

ANNUAL REPORT FOR THE YEAR 2018

TIAONG WATER DISTRICT

BRGY. LALIG, TIAONG, QUEZON

4325 PHILIPPINES

Tel. No. 042-545 9170

Tel/Fax No. 042-545 6520

Mobile No. 0922 864 9318

Foreword

Tiaong Water District provides safe, potable and affordable water to the Municipality of Tiaong, Quezon. Water is a public good, it is true that providing water services is an activity with important technical, economic, managerial and regulatory aspects. Water services are essential in supporting the sustainable development of our societies.

This Document consists mainly of Tiaong Water District results of Operations for the year 2018. It also shows the attainment of the Tiaong Water Districts goals and objectives set for the year and the compliance made by the Tiaong Water District to various Government Agencies. I hope you will find this report both informative and interesting and that it will give you a greater understanding of the work undertaken by our organization. It also provides information about the Water Districts Financial Standing and Growth.

During the Year 2018, Tiaong Water District thru its TWD General Fund conducts expansion projects. One (1) additional Barangay (Del Rosario) and seven hundred thirty two (732) New Service Connection was now served by the Water District.

Water is the heart of our Industry. Our hands serve as waterways from source up to our concessionaires. The challenge is how far can we reach them without spilling a drop from our hands? The goal of Tiaong Water District is to reach them all. As the world is facing significant environmental and sustainability related challenges, mega-trends such as climate change and population growth, Demand for water increases. Our business grows and our geographic footprint expands. We have to consistently evolve what we do and force ourselves to find new ways to sustain our operations and, in the process, reduce the loss of each drop of water.

“water is not a commercial product like any other but, rather, a heritage unveiled which must be protected, defended and treated as such”

VISION

To provide the entire Municipality of Tiaong clean, potable and affordable supply of water

To cooperate and coordinate with Government Agencies, Water Associations and Private Entities to ensure sustainable water supply in the locality

To act as catalyst to economic growth of Tiaong by providing better water services to its consumers

MISSION

The Tiaong Water District exists as an institution tasked to provide clean, safe and affordable water.

I. WATER DISTRICT HISTORY

Tiaong Water District was created thru Municipal Resolution No. 68 which was passed on November 19, 1980 by the local government of Tiaong, Quezon. This resolution gave the water district full control and administration of the waterworks operations in the municipality in accordance with P.D. 198 better known as the "Local Water Utilities Act of 1973" as amended by P.D. Nos. 768 and 1479.

Tiaong Water District was issued the Conditional Certificate of Conformance (CCC) on May 4, 1981 by the Local Water Utilities Administration which enabled it to operate under standard specifications.

The first source of water of Tiaong Water was a spring from a Mountain in Ayusan II. The quantity from the spring could not sustain the increasing demand of concessionaires. Therefore to improve the Quantity and Quality of Water, the District Develop a new source, Ayusan, Lusacan and Lagalag Pumping Station which began its operation on 2001, 2005 and 2009 respectively. Tiaong Water District develop new source of water at Ayusan II Pumping Station on November 2012 that replaced Ayusan Pumping Station. During 2016 Tiaong Water District successfully develops new water source from Brgy. Anastacia, Tiaong, Quezon. For the year 2018 the Tiaong Water District develops new water source in Brgy. Cabatang, Tiaong, Quezon. It began its operation on December 2018.

At present, Tiaong Water is a Category C Water District that has 7,706 active concessionaires which is classified as residential and commercial. The present service area of the district is divided into fifteen (15) zones within the town of Tiaong, Quezon. The Tiaong Water District has served 26 Barangay out of 31 Barangay (83.87%) of Municipality of Tiaong.

TIAONG WATER DISTRICT
Tiaong, Quezon

2018 ANNUAL REPORT

TABLE OF CONTENTS

FOREWORD

VISION, MISSION AND CORE VALUES

I. GENERAL

- A. ADMINISTRATIVE
- B. FINANCIAL/COMMERCIAL
- C. TECHNICAL
- D. OPERATIONAL

II. PROFILE

- A. THE WATER DISTRICT AND ITS PHYSICAL SYSTEMS FACILITIES
 - 1. ORGANIZATION
 - 2. EXISTING SYSTEM FACILITIES
- B. CURRENT OPERATIONAL/FINANCIAL HIGHLIGHTS
 - 1. EXISTING WATER RATES
 - 2. OPERATING INCOME/EXPENSES
 - 3. FINANCIAL HIGHLIGHTS
- C. COMMUNITY ECONOMIC PROFILE
 - 1. TOTAL POPULATION
 - 2. AVERAGE MONTHLY INCOME
 - 3. MAJOR SOURCE OF INCOME
 - 4. AVERAGE MONTHLY EXPENDITURES
 - 5. MUNICIPALITY / CITY REVENUE
 - 6. AVERAGE RATE OF MORTALITY (WATER BORNE DISEASE)
 - 7. AVERAGE RATE OF MORBIDITY (WATER BORNE DISEASE)
 - 8. MAJOR AGRICULTURAL, INDUSTRIAL AND COMMERCIAL ACTIVITIES
- D. OTHER INFORMATION

ANNEXES

- A. FUNCTIONAL CHART
- B. ORGANIZATIONAL CHART
- C. LIST OF PLANTILLA OF PERSONNEL
- D. SUMMARY OF POLICY SETTING RESOLUTIONS
- E. LIST OF REPORTS PREPARED REGULARLY
- F. FINANCIAL STATEMENTS
 - 1. BALANCE SHEET
 - 2. STATEMENT OF INCOME
 - 3. COMPOSITION OF CASH AND CASH IN BANK
 - 4. STATEMENT OF CHANGES IN EQUITY
 - 5. CASH FLOW STATEMENT
 - 6. TRIAL BALANCE
 - 7. COMPARATIVE BALANCE SHEET (2018-17)
 - 8. COMPARATIVE INCOME STATEMENT (2018-17)
 - 9. COMPARATIVE CASH FLOW STATEMENT (2018-17)
 - 10. COMPARATIVE STATEMENT OF CHANGES IN EQUITY (2018-17)
 - 11. NOTES TO FINANCIAL STATEMENTS

ANNUAL REPORT

For the Period January 1, 2018 to December 31, 2018

I. GENERAL

A. ADMINISTRATIVE

1. Attached approved organizational charts in effect as year's end.	
a. Functional Chart	YES
b. Position/Organizational Chart (Key employees only) - showing Permanent positions and incumbents	YES
2. Attach list of employed personnel with pertinent information. (List of Plantilla of Personnel for the Fiscal Year 2018)	YES
The following summarizes the District's staffing	
a. Total number of employees	53
b. Number of permanent employees	22
c. Number of casual/temporary employees/laborers	21
d. Number of employees meeting minimum qualifications per Job Description adopted by the District	22
e. Number of employees not classified as casual/temporary who do not meet the minimum qualifications established by the District	17
3. Has the District adopted a policy prohibiting hiring of personnel related up to the <i>fourth degree</i> by affinity or consanguinity? (Yes or No)	Yes, CSC Rules
If not, how many of the employees are related to other employees of officials with the fourth degree by <i>affinity of consanguinity</i> ?	
4. Has the District adopted rules and regulation	YES
a. Peronnel Matters	YES
b. Utility Customer Relations	YES
c. General Utility Operations	YES
During the year, in how many instances (or how many times) have exemption to theses rules and regulations has been in special cases?	
	NONE
5. Attach list of policy - setting resolutions adopted, repealed or amended by the District Board including those adopting LWUA guidelines (Summary of Policy - Setting Resolutions)	YES
6. Has the District written and properly updated, reliable records of the following? (A field check may be undertaken, if necessary? Yes or no)	
a. Customer Complaints	YES
b. Billing and Collection	YES
c. Delinquencies in Payment of Water Bills	YES
d. Meter Histories	YES
e. Service Connections	YES
f. Equipment Histories	YES
g. Equipment Downtime	YES
h. Bacteriological Tests	YES
i. System Pressure	YES
j. Leak Reports	YES
k. Unaccounted for Water	YES
l. Pump Effeciencies	YES
m. Water Production	YES
n. Water Production	YES
o. Valve and pipeline location	YES
p. General Accounting	YES
q. Stock Inventory	YES
r. Stores Usage	YES
s. Employees Record	YES
t. Minutes and Board Meetings	YES

B. FINANCIAL/COMMERCIAL

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

Annex F

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

P 62,300,050.00

- a. Operating Outlay
b. Capital Outlay
c. Special budgets, if any (*additional budget*)-Contingency
d. Debt Service
e. Reserve

P 38,115,050.00

P 20,825,000.00

P 0.00

P 3,300,000.00

P 60,000.00

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

P 45,968,626.12

- a. Collection from water sales
b. Other water revenues
c. Other non-operating income
d. Proceeds from *LWUA loan* to finance new service connections

P 43,651,643.49

P 1,935,205.00

P 381,777.63

-

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

P 53,476,464.02

- a. Operational (operation & maintenance expenses, including depreciation)
b. Capital Outlay
c. Annual Debt Servicing (Annex G - Summary of Loan Payments to LWUA)

P 36,404,904.25

P 13,728,525.77

P 3,343,034.00

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

P 9,872,840.58

- a. For permanent employees
b. For casual/temporary

P 5,709,091.95

P 4,163,748.63

6. Expenses for power/fuel for pumping during the year (Acct. #726, if Commercial Practices Accts. are in effect):

P 6,673,803.79

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

P 42,330,123.05

Residential & Govt
Commercial and others

P 37,613,144.00

P 4,716,979.05

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

P 43,538,110.62

- a. Current Billings
b. Arrears

P 33,909,832.17

P 9,628,278.45

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

P 0.00

10. Total reserves at year's end

P 2,032,702.36

11. Complaints filed, processed and settled during the year

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

3,883

0

3,883

3,883

0

0

0

12. At year's end, the following water charges were in force:
(Annex H-Approved Water Rates Schedule)

Annex H

Had these rates been submitted to LWUA for review? (Yes or No)

Yes

How often are these test made per year?
 Is LWUA being furnished copies of these test reports? (Yes or No)
 For the report year, how many such reports were submitted to LWUA?

Monthly
 YES
 12

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

Chlorination

4. Does the District undertake regular pump efficiency test? (Yes or No)
 How many of these pumps does the District have in its system?
 How many of these pumps are operational?

3
 3

D. OPERATIONAL

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

2,144,043
 Annex I
 1,644,125
 4,576,200 LPD

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

Annex J

3. Is the District provided with measuring devices to measure their water
 production? (Yes or No)
 If yes, what type?
 If not, how do you measure productions

YES
 Electro Magnetic Flow Meter

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

Annex K

a. Total number of existing connections (Active & Inactive Connection)
 b. Number of Active Connections
 c. Number of Metered Connections
 1. With functioning meters
 2. With non-functioning meters
 d. Number of flat rate connections
 e. Number of connections regularly billed
 f. Number of delinquent concessionaires
 g. Average number of customers per connections (HH)

8,820
 7,703
 7,627
 7,627
 0
 0
 -
 1,193
 5

5. Estimated population of district service areas

84,436

a. Estimated population served by utility whether fully or partially

38,135

6. Because of inadequate facilities, the District had to provide partial service
 in accordance with the following average length of time each 24-hours day:

a. Less than 6 hours service
 b. 7-12 hours service
 c. 13-18 hours service
 d. 19-24 hours service

N/A
 N/A
 N/A
 N/A

(Not: You may vary the number of hours as may be necessary to suit
 actual conditions)

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

Annex L

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

YES

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

YES
 24 hours
 3,883
 3,883

TIAONG WATER DISTRICT

ANNUAL REPORT

For the Period January 1, 2018 to December 31, 2018

II. PROFILE

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

A. ORGANIZATION

1. Date Formed	November 11, 1980	Age (months) as of 12/31/18	452
2. Date CCC was issued	May 4, 1981	CCC No.	151
3. Personnel	53		

Comments: (adequacy, qualification, performance & others)

B. EXISTING SYSTEM'S FACILITIES

1. Service

1.1 Service Area	26 Barangay of Tiaong, Quezon
1.2 Population of Service Area (Latest)	76,760
1.3 No. of Households	7,703
1.4 No. of Persons/Household	5
1.5 Service Time (hrs./day)	24 hours/day

2. Structure and Equipment

2.1 Administration Building

Office Area	60 sq m
Office Equipment (see List of Major Equipments)	Annex M

2.2 If rented, how much per month?	P5,000.00
------------------------------------	-----------

2.3 Type of Water Source	Deepwell
--------------------------	----------

Rated Capacity per day (cu.m. / day)	5,858 m ³ / day
--------------------------------------	----------------------------

2.4 Reservoir (description, built, dimension and capacity)

1 unit	150	cu.m	Concrete Ground Tank Reservoir at Lumignon, Tiaong, Quezon
--------	-----	------	--

2.5 Water Sources (Annex K-WD Water Sources)

2.6 Service Connections

Type	Flat	Metered	Total
Residential Government	0	7,324	7,324
Commercial	0	303	303
Bulk	0	0	0
Total	0	7,627	7,627

2.7 Production

Average Monthly Production	
a. Booster/Pumping (cu.m)	178,670
b. Bulk Water (cu.m)	-

Production Efficiency % (average/month) (Total Water Utilized/Total Production)	77%
--	-----

NRW % (23%) YTD	23%
------------------------	-----

C. Financial Highlights (rate & status)

Current Ratio	=	$\frac{\text{Current Assets}}{\text{Current Liabilities}}$	<u>1.53:1</u>
Long Term Debt/Equity Ratio			<u>0.52 : 1.00</u>
Monthly Billing (average/mo)			<u>P 3,536,433.25</u>
Collection Efficiency-% of On-Time Payment (YTD)			<u>96%</u>

3. COMMUNITY ECONOMIC PROFILE

A. Total Population (covered by the Water District)	<u>48,464</u>
B. Average Monthly Family Income in the Area	<u>8,206</u>
C. Major Source of Income	<u>Agricultural / Retail Trade</u>
D. Average Monthly Family Expenditure in the Area	<u></u>
E. City/Municipal Revenue (CY 2016) (IRA)	<u>166,494,250.00</u>
F. Average Rate of Mortality per 100,000 population due to waterborne diseases (e.g. diarrhea)	<u>1</u>
G. Average Rate of Morbidity per 100,000 population due to waterborne diseases (e.g. diarrhea)	<u>244 Cases</u>
H. Major Agricultural. Industrial and Commercial activities	<u>Palay/Corn/Coconut Production, Carabao/Cattle/Swine/Goat/Livestock Production, Retail Trade Businesses</u>

4. OTHER INFORMATION

1. The District has no Bulk Water per month
2. The District has implemented the Meter Clustering System to help alleviate water pilferage
3. The District has regularly monitors the Residual Chlorine in various strategic points of its water supply system
4. The District has maintained its established safety programs and standard operating procedure
5. The District has continued implementing the 5% discount for water bill of Senior Citizens
6. The District has approved the Gender and Development Budget for CY 2018 in compliance with RA 9710
7. The District has adopted and implemented the approved Strategic Performance Management System (SPMS)
8. The District has religiously paid the principal and interest of its various loans to LWUA

Signed By:

ENGR. PERSEVERANDO T. ATIENZA
GENERAL MANAGER