

ANNUAL REPORT
For the Period January 1, 2022 to December 31, 2022

I. GENERAL

A. ADMINISTRATIVE

1. Attached approved organizational charts in effect as year's end.	YES
a. Functional Chart	_____
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 2021)	YES
_____	_____
The following summarizes the District's staffing	
a. Total number of employees	69
b. Number of permanent employees	42
c. Number of casual/temporary employees/laborers	16
d. Number of employees meeting minimum qualifications per Job Description adopted by the District	11
e. Number of employees not classified as casual/temporary who do not meet the minimum qualifications established by the District	0
_____	_____
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 Attach list of policy - setting resolutions adopted, repealed or amended by the District Board including those adopting LWUA guidelines (Summary of Policy - Setting Resolutions)	YES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
_____	_____
7. For this year, Auditing has been done by the Commission on Audit	YES
_____	_____
8. Attach list of reports prepared regularly by the District on a monthly basis as required in the Commercial Practice Manual (Omit this item if the District has not yet installed the commercial practices system in which case, indicate that the said system has not yet been installed yet. (List of Reports Prepared Regularly)	Annex E
_____	_____

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 <i>budgetary outlay</i> was broken down into: (Source: Approved Budget)	P 99,900,890.00
a. Operating Outlay	P 82,216,890.00
b. Capital Outlay	P 12,219,000.00
c. Special budgets, if any (<i>additional budget</i>)-Contingency	P 0.00
d. Debt Service	P 4,565,000.00
e. Reserve	P 900,000.00
3. For this same <i>one-year</i> period, the District's Gross Revenue was broken down into: (Source: Financial Report)	P 65,613,207.83
a. Collection from water sales	P 63,170,517.00
b. Other water revenues	P 2,436,716.52
c. Other non-operating income	P 5,974.31
d. Proceeds from <i>LWUA loan</i> to finance new service connections	-
4. For this same <i>one-year</i> period, the District's expenditures was broken down into: (Source: Financial Report)	P 78,455,982.82
a. Operational (operation & maintenance expenses, including depreciation)	P 61,273,419.15
b. Capital Outlay	P 13,356,369.32
c. Annual Debt Servicing (Annex G - Summary of Loan Payments to LWUA)	P 3,826,194.35
5. For this same <i>one-year</i> period, the total salaries, wages & other emoluments paid for the District's employees where broken down into:	P 17,678,896.55
a. For permanent employees	P 9,521,395.25
b. For casual/temporary	P 8,157,501.30
6. Expenses for power/fuel for pumping during the year (Acct. #726, if Commercial Practices Accts. are in effect):	P 12,340,154.61
7. Total amount <i>billed</i> during the year is broken down into:	P 63,170,517.50
	Residential & Govt
	P 57,200,458.75
	Commercial and others
	P 5,970,058.75
8. Total amount <i>collected</i> (<i>water sales only</i> during the year is broken down into:	P 62,959,558.93
a. Current Billings	P 39,947,163.88
b. Arrears	P 23,012,395.05
9. Total amount uncollected (delinquent) at year's end excluding Bad Debts	P 0.00
10. Total reserves at year's end	P 2,108,937.63
11. Complaints filed, processed and settled during the year	
a. Total number filed, processed and settled during the year	3,512
b. Number dismissed for lack of merit/withdrawn	0
c. Number investigated	3,512
d. Number settled to the satisfaction of complaints	3,512
e. Number elevated to the District Board of Directors	0
f. Number settled by the Board	0
g. Number elevated to the higher authorities	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? (<i>Yes</i> or <i>No</i>)	Yes


C. TECHNICAL

1. Has the District adopted by Board Resolutions, a set of design and construction standard? (Yes or No)	YES
If so, who prepared it?	BOD
Is it being adhered to strictly?	YES
2. Does the District undertake bacteriological test of its water? (Yes or No)	YES
How often are these test made per year?	Monthly
Is LWUA being furnished copies of these test reports? (Yes or No)	YES
For the report year, how many such reports were submitted to LWUA?	12
3. State the method of water treatment employed by the District, if any	Chlorination
4. Does the District undertake regular pump efficiency test? (Yes or No)	Yes
How many of these pumps does the District have in its system?	5
How many of these pumps are operational?	5


D. OPERATIONAL

1. Total water production during the year in cubic metes (Annex I-Summary of Water Production and Consumption)	2,932,833
Total water billed in cubic meters	Annex I
Average per capita consumption in lpd	2,474,456
2. Attach list of Water Sources (Annex J-WD Water Sources)	13,132,800 LPD
3. Is the District provided with measuring devices to measure their water production? (Yes or No)	Annex J
If yes, what type?	YES
If not, how do you measure productions	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)	13,376
b. Number of Active Connections	11,916
c. Number of Metered Connections	11,916
1. With functioning meters	11,916
2. With non-functioning meters	0
d. Number of flat rate connections	0
e. Number of connections regularly billed	-
f. Number of delinquent concessionaires	1,460
g. Average number of customers per connections (HH)	5
5. Estimated population of district service areas	108,454
a. Estimated population served by utility whether fully or partially	98,460
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	N/A
b. 7-12 hours service	N/A
c. 13-18 hours service	N/A
d. 19-24 hours service	N/A
(Note: 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 L-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)	YES
b. On the average, how long (in days) does it take the District to respond and attend such requests?	24 hours
c. How many such reports were received during the year?	3,512
d. How many of these reports attended to during the year?	3,512

Prepared by:


 Ivy Kristine E. Mangundayao
 OIC - Division Manager C

Approved by:


 Engr. Perseverando T. Aienza
 General Manager

**TIAONG WATER DISTRICT
ANNUAL REPORT**
For the Period January 1, 2022 to December 31, 2022

II. PROFILE

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

A. ORGANIZATION

1. Date Formed	November 19, 1980	Age (months) as of 12/31/21	494
2. Date CCC was issued	May 4, 1981	CCC No.	151
3. Personnel	69		

Comments: (adequacy, qualification, performance & others) _____

B. EXISTING SYSTEM'S FACILITIES

1. Service

1.1 Service Area	30 Barangay of Tiaong, Quezon
1.2 Population of Service Area (Latest)	98,460
1.3 No. of Households	59,580
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 L

2.2 If rented, how much per month?	P5,000.00
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2.3 Type of Water Source	Deepwell
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Rated Capacity per day (cu.m. / day)	13,132.80 m ³ / day
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2.4 Reservoir (description, built, dimension and capacity)

1 unit	150	cu.m	Concrete Ground Tank Reservoir at Lumingon, Tiaong, Quezon
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2.5 Water Sources (Annex K-WD Water Sources)

2.6 Service Connections

Type	Flat	Metered	Total
Residential Government	0	11,351	11,351
Commercial	0	430	430
Bulk	0	1	1
Total	0	11,782	11,782

2.7 Production

Average Monthly Production	
a. Booster/Pumping (cu.m)	244,403
b. Bulk Water (cu.m)	-

Production Efficiency % (average/month) (Total Water Utilized/Total Production)	84%
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NRW % [19%] YTD	16%
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2. CURRENT OPERATION / FINANCIAL HIGHLIGHTS

A. Existing Water Rates (Annex H-Water Rates Schedule)		<u>Annex H</u>
B. Operating Income/Expenses		
Average Water Sales (average/mo)		<u>P 5,423,437.91</u>
Average Collection (average/mo)		<u>P 5,240,396.16</u>
Average Expenses-O & M for the year (average/mo)		<u>P 4,671,381.09</u>
C. Financial Highlights (rate & status)		
Current Ratio	=	<u>$\frac{\text{Current Assets}}{\text{Current Liabilities}}$</u>
		<u>1.51:1</u>
Long Term Debt/Equity Ratio		<u>0.76 : 1.00</u>
Monthly Biling (average/mo)		<u>P 5,264,209.75</u>
Collection Efficiency-% of On-Time Payment (YTD)		<u>94%</u>

3. COMMUNITY ECONOMIC PROFILE

A. Total Population (covered by the Water District)	<u>98,460</u>
B. Average Monthly Family Income in the Area	<u>9,438</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 2020) (IRA)	<u>312,206,179.81</u>
F. Average Rate of Mortality per 100,000 population due to waterborne diseases (CY 2020) (e.g. diarrhea)	<u>2</u>
G. Average Rate of Morbidity per 100,000 population due to waterborne diseases (CY 2020) (e.g. diarrhea)	<u>46 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 2022 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