction of Pump Station VI
B. Purchase of Generator Set for Pump Station VII in Amamperez	To secure continuous water supply on the areas covered by PS VII	<ul style="list-style-type: none"> Strictly follow rules and guidelines on procurement Secure all permits needed 	<ul style="list-style-type: none"> VWD BAC VWD Production Division ERC 	<ul style="list-style-type: none"> VWD Annual Budget Estimated Budget: PhP 1,000,000.00 	3rd Quarter (July-September)	Purchase will be made prior to full completion of the construction of Pump Station VII
C. Service Vehicle (Tricycle w/ back cabin/car)	Service vehicle for plumbers	<ul style="list-style-type: none"> Strictly follow rules and guidelines on procurement 	<ul style="list-style-type: none"> VWD Management & Employees BAC 	<ul style="list-style-type: none"> VWD Annual Budget Estimated Budget: PhP 150,000.00 	1st Quarter (January-March)	<ul style="list-style-type: none"> Preliminary requirements on procurement are on process Market Research/Canvass done
D. Service Vehicle (Motorcycle)	Service vehicle for meter reader	<ul style="list-style-type: none"> Strictly follow rules and guidelines on procurement 	<ul style="list-style-type: none"> VWD Management & Employees BAC 	<ul style="list-style-type: none"> VWD Annual Budget Estimated Budget: PhP 80,000.00 	1st Quarter (January-March)	Preliminary requirements on procurement are on process
WATER RATE INCREASE						
A. Water Rate Increase	For sustainability of the operation of the District: To meet cash requirements for projects, expansion and other developments including debt services. To cope with increasing cost of operations and maintenance for the continuous delivery of best services.	<ul style="list-style-type: none"> Prepare all needed requirements by LWUA i.e; Cash Flow Projections, Business Plan, POWs Conduct Public Hearing 	<ul style="list-style-type: none"> VWD Board and Management VWD Employees LWUA LGU Villasis Consumers/ Stakeholders 	<ul style="list-style-type: none"> N/A 	3rd Quarter (July-September)	Submitted requirements to LWUA are still under evaluation and final assessment



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VWD ACTION PLAN CY 2019

Program/Project/Activities	Objective/Goal	Strategies	Agencies/ Persons Concern	Source of Fund	Time Frame/ Time Table	Remarks/Status
STREAMLINING OF VWD SERVICES						
A. Streamlining of front line services	To lessen consumer complaints and hasten response time	• Eng'g section prepares job order for plumbers for a more systematic scheduling and monitoring of plumber activities	• Engineering Division	N/A	Year Round (January-December)	Existing
		• Training CSA with basic communication skills and handling complaints	• VWD Management & Customer Service Assistants (CSA)	• VWD Annual Budget	Year Round (January-December)	Existing
		• Posting of Citizen's Charter at strategic places where consumers can read it	• VWD Management & Employees	• VWD Annual Budget	Year Round (January-December)	Existing
		• Wearing of proper uniform and IDs of all employees and table nameplates for frontliners	• VWD Management & Employees	• VWD Annual Budget	Year Round (January-December)	Existing
		• Consumer orientation for new applicants on familiarization of the District's policies and process flows	• CSA	N/A	Year Round (January-December)	Proposed
B. Streamlining of billing services	Lessen influx of consumer requests for consumer ledgers in the office thus saving on office supplies and giving way/space for consumers to pay their bills.	• Consumers can avail a copy of their ledgers and statement of accounts through email	• CSA	N/A	Year Round (January-December)	Proposed
		Hasten process on water bill adjustment	• Service requests from plumbers should be made available upon request of consumer for water bill adjustment	• CSA	N/A	Year Round (January-December)
C. Streamlining of meter reading	Hasten the time needed for meter reading	• Water meters covered with bushes, tall grasses, vines and/or filth are scheduled for clearing	• Plumbers, meter readers & CSA	• VWD Annual Budget	Twice a Year (June & December)	Proposed
		• Water meters are marked with consumer name for easy identification	• CSA	N/A	Year Round (January-December)	Existing



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VWD ACTION PLAN CY 2019

Program/Project/Activities	Objective/Goal	Strategies	Agencies/ Persons Concern	Source of Fund	Time Frame/ Time Table	Remarks/Status
		<ul style="list-style-type: none"> Billing officer uploads data a day before scheduled meter reading 	<ul style="list-style-type: none"> Billing officer 	N/A	Year Round (January-December)	Existing
		<ul style="list-style-type: none"> Annual check up of motor service vehicles to ensure zero delay due to break down service vehicles 	<ul style="list-style-type: none"> Meter readers 	<ul style="list-style-type: none"> VWD Annual Budget 	4th Quarter (October-December)	Proposed
		<ul style="list-style-type: none"> Section head monitors preparedness of meter readers to ensure all meter reading equipment are charged, service vehicles have gas and thermal rolls are available 	<ul style="list-style-type: none"> Section heads 	N/A	Year Round (January-December)	Existing
D. Management of meter reading efficiency	To reduce errors in meter reading due to human error	<ul style="list-style-type: none"> Meter readers are directed to always double check meter readings before printing of consumer water bills Section head records all complaints on errors in meter reading to monitor. These records will be used to evaluate and improve meter reader's performance 	<ul style="list-style-type: none"> Meter readers 	N/A	Year Round (January-December)	Existing
E. Marketing strategy on expansion projects	To encourage residents to apply for water connection thereby increasing the number of active consumers and increase on income	<ul style="list-style-type: none"> Commercial section sets up onsite water service connection in coordination with the Brgy. Council concerned and plumbers will also be deployed for massive estimate of materials needed 	<ul style="list-style-type: none"> VWD Management, Plumbers & CSA Barangay Officials 	<ul style="list-style-type: none"> VWD Annual Budget 	Twice a Year (April & November)	Proposed
F. Management of Accounts Receivables	To reduce Accounts Receivables	<ul style="list-style-type: none"> ARs of more than 10 years will be applied to COA for write-off 	<ul style="list-style-type: none"> Billing Officer & Finance Section COA 	N/A	4th Quarter (October-December)	On going
		<ul style="list-style-type: none"> Prepare documents needed for write-off (death certificates, reports on distributed demand letters) 	<ul style="list-style-type: none"> Meter readers & CSA COA Barangay Officials LGU (Civil Registrar) 	N/A	Year Round (January-December)	Existing



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VWD ACTION PLAN CY 2019

Program/Project/Activities	Objective/Goal	Strategies	Agencies/ Persons Concern	Source of Fund	Time Frame/ Time Table	Remarks/Status
G. Proposed Amendment on Existing Policy on Water Bill Adjustments	Smooth process workflow	<p>Prepare draft amendments based on actual experience on handling front line services:</p> <ul style="list-style-type: none"> • For defective water meter basis: average of 1 year consumption • For leakage basis: average of six months consumption • For initial reading with leakage: establish average daily consumption of each person in the household 	<ul style="list-style-type: none"> • VWD Board & Management • Meter readers, CSA, Engineering Division 	N/A	Year Round (January-December)	Proposed
H. Establish Guidelines on Disconnection of Water Meters	Effective implementation of policies	<p>Prepare draft amendments based on actual experience on handling front line services:</p> <ul style="list-style-type: none"> • Disconnection of water meters of delinquent accounts is allowed on Friday morning. This is to give the consumers time to settle their accounts in the afternoon and also to give the plumbers time to reconnect the water meters 	<ul style="list-style-type: none"> • VWD Board & Management • Disconnection Team & CSA 	N/A	Year Round	Proposed
OTHER PROGRAMS (ACCOUNTING/FINANCE SECTION)						
A. PPE Physical Count	Reconciliation of Books vs Physical Count	<ul style="list-style-type: none"> • Count by Category and by Location • Create Property Tags and Property Card • Check per records 	<ul style="list-style-type: none"> • VWD Property Custodian & Finance Section • COA 	N/A	1st - 2nd Quarter (January to June)	On going



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VWD ACTION PLAN CY 2019

Program/Project/Activities	Objective/Goal	Strategies	Agencies/ Persons Concern	Source of Fund	Time Frame/ Time Table	Remarks/Status
B. Inventory Reconciliation	Reconciliation of Books vs Physical Count	<ul style="list-style-type: none"> • Checking of errors in recording of deliveries • Check price discrepancies • Check errors in recording of materials thru petty cash (for unavailable materials) • Review Inventory System 	<ul style="list-style-type: none"> • VWD Storekeeper & Finance Section • COA 	N/A	1st - 2nd Quarter (January to June)	On going
C. Insurance of PPE	Comply with the requirement of the Property Insurance Law as circularized under COA Circular No. 92-390 dated November 17, 1992	<ul style="list-style-type: none"> • Preparation of List of Assets to be Ensured • Formulation of Board resolution 	<ul style="list-style-type: none"> • VWD Board of Directors, Management, Finance Section and Property Custodian 	• VWD Annual Budget	1st Quarter (January to March)	Existing (Partial)
D. Accounts Receivable Reconciliation	Reconciliation of Books vs Commercial records	<ul style="list-style-type: none"> • Initial reconciliation, checking of adjustments • Derecognition of past due accounts, 10 years and beyond 	<ul style="list-style-type: none"> • VWD Management, Commercial and Finance Section 	N/A	Year Round (January-December)	On Going
E. Monthly/Quarterly COA Reports	Timely submission of monthly reports 20th of the following month, 28th of the last month for quarterly reports	<ul style="list-style-type: none"> • Department heads deadline of submission of reports, 3rd working day of the following month, late submission will be reported during the heads' meeting • Deadline of FS preparation is 9th day of the following month • Vouchers will only be prepared once attachments are completed, except for urgent situations like meeting due dates 	<ul style="list-style-type: none"> • VWD Management and Employees 	N/A	Year Round (January-December)	Existing
F. Computerized Inventory System	Systematic Recording of deliveries and Release of Materials	<ul style="list-style-type: none"> • Formulation of Board resolution • Acquisition of Computerized Inventory System 	<ul style="list-style-type: none"> • VWD Board of Directors, Management and Storekeeper 	• VWD Annual Budget	4th Quarter (October to December)	Proposed
G. Computerized Accounting System	Systematic Recording of transactions and restoration of data	<ul style="list-style-type: none"> • Formulation of Board resolution • Acquisition of Computerized Accounting System 	<ul style="list-style-type: none"> • VWD Board of Directors, Management and Finance Section 	• VWD Annual Budget	4th Quarter (October to December)	Proposed



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VWD ACTION PLAN CY 2019

Program/Project/Activities	Objective/Goal	Strategies	Agencies/ Persons Concern	Source of Fund	Time Frame/ Time Table	Remarks/Status
H. Internal Audit Program	Evaluate effectiveness of risk management, compliance test	<ul style="list-style-type: none"> Observe in each department check reports Random Cash Count 	<ul style="list-style-type: none"> VWD Management, and Employees, esp. Finance Section 	N/A	Year Round (January-December)	Proposed
HUMAN RESOURCE DEVELOPMENT PROGRAM						
A. Attendance of Employees to Trainings/Seminars	To provide professional growth and development to all employees; to transform employees to be more effective and efficient in giving service to consumers and the community	<ul style="list-style-type: none"> Send employees to related training programs applicable to their positions and functions Prioritize trainings for Operators, Plumbers, Meter Readers and Collection/Cashiering Prepare a scheduled program for all employees for the whole CY Observe the prescribed ceiling on seminar fees 	<ul style="list-style-type: none"> VWD Management and Employees Government and Private Development Training Centers 	N/A	Year Round (January-December)	As per available schedule of LWUA, CSC, DBM, COA and other private training centers
B. Team building	To build strong camaraderie among employees, Management as well as Board of Directors	<ul style="list-style-type: none"> The agency must require all employees to attend The agency should prepare a program and set of activities to uplift team spirit 	<ul style="list-style-type: none"> VWD Board of Directors, Management and Employees CSC Government and Private Development Training Centers 	<ul style="list-style-type: none"> VWD Annual Budget Estimated Budget: PHP 2,000.00/day per Regular Employee 	2nd Quarter (April-May)	Planning phase
C. Creation of (3) new positions	<p>To provide employment opportunity. Motivation to employees towards better performance. Stimulate self-development and creates interest in the position</p> <p>Water/Sewerage Maintenance Man C (Permanent), Industrial Relations Management Aide (Permanent), Secretary A (Coterminous)</p>	<ul style="list-style-type: none"> Comply with all the requirements prescribed by LWUA, CSC and DBM Attendance in Seminar Workshop on Local Water District Manual on Omnibus Rules on Appointments 	<ul style="list-style-type: none"> VWD Board of Directors, Management and Employees CSC DBM LWUA 	<ul style="list-style-type: none"> VWD Annual Budget 	1st Quarter (January to March)	<p>Request and necessary documents are to be submitted to DBM this February 2019.</p> <p>Appointment as need arises.</p>



Villasis Water District

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VWD ACTION PLAN CY 2019

Program/Project/Activities	Objective/Goal	Strategies	Agencies/ Persons Concern	Source of Fund	Time Frame/ Time Table	Remarks/Status
D. Strategic Performance Management System(SPMS)	To produce accurate and reliable data and define key indicators on performance evaluation of employees	<ul style="list-style-type: none"> • HRMO Designate and concerned employees should attend related trainings and seminars • Constant monitoring on the implementation of the approved VWD SPMS • Accomplishment of Individual Performance Commitment and Review (IPCR) 	<ul style="list-style-type: none"> • VWD Board of Directors, Management and Employees • CSC 	N/A	Year Round Rating Periods: First Semester January - June Second Semester July - December	Existing (Operational)
E. Community relation and coordination to other agency concern	To reach out to the community and other agency concern and to discuss issues and complaints pertaining to the improvement of water system	<ul style="list-style-type: none"> • Schedule talks, seminars and benchmarking with other agencies for the improvement of water systems • Attendance to meetings and trainings organized by concerning agencies 	<ul style="list-style-type: none"> • VWD BODS, Management and Employees • CSC • LWUA • PAWD • PIWADA • PANAWAD • Other Water Districts 	• VWD Annual Budget	Monthly or Quarterly	Existing
GENDER AND DEVELOPMENT PROGRAM						
A. Formulate Board Resolutions on GAD policies	Relevant policies articulating GAD mandates are in place	<ul style="list-style-type: none"> • Present GAD-related policies and activities to the Board to formulate resolutions 	<ul style="list-style-type: none"> • Gender Focal Point System (GFPS) • VWD Board of Directors and Management 	N/A	Year Round (January-December)	For GAD policies to be released this year, if any.



VWD ACTION PLAN CY 2019

Program/Project/Activities	Objective/Goal	Strategies	Agencies/ Persons Concern	Source of Fund	Time Frame/ Time Table	Remarks/Status
B. National Women's Month Celebration	<p>Increased knowledge and awareness on GAD-related issues</p> <p>Increase awareness on Gender-related issues and give due recognition to the contributions of Filipino Women in our society</p>	<ul style="list-style-type: none"> • Issuance of memorandum or public statement supporting International Women's Month activities. • Participate on National Women's Month celebration, activities and programs of Philippine Commission on Women • Conduct seminar for employees and consumers on Women's issues in relation to National Women's Month theme 	<ul style="list-style-type: none"> • Gender Focal Point System (GFPS) • VWD Board of Directors and Management • Stakeholders • Consumers 	• VWD Annual Budget	March 2019	Proposed
C. 18-day Campaign to End Violence Against Women	Increase awareness on the existence of violence on women and increase knowledge on how to protect women from violence	<ul style="list-style-type: none"> • Issuance of memorandum or public statement in observance of 18-day campaign to end Violence against Women (VAW) • Participate on 18-day Campaign to End VAW programs and activities of Philippine Commission on Women 	<ul style="list-style-type: none"> • Gender Focal Point System (GFPS) • VWD Board of Directors and Management • Stakeholders • Consumers 	• VWD Annual Budget	November 25, 2019 to December 12, 2019	Proposed
D. CSC GAD-related policies are adopted in the WD	To incorporate latest GAD mandates from government agencies to the District's policies	• Formulation of internal memo on the adoption of CSC GAD policies	<ul style="list-style-type: none"> • Gender Focal Point System (GFPS) • VWD Board of Directors and Management 	• VWD Annual Budget	Year Round (January-December)	For GAD policies to be released this year, if any.
E. Basic Gender and Development (GAD) Seminar/Orientation and/or Gender Sensitivity Training	Increase knowledge of employees on Basic Gender and Development Program/Orientation and Gender Sensitivity Training	• For VWD employees, especially the new employees	<ul style="list-style-type: none"> • Gender Focal Point System (GFPS) • VWD Board of Directors and Management 	• VWD Annual Budget	Year Round (January-December)	Proposed




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VWD ACTION PLAN CY 2019

Program/Project/Activities	Objective/Goal	Strategies	Agencies/ Persons Concern	Source of Fund	Time Frame/ Time Table	Remarks/Status
F. Gender and Development Planning and Budgeting Training/Seminar	Increase knowledge of GFPS members on Gender and Development Planning and Budgeting	• At least one (1) GFPS member will attend Gender and Development Planning and Budgeting	• Gender Focal Point System (GFPS) • VWD Board of Directors, Management and Employees	• VWD Annual Budget	Year Round (January-December)	Proposed
MAJOR PROGRAM AND EVENTS						
A. World Water Day 2019	To spread awareness and to inspire people around the world to learn more about water-related issues and to take action to make a difference.	Prepare programs and/or activities focusing the attention on the importance of freshwater and advocating for the sustainable management of freshwater resources.	• VWD Board of Directors, Management and Employees • LWUA • United Nations	• VWD Annual Budget Php 45,000.00	March 22, 2019	Planning phase
B. VWD 40th Anniversary	Celebration of continued existence and to express gratitude for past success. To tout past accomplishments while strengthening relationships with employees and consumers or stakeholders.	Prepare programs and/or activities that can give gratitude to employees as well as to its consumers. Report accomplishments for the past four (4) decades (Where the WD now?) Release Anniversary Bonus to regular employees	• VWD Board of Directors, Management and Employees • LGU Villasis • Stakeholders/ Consumers	• VWD Annual Budget Estimated Budget: Php 2,000.00/day per Regular Employee Anniversary Bonus: Php 3,000.00	September 26, 2019	Ruby Anniversary


 Susan Q. Sison
 General Manager C