

Local Water Utilities Administration
WATER DISTRICT DEVELOPMENT DIVISION
(South Central Mindanao – Region XI and XII)
**WATER DISTRICT 2015 PERFORMANCE BASED BONUS
CHECKLIST AND EVALUATION**

Water District: METRO MIDSAYAP WATER DISTRICT Category: Category C CCC No: 174
Province: Cotabato (North) Province No of Conn: 4,859 SCs Tel #: (064) 229-8215
Office Address: 007 Poblacion 8, Midsayap, Cotabato (North) Province Email: metromidsayapwaterdistrict@yahoo.com.ph

I. GOOD GOVERNANCE CONDITIONS		IATF / TWG Report		Remarks	
1	COMPLIANT				
2	NON-COMPLIANT				

II. MAJOR PERFORMANCE OUTPUT & PERFORMANCE INDICATORS		2015		Accomplishment Rate	Remarks
		Targets	Actual		

A. WATER FACILITIES MANAGEMENT

1	Access to Potable Water	25%	27%	108%	Passed
2	Reliability of Service (24/7 supply)	90%	96%	107%	Passed
3	Adequacy	110 lpcd	170 lpcd	155%	Passed

B. WATER DISTRIBUTION MANAGEMENT

1	Non-Revenue Water	26%	28.52%	90%	Passed
2	Potability	0.3 ppm	0.3 ppm	100%	Passed
3	Adequacy and Reliability of Service	3 hours	3 hours	100%	Passed

		2015		Compliance Rate	Remarks
		Targets	Actual		

C. SUPPORT TO OPERATION

1	Staff Productivity Index	120 : 1	174 : 1	145%	Passed
2	Reasonableness of Water Rates	5%	2.29%	154%	Passed
3	Customer Satisfaction	95%	97%	102%	Passed

D. GENERAL ADMINISTRATION AND SUPPORT SERVICES

1	Collection Ratio	90%	93%	103%	Passed
2	Operating Ratio	98%	96%	102%	Passed
3	Current Ratio	1.50 : 1	1.38 : 1	92%	Passed
4	Monthly Data Sheet (January – December 2015)	Monthly	Monthly	100%	Passed
5	Financial Reports (January – December 2015)	Monthly	Monthly	100%	Passed
6	Water Quality Reports	Monthly	Monthly	100%	Passed
7	Approved WD 2015 Budget	February 13, 2015	February 10, 2015	100%	Passed
8	Annual Report 2015	February 14, 2016	January 22, 2016	100%	Passed

III. FORM A & A1

1	Date of Submittal	September 9, 2015 (target for 2015); January 22, 2016 (with accomplishments)
2	Date of Evaluation	

IV. RECOMMENDATION

--

Goal A: To target the Non-Revenue Water to 26% (using MMWD funds considering that the water rate increase will be approved and implemented on April, 2015)

Goal B: To target the Non-Revenue Water to 24% (upon receipt and completion of 1.5M for the rehabilitation of pipeline and improvement of MMWD water system)

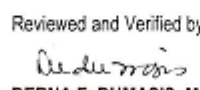
In the PBB performance target for 2015, the **GOAL A** is being considered, due to the following:

1. NRW reduction program was not implemented on time due to financial constraints.
2. The check amounting to 1.327M for the rehabilitation of old pipes, valving and upgrading of pipelines to reduce NRW was only received last July 31, 2015 as per Official Receipt dated July 31, 2015; OR# 0370828.
3. The purchase of materials has undergone bidding process (September 24-October 6, 2015).
4. Materials for the said project were only delivered on November 13, 2015.
5. The project started only on December 7, 2015 which will be completed on March 31, 2016.
6. The LWUA notice for the approved water rates increase was only received last August 12, 2015 for implementation on October 2015 billing.


Despite of our financial limitations, we implemented minor NRW reduction programs like the conduct of foot patrol and leak detection, disconnection at tapping point of in-active service connections and replacement of old water meters.

Prepared by:

BON CARLO M. MELOCOTON, CPA
Accounting and Budget Group Head

Reviewed and Verified by:

DERNA E. DUMASIS, MMPA and
AC Division Manager (OIC)


ENGR. JOEY C. TONZO, MMPA
PE Division Manager (OIC)

Approved and Submitted by:

CAROL S. TOLENTINO, CPA, MMPA
General Manager

FORM A

PERFORMANCE TARGETS*

*Note: Same form to be used for submitting 2015 Accomplishments

LWD NAME: METRO MIDSAYAP WATER DISTRICT

MFOs AND PERFORMANCE INDICATORS (1)		FY 2014 ACTUAL ACCOMPLISHMENT (2)	FY 2015 TARGET (3)	RESPONSIBLE OFFICE/UNIT (4)	FY 2015 ACTUAL ACCOMPLISHMENT (5)	ACCOMPLISHMENT RATE (6)	REMARKS (7)
A. Water Facility Service Management							
2015 Budget:							
PI 1 (Quantity) Access to potable water	Percentage of barangay with access to potable water against the total number of barangays within the coverage of the LWD	25%	25%	GMO PED ACD	27%	108%	Passed
PI 2 (Quality) Reliability of service	Percentage of household connections receiving 24/7 supply of water	93%	90%	GMO PED ACD	96%	107%	Passed
PI 3 (Timeliness) Adequacy	Source capacity of LWD to meet demands for 24/7 supply of water	117 lpcd	110 lpcd	GMO PED	170 lpcd	155%	Passed
B. Water Distribution Service Management							
2015 Budget:							
PI 1 (Quantity) NRW	Percentage of unbilled water to water production	26%	26%	GMO PED ACD	28.52%	90%	Passed
PI 2 (Quality) Potability	Average deviation from PNSDW (chlorine residual requirements) from January 1 to December 31	0.35ppm	0.3ppm	GMO PED	0.3 ppm	100%	Passed
PI 3 (Timeliness) Adequacy / Reliability of Service	Average response time to restore service when there are interruptions based on the Citizen's Charter of LWD proposed for approval by CSC	3 hours	3 hours	GMO PED ACD	3 hours	100%	Passed

[Handwritten mark]

[Handwritten signature]

[Handwritten signature]

MFOs AND PERFORMANCE INDICATORS (1)		FY 2014 ACTUAL ACCOMPLISHMENT (2)	FY 2015 TARGET (3)	RESPONSIBLE OFFICE/UNIT (4)	FY 2015 ACTUAL ACCOMPLISHMENT (5)	ACCOMPLISHMENT RATE (6)	REMARKS (7)
C. Support to Operation (STO)							
2015 Budget:							
PI 1	Staff Productivity Index The Staff Productivity Index of one (1) position for every one hundred (100) service connections for Category D, and one hundred twenty (120) service connections for Categories A to C, shall be strictly observed in the determination of the total number of positions in a LWD	158 : 1	120 : 1	GMO ACD	174 : 1	145%	Passed
PI 2 Affordability	Reasonableness/Affordability of water rates to consumers with access connections. Water rate for the 1 st cu.m. must not exceed 5% of the average income of LIG	2.07%	5%	GMO ACD	2.29%	154%	Passed
PI 3	Customer Satisfaction Percentage of Customer Complaints acted upon against received complaints	97%	95%	GMO PED ACD	97%	102%	Passed
D. General Administration and Support Services (GASS)							
2015 Budget:							
PI 1	Financial viability & sustainability of LWD operations a. Collection Ratio b. Operating Ratio c. Current Ratio	91% Loss 1.17 : 1	90% 98% 1.5 : 1	GMO ACD	93% 96% 1.38 : 1	103% 102% 92%	Passed Passed Passed

MFOs AND PERFORMANCE INDICATORS (1)		FY 2014 ACTUAL ACCOMPLISHMENT (2)	FY 2015 TARGET (3)	RESPONSIBLE OFFICE/UNIT (4)	FY 2015 ACTUAL ACCOMPLISHMENT (5)	ACCOMPLISHMENT RATE (6)	REMARKS (7)
PI 2 - a	Compliance with COA reporting requirements in accordance with content and period of submission						
	a. Balance Sheet	February 12, 2015	February 14, 2016	GMO	January 26, 2016	100%	Passed
	b. Statement of Income & Expenses	February 12, 2015	February 14, 2016	ACD	January 26, 2016	100%	Passed
	c. Statement of Cash Flows	February 12, 2015	February 14, 2016		January 26, 2016	100%	Passed
	d. Statement of Government Equity	February 12, 2015	February 14, 2016		January 26, 2016	100%	Passed
	e. Notes to FS	February 12, 2015	February 14, 2016		January 26, 2016	100%	Passed
	f. Report on Ageing of Cash Advance	November 17, 2014	December 1, 2015		November 20, 2015	100%	Passed
PI 2 - b	Compliance with LWUA reporting requirements in accordance to content and period of submission						
	a. Monthly Data Sheet	February 12, 2015	February 14, 2016	GMO	January 22, 2016	100%	Passed
	b. Balance Sheet	February 12, 2015	February 14, 2016	ACD	January 18, 2016	100%	Passed
	c. Income Statement	February 12, 2015	February 14, 2016		January 18, 2016	100%	Passed
	d. Cash Flow Statement	February 12, 2015	February 14, 2016	PED	January 18, 2016	100%	Passed
	e. Microbiological, Physical, Chemical, Chlorine Residual Report	February 12, 2015	February 14, 2016		January 22, 2016	100%	Passed
	f. Approved WD Budget with Annual Procurement Plan	February 12, 2015	February 14, 2016		January 22, 2016	100%	Passed
	g. Annual Report	February 12, 2015	February 14, 2016		January 22, 2016	100%	Passed

K

4

Det

8

Goal A: To target the Non-Revenue Water to 26% (using MMWD funds considering that the water rate increase will be approved and implemented on April, 2015)

Goal B: To target the Non-Revenue Water to 24% (upon receipt and completion of 1.5M for the rehabilitation of pipeline and improvement of MMWD water system)

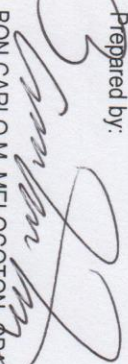
In the PBB performance target for 2015, the **GOAL A** is being considered, due to the following:

1. NRW reduction program was not implemented on time due to financial constraints.
2. The check amounting to 1.327M for the rehabilitation of old pipes, valving and upgrading of pipelines to reduce NRW was only received last July 31, 2015 as per Official Receipt dated July 31, 2015; OR# 0370828.
3. The purchase of materials has undergone bidding process (September 24-October 6, 2015).
4. Materials for the said project were only delivered on November 13, 2015.
5. The project started only on December 7, 2015 which will be completed on March 31, 2016.
6. The LWUA notice for the approved water rates increase was only received last August 12, 2015 for implementation on October 2015 billing.

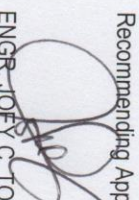
Despite of our financial limitations, we implemented minor NRW reduction programs like the conduct of foot patrol and leak detection, disconnection at tapping point of in-active service connections and replacement of old water meters.

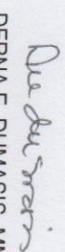
Legend: General Manager's Office (GMO)
Production and Engineering Division (PED)
Administrative and Commercial Division (ACD)

Prepared by:

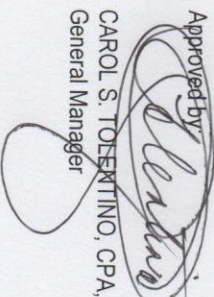

BON CARLO M. MELOCOTON, CPA
SAP - A / Budget Officer Designate
1-22-16
(date signed)

Recommending Approval:


ENGR. JOEY C. TONZO, MMPA
Production & Engineering Division Manager (OIC)
1-22-16
(date signed)


DERINA E. DUMASIS, MMPA
Administrative & Commercial Division Manager (OIC)
1-22-16
(date signed)

Approved by:


CAROL S. TOLENTINO, CPA, MMPA
General Manager

(date signed)

FORM A-1
DETAILS OF DELIVERY UNIT/OFFICE PERFORMANCE INDICATORS AND TARGETS*
**Note – Same form to be used for submitting 2015 Accomplishments*

LWD NAME: METRO MIDSAYAP WATER DISTRICT

Major Final Outputs/ Responsible Bureaus (1)	Performance Indicator 1 (2)	FY 2015 TARGET for PI 1 (3)	FY 2015 ACCOMPLISHMENT for PI 1 (4)	Performance Indicator 2 (5)	FY 2015 TARGET for PI 2 (6)	FY 2015 ACCOMPLISHMENT for PI 2 (7)	Performance Indicator 3 (8)	FY 2015 TARGET for PI 3 (9)	FY 2015 ACCOMPLISHMENT for PI 3 (10)	Remarks (11)
A. WATER FACILITY SERVICE MANAGEMENT (WFSM)										
General Manager's Office	Percentage of barangay with access to potable water against the total number of barangays within the coverage of the LWD	25%	27%	Percentage of household connections receiving 24/7 supply of water	90%	96%	Source capacity of LWD to meet demands for 24/7 supply of water	110 lpcd	110 lpcd	PASSED
Production and Engineering Division										
Administrative and Commercial Division										
B. WATER DISTRIBUTION SERVICE MANAGEMENT (WDSM)										
General Manager's Office	Percentage of unbilled water to water production	26%	28.52%	Average deviation from PNSDW (chlorine residual requirements) from January 1 to December 31	0.3ppm	0.3 ppm	Average response time to restore service when there are interruptions based on the Citizen's Charter of LWD proposed for approval by CSC	3 hours	3 hours	PASSED
Production and Engineering Division										
Administrative and Commercial Division										

L
d
ack

8


Major Final Outputs/ Responsible Bureaus (1)	Performance Indicator 1 (2)	FY 2015 TARGET for PI 1 (3)	FY 2015 ACCOMPLISHMENT for PI 1 (4)	Performance Indicator 2 (5)	FY 2015 TARGET for PI 2 (6)	FY 2015 ACCOMPLISHMENT for PI 2 (7)	Performance Indicator 3 (8)	FY 2015 TARGET for PI 3 (9)	FY 2015 ACCOMPLISHMENT for PI 3 (10)	Remarks (11)
C. SUPPORT TO OPERATION (STO)										
General Manager's Office	Staff Productivity Index	120 : 1	174 : 1	Reasonableness/ Affordability of water rates to consumers with access connections. Water rate for the 1 st cu.m. must not exceed 5% of the average income of LIG	5%	2.29%	Customer Satisfaction	95%	97%	PASSED
Administrative and Commercial Division	The Staff Productivity Index of one (1) position for every one hundred twenty (120) service connections for Categories A to C, shall be strictly observed in the determination of the total number of positions in a LWD						Percentage of Customer Complaints acted upon against received complaints			
Production and Engineering Division										

✓ d Det

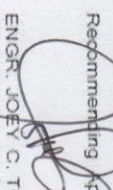
Major Final Outputs/ Responsible Bureaus (1)	Performance Indicator 1 (2)	FY 2015 TARGET for PI 1 (3)	FY 2015 ACCOMPLISHMENT for PI 1 (4)	Performance Indicator 2 (5)	FY 2015 TARGET for PI 2 (6)	FY 2015 ACCOMPLISHMENT for PI 2 (7)	Performance Indicator 3 (8)	FY 2015 TARGET for PI 3 (9)	FY 2015 ACCOMPLISHMENT for PI 3 (10)	Remarks (11)
--	-----------------------------	-----------------------------	-------------------------------------	-----------------------------	-----------------------------	-------------------------------------	-----------------------------	-----------------------------	--------------------------------------	--------------

D. GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)


General Manager's Office	Financial viability & sustainability of LWD operations			Compliance with COA reporting requirements in accordance with content and period of submission			Compliance with LWUA reporting requirements in accordance with content and period of submission			PASSED
Administrative and Commercial Division	a. Collection Ratio	90%	93%	a. Balance Sheet	02.14.16	01.26.16	a. Monthly Data Sheet	02.14.16	01.22.16	
	b. Operating Ratio	98%	96%	b. Statement of Income & Expenses	02.14.16	01.26.16	b. Balance Sheet	02.14.16	01.18.16	
	c. Current Ratio	1.5 : 1	1.38 : 1	c. Statement of Cash Flows	02.14.16	01.26.16	c. Income Statement	02.14.16	01.18.16	
Production and Engineering Division				d. Statement of Government Equity	02.14.16	01.26.16	d. Cash Flow Statement	02.14.16	01.22.16	
				e. Notes to FS	02.14.16	01.26.16	e. Approved WID Budget with Annual Procurement Plan	02.14.16	01.22.16	
				f. Report on Ageing of Cash Advance	12.01.15	11.20.15	f. Annual Report	02.14.16	01.22.16	
				g. Microbiological, Physical, Chemical, Chlorine Residual Report						

Prepared by: 
 BON CARLO M. MELOCOTON, CPA
 SAP - A / Budget Officer Designate

1.22.16
 (date signed)

Recommending Approval: 
 ENGR. JOEY C. TONZO, MMPA
 Production & Engineering Division Manager (OIC)

1.22.16
 (date signed)

De du mas
 DERNA E. DUMASIS, MMPA
 Administrative & Commercial Division Manager (OIC) (date signed)
 Approved by: 
 CAROL S. TOSCANINO, CPA, MMPA
 General Manager

1.22.16
 (date signed)