

TANAUAN WATER DISTRICT
Tanauan City, Batangas

2016 ANNUAL REPORT

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ANNUAL REPORT
For the Period January 1 to December 31, 2016

I. GENERAL

A. ADMINISTRATIVE

- 1 Attached approved organizational charts in effect as of year's end
 - a. Functional Chart
Position/Organizational Chart (Key Employees only) - showing Permanent
 - b. positions and incumbents

- 2 Attach list of employed personnel with pertinent information
(List of Plantilla Personnel for the Fiscal Year 2014)

The following summarizes the District's staffing:

a. Total number of employees	77
b. Number of permanent employees	70
c. Number of casual /temporary employees/laborers	7
d. Number of employees meeting minimum qualifications per Job Description adopted by the District	71
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
fourth degree by affinity or consanguinity? (Yes or No) No, CSC Rules

If not, how many of the employees are related to other employees of officials
 with the *fourth degree* by affinity or consanguinity? 0

4 Has the District adopted rules and regulations regarding the following (Yes or
 No)

a. Personnel 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 these 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5 Attach list of policy-setting resolutions adopted, repealed or amended by the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)

Has the District written and properly updated reliable records of the following?	
6 (A field check maybe undertaken, if necessary? (Yes or No)	
a Customer Complaints	Yes
b Billing and Collection	Yes
c Delinquencies in Payment of water Bill	Yes
d Meter Histories	Yes
e Service Connections	Yes
f Equipment Histories	Yes
g Equipment Downtime	No
h Bacteriological Tests	Yes
i System Pressure	Yes
j Leak reports	Yes
k Unaccounted for Water	Yes
l Pump Efficiencies	Yes
m Water Production	Yes
n Water Consumption	Yes
o Valve and Pipipeline Locations	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 Practice System in which case, indicate that the said system has not been installed yet. (List of Reports prepared regularly)

B. FINANCIAL/COMMERCIAL

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

2 For the year under report, the District's total budgetary outlay was broken down into: (Source:Approved Budget)	156,393,064
a Operating Outlay	115,384,008
b Capital Outlay	37,000,000
c Special Budgets, if any (<i>additional budgets</i>)-Contingency	-
d Debt Service	4,009,056
e Reserve	3,600,000

	For this same <i>one-year period</i> , the District's Gross Revenue was broken down	125,259,401
3	into: (Source: Financial Report)	
	a. Revenue from Water Sales	<u>121,432,591</u>
	b. Other water revenues	<u>3,307,849</u>
	c. Other non-operating income	<u>518,961</u>
	d. Proceeds from LWUA loan to finance new service connections	<u>-</u>
	For this same <i>one-year period</i> , the District's expenditures was broken down	
4	into: (Source: Financial Report)	
	a. Operational (operation & maintenance expenses, including depreciation)	101,871,951
	b. Capital Outlay	<u>17,068,111</u>
	c. Annual Debt Servicing (Annex G-Summary of Loan Payments to LWUA)	<u>4,009,056</u>
	For this same <i>one-year period</i> , the total salaries, wages & other emoluments	
5	paid for the District's employees were broken down into:	
	a. For permanent employees	<u>19,039,030</u>
	b. For casual/temporary	<u>343,316</u>
6	Expenses for power/fuel for pumping during the year	<u>32,442,094</u>
7	Total amount billed during the year is broken down into:	
	a. Total Billings (Current & Old Accounts)	<u>122,648,035</u>
	b. Old Accounts	<u>-</u>
8	Total amount collected (water sales only during the year is broken down into:	<u>120,789,910</u>
	a. Current Billings	<u>116,770,471</u>
	b. Arrears	<u>4,019,439</u>
9	Total amount uncollected (delinquent) at year's end excluding Bad Debts	<u>9,378,446</u>
10	Total Reserve at Year's end	<u>7,868,887</u>
11	Complaints filed, processed and settled during the year	
	a. Total number filed, processed and settled during the year	<u>5,241</u>
	b. Number dismissed due to lack of merit/withdrawn	<u>0</u>
	c. Number investigated	<u>0</u>
	d. Number settled to the satisfaction of complaints	<u>5,241</u>
	f. Number elevated to the District Board of Directors	<u>0</u>
	g. Number settled by the Board	<u>0</u>
	h. Number elevated to the higher authorities	<u>0</u>

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

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

Yes

C. TECHNICAL

1 Has the District adopted by Board Resolution, a set of design and construction standard? (Yes or No)

No

If so, who prepared it?

N/A

Is it being adhered to strictly?

N/A

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?

78

How many of these pumps are operational?

78

D. OPERATIONAL

1 Total water production during the year in cubic meters (Annex J-Summary of Water Production and Consumption)

4,694,776

Total water billed in cubic meters

3,896,697

Average per capita consumption in lpd

126

2 Attach List of Water Sources (Annex K- UWD Water Sources)

3 Is the District provided with measuring devices to measure their water production? (Yes or No)

Yes

If yes, what type?

Flow Meter

If not, how do you measure production?

Volumetric

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

a. Total number of existing connections (Active & Inactive Connection)

19,398

b. Number of Active Connections

16,666

c. Number of Metered Connections

19,398

1. With functioning meters

19,398

2. With non- functioning meters

0

d. Number of flat rate connections	0
e. Number of connections regularly billed	16,666
f. Number of delinquent concessionaires	2,732
g. Average number of customers per connection (HH)	5
5 Estimated population of the District's service area	184,271
a. Estimated population served by utility whether fully or partially	83,330

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	x

(Note: You may vary the number of hours as may be necessary to suit actual conditions)

7 Attach List major equipment and machinery (with an initial cost of at least ?P10,000.00 including pertinent information) (Annex M-List of Major Equipment)

8 Does the District keep written record of request for service?(Yes or No)	Yes
a. Does the record show the date when such request 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?	3 days
c. How many such reports were received during the year?	5,710
d. How many of these reports were attended during the year?	5,241

Submitted by:

FELICIANA V. SUMAGUE
General Manager

ANNUAL REPORT
For the Period January 1 to December 31, 2016

II. PROFILE

I. THE WATER DISTRICT & ITS SYSTEM FACILITIES

A. ORGANIZATION

1. Date Formed	<u>1-May-88</u>	Age (months) as of 12/31/15	<u>344</u>
2. Date CCC was Issued	<u>8-Mar-88</u>	CCC No.	<u>333</u>
3. Personnel	<u>72</u>		

Comments: (adequacy, qualification, performance & others)

B. EXISTING SYSTEM FACILITIES

I. Service

1.1.	Service Area	<u>42 brgys</u>
1.2	Population of Service Area (Latest Census)	<u>184,271</u>
1.3	Number of Households	<u>83,330</u>
1.4	Number of Persons/Household	<u>5</u>
1.5	Service Time (hours/day)	<u>24</u>

2 Structure and Equipment

2.1	Administrative Building	
	Office Area	<u>400 sq m</u>
	Office Equipment (List of Major Equipment)	<u></u>
2.2	If rented, how much per month?	<u>10,000.00</u>
2.3	Type of Water Source	<u>Deepwells</u>
	Rated capacity per day (cu m/day)	<u>1.66</u>
2.4	Reservoir (description, built, dimension and capacity)	

1 unit	400	cu m	Elevated Steel Tank Reservoir at TWD Compound
1 unit	38	cu m	Steel Tank Reservoir at Brgy. Maugat
1 unit	38	cu m	Steel Tank Reservoir at Kaisahan Phase I Village
1 unit	38	cu m	Steel Tank Reservoir at Kaisahan Phase II Village
1 unit	30	cu m	Steel Tank Reservoir at Brgy. Pantay Bata
1 unit	5	cu m	Steel Tank Reservoir at Brgy. Montana
1 unit	5	cu m	Steel Tank Reservoir at Brgy. Ambulong Mistika
1 unit	5	cu m	Steel Tank Reservoir at Brgy. Malipa 1
1 unit	3	cu m	Steel Tank Reservoir at Brgy. Tinurik purok 7
1 unit	115	cu m	Steel tank Reservoir at Plantacion Ibiza

2.5 Water Sources - (Annex K-UWD Water Sources)

2.6 Service Connections

Type	Flat	Metered	Total
Residential/Govt	0	15,674	15,674
Commercial	0	992	992
Bulk	0	0	0
Total		16,666	16,666

2.7 Production

Average Monthly Production

a. Booster / Pumping Station (cu m)

391,231

a. Bulk Water (cu m)

-

Production Efficiency % (average per month)

324,725

(Total water utilized/total production)

83%

NRW % YTD

17%

C. CURRENT OPERATION/FINANCIAL HIGHLIGHTS

A. Existing water rates (Annex H-Water Rates Schedule)

P239.80

B. Operating Income / Expenses

Average Water Sales (ave. per month)

9,912,718

Average Collection (ave. per month)

10,065,826

Average Expenses - O & M for the year (ave. per month)

8,488,741

C. Financial Highlights (rate & status)

Current Ratio = $\frac{\text{Current Assets}}{\text{Current Liabilities}}$

3.90 : 1

Long Term Debt/Equity ratio

7%

Monthly Billing (ave. per month)

9,912,718

Collection Efficiency- % of On-Time Payment (YTD)

95.44%

D. COMMUNITY ECONOMIC PROFILE

A. Total Population (covered by the Water District)

184,271

B. Average Monthly Family Income in the Area (CY 2011)

17,633.50

C. Major Source of Income

Employment

D. Average Monthly Family Expenditure in the Area (2011)

15,165

E. City Revenue (CY 2011)

856M

F. Average Rate of Mortality per 100,000 population due to water borne diseases (e.g. diarrhea)

G. Average Rate of Morbidity per 100,000 population due to water borne diseases (e.g. diarrhea)

H. Major Agricultural, Industrial & Commercial Activities

Coconut/Fruit/Vegetable Production;
Swine/Goat/Poultry (Layer) Production; Concrete Aggregates

**Summary of Water Production and Consumption
For the Year 2016**

Month	Production	Consumption
January	379,645	315,239
February	373,734	313,415
March	356,681	294,507
April	399,524	341,156
May	404,780	343,387
June	408,143	346,204
July	382,529	320,821
August	399,818	328,481
September	402,980	328,536
October	390,894	320,770
November	402,765	327,486
December	393,285	316,685
Total	4,694,776	3,896,687
Average Monthly	391,231	324,724

TANAUAN WATER DISTRICT
Tanauan City, Batangas

LIST OF MAJOR EQUIPMENT & MACHINERY
For the Year 2016

		Description	Amount	
Office Equipment				
4/21/2016	CV# 04-0120	1 unit Bill counter	13,500.00	13,500.00
Furniture & Fixtures				
6/30/2016	JV# 06-0169	2 units Lateral steel filing cabinet	24,000.00	
10/31/2016	JV# 10-0172	Steel filing cabinet, 4drawers, w/ centralized locking mechanism	11,100.00	
11/30/2016	JV# 11-0172	Lateral filing cabinet	21,200.00	
12/31/2016	JV# 12-0135	Window type aircon SN: 51PMXRACCAR24KEA-K16PC-1064779	32,350.00	88,650.00
IT Equipment & Software				
3/22/2016	CV# 03-0115	various CPU parts for replacement of defective unit	22,780.00	
	JV# 04-0175	meter reading device SN 61400014153 and printer SN PMB05946UN14	78,000.00	
4/30/2016		meter reading device battery	40,000.00	
	JV# 04-0183	emergency purchase of network switch for replacement of defective unit	19,040.00	
		Mini barebone PC SN: G6SY618004M6, G6SY618004MH	30,400.00	
		Mini barebone PC SN: G6SY618004LK, G6SY618004LX for J. Panting, M. Robles	30,400.00	
12-Aug-16	CV# 08-0084	Indoor & outdoor surveillance camera to be used as additional (3) IP cameras for more surveillance coverage with (1) unit as replacement for busted CAM-10	64,960.00	
		Multifunction copier (print/copy/scan) brand: Kyocera Digital Copier, Model: TASKALFA 2200, SN: LT54800583	51,659.00	
		Meter reading device SN 71400010153, 71400010138 & printer SN PMB009395UN15, PMB009393UN15	156,000.00	
10/4/2016	CV# 10-0032	Groundwater Data Banking of LWUA on all data of water districts	50,000.00	
10/24/2016	CV# 10-0117	Laptop Computer - Intel Core i7-6500U process	99,600.00	

10/25/2016	CV# 10-0123	Laptop Intel Core i7-6700HQ	58,995.00	
10/28/2016	CV# 10-0139	CPU & printer	42,090.00	
10/31/2016	JV# 10-0204	reclass: Professional fee on technical study of sambat water system	152,500.00	
11/30/2016	JV# 11-0181	purchase of foreign exchange on upgrading of luxriot video management server surveillance software at \$350	18,666.00	
	CV# 12-0063	Tower Network Attached Storage (NAS) for centralized storage & back-up device for TUBS, GLS, PGWD, HRIS & offline AD files & rackmount & Tower UPS to support additional servers, NAS & MIS desktop PCs	92,500.00	
	CV# 12-0064	Rackmount Server for TUBS application	210,000.00	
12/13/2016	CV# 12-0065	Uninterruptible power supply (UPS) for centralized storage & back-up device of various office systems	52,777.00	1,270,367.00
Machinery				
11/30/2016	JV# 11-0172	5HP pressure washer/power sprayer	14,800.00	14,800.00
Motor Vehicles				
4/30/2016	JV# 04-0175	repair of vehicle Motorcycle brand: Honda, Model: XRM 125 motard, engine # KPY0E049596, chasis #: KPY10049508 with standard tools, helmet & jacket	49,500.00	
7/20/2016	CV# 07-0110	L300 FB VAN	71,300.00	
8/26/2016	CV# 08-0139	Suzuki F6 engine	755,000.00	
9/19/2016	CV# 09-0090	Passenger Van (Toyota Grandia)	33,811.32	
10/4/2016	CV# 10-0047		1,720,000.00	2,629,611.32
		Total		<u>4,016,928.32</u>