

**METRO MIDSAYAP WATER DISTRICT**  
ANNUAL DEVELOPMENT PLAN CY 2016

Ref #	MAJOR FINAL OUTPUTS (MFO)		Targets	Primary Responsible		Time Frame		Budget		Hardcore Evidence Requirement	Legal Reference
	Key Result Areas			Office (Division Section Group)	Personnel	Frequency (Months)	Due Dates	Amount (details: MFO3 - MBCProgram)	Type (HBC or NSP)		
	Objectives										
	Strategies										
Programs and Activities											
3	<b>SUPPORT TO OPERATION</b>										
3.1	<b>Customer Service Improvement</b>										
3.1.1	<b>To help customers from getting disconnected from water services and to avoid penalty</b>										
3.1.1.1	<i>Intensify customer enforcement</i>										
3.1.1.1.01	Deliver bills and notices on time	100% delivery of bills and notices on time	ACD-CS	DMDED, SCDAD, DAD CS; BBP, CAC, FBP, HVF, JDT	Monthly	Four zones per day	-	NSP	Acknowledged List of SCs	GAA 2015 Section 76	
3.1.1.1.02	Issue Disconnection Notices after due date to customers who have not paid their bills as per schedule per zone	100% Issuance of Disconnection Notices after due date per zone	ACD-CS	DMDED, SCDAD, DAD CS; BBP, CAC, FBP, HVF, JDT	Monthly	Four zones per day	-	NSP	Acknowledged List of Disconnected SCs	GAA 2015 Section 76	
3.1.1.1.03	Re-open service connections within the day after payment of balances plus reconnection fee	100% Re-opened SCs within the day after payment of balances	ACD-CS	DMDED, SCDAD, BBP, CAC, FBP, JDT	Monthly	1 hour after receipt of info	-	NSP	Logbook on Reconnected SCs	GAA 2015 Section 76	
3.1.1.1.04	Schedule reconnection of SCs with pulled-outwater meter (WM) after payment	List of SCs for reconnection with pulled-out WM are forwarded to ECS for the plumber's action	ACD-CS	DMDED, SCDAD, FBV; FBP; JDT	Monthly	1 hour after settlement of balances	-	NSP	Duly Acknowledged SR	GAA 2015 Section 76	
3.1.1.1.05	SCs scheduled reconnection with pulled-outwater meter (WM) are re-installed within 2 days after payment	Scheduled reconnection of SCs with pulled-out WM within two (2) days after payment are 100% re-installed on time	PED-ECS	DMJCT, SCBVR, Accredited Labor	Monthly	Within 2 days after receipt of info	-	NSP	Duly Acknowledged SR	GAA 2015 Section 76	

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Programs and Activities											
3.1.1.1.06	Prompt and accurate reading of water meters and distribution of water bills by the use of DcTech read and bill system		100% prompt and accurate reading of WM and distribution of water bills using DcTech Read & Bill System	ACD-CS	DMDED, SCDAD, BBP, CAC, FBP, HVF	Monthly	Four zones per day	203,163.98	NSP	Daily Billing Summary	GAA 2015 Section 76
3.1.1.1.07	List of SCs with abrupt increases/decreases in water consumption or water meter reading are forwarded to ECS for investigation		List of SCs with abrupt inc/dec in water are 100% forwarded to ECS for investigation	ACD-CS	DMDED, SCDAD	Monthly	Within the day	-	NSP	Investigation Report	GAA 2015 Section 76
3.1.1.1.08	Investigate abrupt increases/decreases in water consumption or water meter reading		100% investigation of abrupt increased/decreased in water consumption or water meter reading	PED-ECS	DMJCT, SCBVR, JAP	Monthly	Within the day	-	NSP	Investigation Report	GAA 2015 Section 76
3.1.1.1.09	Ensure that water rates do not exceed 5% of the income of the low income group (LIG)		Water rates will be 100% in compliance with the 5% threshold of the LIG	ACD-AS (ABG)	DMDED, GHBCMM	Monthly	Within the month	-	NSP	Water rates vs Data on LIG	PBB Compliance
3.1.2	<b>To set rules and regulations for water utility</b>										
3.1.2.1	<i>Review and update utility rules and regulations</i>										
3.1.2.1.01	Regularly review the existing URR policies and guidelines		Reviewed existing UR & R policies and guidelines at least once a month	ACD-CS	DMDED, SCDAD, JDT	Quarterly	Within the quarter	-	NSP	Minutes of the Review Session	GAA 2015 Section 76
3.1.2.1.02	Conduct re-orientation of URR policies and guidelines among MMWD personnel		Scheduled re-orientation of URR policies and guidelines for MMWD Employees once a year (Third Friday)	ACD-CS	DMDED, SCDAD, JDT	Annually	March 15	1,800.00	NSP	Attendance Sheet	GAA 2015 Section 76
3.1.3	<b>To keep complete information/records of customer as perpetual file</b>										
3.1.3.1	<i>Maintain file maintenance and ledgers of customers</i>										
3.1.3.1.01	Ensure completeness of concessionaire's records		Concessionaire's records are 100% available at all times	ACD-CS	DMDED, SCDAD, JDT	Monthly	Daily	150,000.00	NSP	Customer Master File	GAA 2015 Section 25

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Programs and Activities											
3.1.3.1.02	Maintain cleanliness of the database to avoid future errors		Cleanliness of the database are 100% maintained	ACD-CS	DMDED, SCDAD, JDT	Monthly	Daily	-	NSP	Virus free server	GAA 2015 Section 25
3.1.4	<b>To keep internal and external clients well-informed of the District's operations</b>										
3.1.4.1	<i>Information drive campaign</i>										
3.1.4.1.01	Disseminate information to MMWD's concessionaires thru radio announcements, brochures/leaflets, posters, and other forms of IEC		100% disseminated information to MMWD's concessionaires thru radio announcements, brochures/leaflets, posters, and other forms of IEC	ACD-CS	DMDED, SCDAD, JDT	As necessary	1 day after receipt of the info	72,000.00	NSP	Advertisement Plan	GAA 2015 Section 76
3.1.4.1.02	Implement e-texting / e-blasting		E-texting and E-blasting 100% implemented	ACD-CS	DMDED, SCDAD, JDT, Outsourced Programmer	Monthly	Within the day	21,000.00	NSP	Advertisement Plan	GAA 2015 Section 75
3.1.4.1.03	Subscribe to SMART plan for GMO, ACD, PED, hotline, landline, and Concerned Personnel		100% Subscription to SMART Plan for all Concerned Personnel and landline	ACD-CS	DMDED, SCDAD, JDT	Monthly	3 <sup>rd</sup> week of the month	252,600.00	NSP	Duly Acknowledged DV	GAA 2015 Section 75
3.2	<b>Asset Management</b>										
3.2.1	<b>To craft, formulate, and enhance policies for Management's direction and implementation of its plans, programs, and projects</b>										
3.2.1.1	<i>Board of Directors conduct of meetings and provide direction to the Management</i>										
3.2.1.1.01	Attend and participate in monthly regular board meetings (twice a month) and scheduled special board meetings (as necessary)		Regular board meetings are conducted twice a month	GMO	Board of Directors, GMCST	Monthly	1 <sup>st</sup> and 3 <sup>rd</sup> Monday of the Month	456,500.00	NSP	Board Meeting Attendance	GAA 2015 Section 55(c) (in ref EO 65)

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	Objectives										
	Strategies										
Programs and Activities											
3.2.1.1.02	Distribute Notices of board meetings to the BOD		Notices of board meetings are 100% distributed and receipted thereof	GMO	GMCST, WDL	Monthly	2 days before the scheduled board meetings	-	NSP	Duly Acknowledged Board Meeting Notices	GAA 2015 Section 76
3.2.1.1.03	Service the BOD to and from their designated places during board meetings		BODs are 100% serviced during board meetings	GMO	GMCST, WDL	Monthly	1 <sup>st</sup> and 3 <sup>rd</sup> Monday of the Month	-	NSP	Trip Ticket	GAA 2015 Section 76
3.2.1.1.04	Prepare Notices of the board meetings and receipt thereof		Notices are 100% prepared before the scheduled board meetings	GMO	GMCST, MYP	Monthly	3 days before the scheduled board meetings	-	NSP	Board Meeting Notices	GAA 2015 Section 76
3.2.1.1.05	Prepare the venue for the board meeting		The venue for the board meeting are 100% prepared	GMO	GMCST, MYP	Monthly	2 hours before the board meeting	-	NSP	Board Meeting Attendance (proof that it really transpire)	GAA 2015 Section 76
3.2.1.1.06	Prepare the powerpoint presentation for the updates and agenda		The PPT presentation for updates and agenda are 100% prepared	GMO	GMCST, MYP, ARGZ	Monthly	1 day before the board meeting	-	NSP	PPT Presentation	GAA 2015 Section 76
3.2.1.1.07	Prepare recommendations for board action and approval		Recommendations for board action and approval are 100% prepared	GMO	GMCST, MYP	Monthly	1 day before the board meeting	-	NSP	Accomplished Recommendation Form for the GM/BOD	GAA 2015 Section 76
3.2.1.1.08	Record the deliberation of the board meetings, prepare and transcribe the Minutes of the board meetings		Minutes of the board meetings are 100% transcribed	GMO	GMCST, MYP	Monthly	1 day before the board meeting	10,000.00	NSP	Minutes of the Board Meeting	GAA 2015 Section 76

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Programs and Activities											
3.2.1.1.09	Prepare Board Resolutions		Board Resolutions are 100% prepared	GMO	GMCST, MYP	Monthly	2 days after the board meetings	-	NSP	Board Resolutions	GAA 2015 Section 76
3.2.1.1.10	Prepare office memoranda and receipt thereof		Office memoranda are 100% prepared and receipt thereof	GMO	GMCST, MYP	Monthly	1 day upon receipt of notice	-	NSP	Office Memo	GAA 2015 Section 76
3.2.1.1.11	Receive and log incoming communications for receipt of officers and employees		Incoming communications are 100% log and forwarded	GMO	GMCST, MYP	Monthly	1 day upon receipt of notice	-	NSP	Monitoring Logbook	GAA 2015 Section 76
3.2.1.2	<b><i>MMWD sustain personal and professional development and establish/sustain linkages and networking with other LWDs and agencies</i></b>										
3.2.1.2.01	Attend and participate in trainings and seminars for the BOD; related conferences, forums and conventions; WD related meetings and activities		At least one professional development activity is attended by BOD	GMO	Board of Directors, GMCST	As necessary	Within the scheduled month	484,800.00	NSP	Certificate of Travel Completed	EO 65, EO 248, EO 298
3.2.1.2.02	Management attend and participate in WD related meetings and activities		At least 90% of the meetings and activities is attended by Management	GMO	Board of Directors, GMCST	As necessary	Within the scheduled month	226,000.00	NSP	Certificate of Travel Completed	EO 248, EO 298
3.2.1.2.03	Service the BOD to and from their designated places during professional development activities		BODs are 100% serviced during the activity	GMO	GMCST, WDL	As necessary	Within the scheduled month	-	NSP	Certificate of Travel Completed	EO 248, EO 298
3.2.1.2.04	Continue the membership of MMWD to useful and related associations nationwide and provide financial assistance as, necessary		Membership of MMWD is renewed by paying the annual dues and financial assistance provided	GMO	Board of Directors, GMCST	As necessary	Within the scheduled month	33,941.50	NSP	Duly Issued Official Receipt	GAA 2015 Section 76
3.2.2	<b><i>To ensure that WD's financial assets are safeguarded and monitored</i></b>										
3.2.2.1	<b><i>Implement internal controls for financial assets</i></b>										
3.2.2.1.01	Prepare bank reconciliation for all bank accounts		Bank reconciliations are prepared monthly for all MMWD bank accounts	ACD-AS (ABG)	DMDED, DPP	Monthly	10 <sup>th</sup> of the following month	-	NSP	Bank Reconciliations	COA NGAS

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Programs and Activities											
3.2.2.1.02	Monitor cash advances of officers and employees		Employees' cash advances are 100% monitored and liquidated within the 30-day period	ACD-AS (ABG)	DMDED, GHBCMM, DPP	Monthly	10 <sup>th</sup> of the following month	-	NSP	Report on Cash Advance	COA Circular 1997-002
3.2.2.1.03	Review supporting documents specifically bank accounts and official receipts		Daily office and bank collections reports are 100% reviewed	ACD-CS	DMDED, SCDAD	Monthly	1 hour after receipt of reports and docs	-	NSP	Cash Receipt and Deposit Journal	COA NGAS
3.2.2.1.04	Review accounts that requires reconciliation (i.e. payables, due from employees, inventory, property, etc.)		Accounts for reconciliation (i.e. accounts payable, accounts receivable, due from officers and employees, property and inventory accounts) are 100% reconciled	ACD-AS (ABG, PMG)	DMDED, GHBCMM, DPP, GHJOS, JDA	4 <sup>th</sup> Quarter	Within the quarter	-	NSP	Report on Cash Advance, Ageing of Payables	COA NGAS
3.2.2.1.05	Physically organize and classify Property, Plant and Equipment (PPEs)and inventories		PPEs and inventories are 100% physically organized and classified/labeled per item	ACD-AS (PMG)	DMDED, GHJOS, JDA	Monthly	Daily	-	NSP	Stock/Storeroom Properly Labeled	COA NGAS
3.2.2.1.06	Organize and update records of PPEsand inventories		Records of PPEs and inventories are 100% organized and updated	ACD-AS (PMG)	DMDED, GHJOS, JDA	Monthly	Daily	-	NSP	PPE and Inventory Master File	COA NGAS
3.2.2.1.07	Conduct physical inventory count within the office and verify PPEs as to its existence		Physical inventory count and PPEs verification are conducted twice a year	ACD-AS (PMG)	DMDED, GHJOS and Inventory Team JDA, GSF, WDL, DPP	February and August (with COA Auditor)	Within the month	1,260.00	NSP	Physical Inventory Count Report	COA NGAS
3.2.2.1.08	Strictly implement "No RIS, No InventoryReleases"		Inventory releases are 100% supported with duly accomplished RIS	ACD-AS (PMG)	DMDED, GHJOS, JDA	Monthly	Daily	-	NSP	Duly Acknowledged RIS	COA NGAS

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	Objectives											Targets
	Strategies											
Programs and Activities												
3.2.2.1.09	Provide Property Tag to PPEs			PPEs are 100% provided with Property Tags	ACD-AS (PMG)	DMDED, GHJOS, JDA	Monthly	Daily	-	NSP	Property Tag	COA NGAS
3.2.2.1.10	Provide budget and monitor fuel consumption of motor vehicles			Fuel consumption of motor vehicles are 100% provided and monitored	ACD-AS (PMG)	DMDED, GHJOS, JDA	Monthly	Daily	543,100.80	NSP	Duly Acknowledged Fuel Withdrawal Slip	GAA 2015 Section 75
3.2.2.1.11	Determine re-order point of inventories and spare parts/equipment (Normal Standard Operating Procedures)			Inventories and spare parts/equipment are at least 90% provided with re-order point	ACD-AS (PMG)	DMDED, GHJOS, JDA	Monthly	Daily	2,716,671.62	NSP	Availability of Supplies when needed	GAA 2015 Section 17 (in ref DBM NBC517)
3.2.2.1.12	Strict observance on the processing of purchases of materials and supplies			Purchases of materials and supplies are 100% supported with pertinent documents and approved by the GM	PED-PWQS	DMJCT, CADP	Monthly	5 days for local, Within the month for out of town after the request	-	NSP	Duly Accomplished Purchase Order with supporting documents	GAA 2015 Section 17 (in ref DBM NBC517)
3.2.2.1.13 DRMP	Determine and monitor the condition of equipment (schedule for preventive repair and maintenance, if necessary)			Schedule for monitoring of PPEs are provided and at least 90% are regularly monitored	ACD-AS (PMG)	DMDED, GHJOS, JDA	Monthly	Daily	554,520.00	NSP	PPE Master File	COA NGAS
3.2.2.1.14	Update insurance for PPEs (i.e. Motor Vehicles, Buildings, Pump Stations and related appurtenances)			Insurance for PPEs are 100% updated	ACD-AS (PMG)	DMDED, GHJOS	As scheduled	Within the scheduled month	80,954.70	NSP	PPE Master File and Certificate of Insurance	GAA 2015 Section 75
3.2.2.1.15	Update LTO registration for motor vehicles			LTO registration for motor vehicles are 100% updated	ACD-AS (PMG)	DMDED, GHJOS	As scheduled	Within the scheduled month	8,573.42	NSP	LTO Official Receipt	GAA 2015 Section 75
3.2.2.2	<i>Provide physical protection and security at all times</i>											

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	Objectives										
	Strategies										
Programs and Activities											
3.2.2.2.01	Provide for six (6) SGs for pump stations, Libungan Collecting Office and Main Office and install CCTV at Main Office Compound		Six (6) SGs are provided by the security service provider and CCTV installed	GMO-GSO	GMCST, MYP	Monthly	Daily	825,000.00	NSP	Security Service Contract	GAA 2015 Section 27(b)
3.2.2.2.02	Contract a retainer Legal Counsel duly confirmed by the OGCC and COA		A retainer contract with a Legal Counsel is approved by the BOD and confirmed by the OGCC and COA	GMO	GMCST, MYP	Monthly	Daily	42,000.00	NSP	Legal Counsel Contract	GAA 2015 Section 76
3.2.2.2.03 DRMP	Signage are posted at restricted areas for both internal and external clients		Restricted areas are 100% posted with signages	GMO-GSO	GMCST, EPP, JDA	Monthly	Daily	10,000.00	NSP	Signage Visibility	GAA 2015 Section 76
3.2.2.2.04 DRMP	Regularly monitor and schedule preventive maintenance for motor vehicles		Motor vehicles are 100% monitored	GMO-GSO	GMCST, OTE	Monthly	Daily	-	NSP	PPE Master File	GAA 2015 Section 76
3.2.2.2.05	Start the construction of the Admin Building		1/3 of the building is completed	GMO-GSO	GMCST	April	3 year plan	1,700,000.00	NSP	As Built Plan	GAA 2015 Section 18 and 20
3.2.3	<b>To ascertain that all government rulings and mandates are well observed in the group and all requirements are timely accomplished</b>										
3.2.3.1	<i>Prepare, submit and assist in requirements of other government agencies</i>										
3.2.3.1.01	Prepare, forward and assist COA and/or LWUA with the compliance of files and documents that are necessary for the coverage of the audit		Required/Requested documents are 100% submitted to COA/LWUA	ACD-AS (ABG)	DMDED, GHBCMM, DPP	As necessary	1 day after receipt of request	-	NSP	Files, Reports, Documents requested	COA Circular 2015-004
3.2.3.1.02	Prepare and review supporting documents that are needed for the preparation of tax requirements (i.e. Corporate Income Tax, Franchise Tax Payments, Withholding of Final Taxes, Compensation and e-VAT)		Supporting documents for tax requirement are 100% prepared and reviewed	ACD-AS (ABG)	DMDED, BIR Liaison GHGJSC, DPP	Annually	January 10 of the following year	-	NSP	BIR Withholding Tax Forms	BIR RMC 23-007 and 05-2014



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	Strategies										
Programs and Activities											
3.2.3.1.03	Comply with government laws for real properties owned by the District (i.e. Real property Tax, Transfer of Titles)		Real properties owned by the District are 100% compliant with government laws	ACD-AS (PMG)	DMDED, GHJOS	Monthly	Within the month	62,297.46	NSP	RPT Certificate	PBB Compliance
3.2.3.1.04	Comply with government laws for withholding and remitting of taxes for both internal and external clients		Withholding and remitting of taxes are 100% compliant with government laws	ACD-AS (ABG)	DMDED, GHBCMM and BIR Liaison GHGJSC, DPP	Monthly	10 <sup>th</sup> (suppliers, employees) 20 <sup>th</sup> (franchise tax) of the following month	-	NSP	Alphalist for Suppliers and Employees	BIR RMC 23-007 and 05-2014
3.2.4	<b>To collect from water bills, other revenues, receivables from internal and external clients</b>										
3.2.4.1	<i>Impose proper and reliable collection, deposit and reporting procedures</i>										
3.2.4.1.01	Collect payments from water bills and other related revenues and from delinquent receivables		All office collections are 100% receipted, deposited, and reported	ACD-CS (CMG)	DMDED, SCDAD, GHGJSC, NAC	Monthly	3-minute processing of payment	98,400.00	NSP	Duly Transacted Official Receipts	PD 198 Title II, Chapter VIII, Section 33
3.2.4.1.02	Monitor collections in the Authorized Agency Banks (AAB)		All bank collections are 100% receipted, deposited, and reported	ACD-CS (CMG)	DMDED, SCDAD, NAC	Monthly	Within the following day	12,000.00	NSP	Monthly Bank Collections Report	PD 198 Title II, Chapter VIII, Section 33
3.2.4.1.03	Prepare daily and monthly Collection Reports, daily deposit slip, monthly accountable forms report		Monthly collecting officers' reports are 100% accomplished	ACD-CS (CMG)	DMDED, SCDAD, GHGJSC, NAC	Monthly	Within the following day	-	NSP	Report on Cash Collections and Accountable Forms	COA Circular 2015-004

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	Strategies										
Programs and Activities											
3.2.4.1.04	Office collections are deposited intact within the prescribed period (1) AM collection deposited in the afternoon of the same day (2) PM collection deposited in the morning of the next banking day		Office collections are 100% deposited intact within the prescribed periods	ACD-CS (CMG)	DMDED, SCDAD, GHGJSC, NAC	Monthly	Daily	-	NSP	Validated Deposit Slip	PD 198 Title II, Chapter VIII, Section 33
3.2.4.1.05	Update bank accounts maintained by the District in different AABs		Bank accounts maintained by the District in different AABs are 100% updated	ACD-CS (CMG)	DMDED, SCDAD, GHGJSC, NAC, WDL	Twice a week	As scheduled	-	NSP	Updated Passbooks	PD 198 Title II, Chapter VIII, Section 33
3.2.4.1.06	Issue demand letters for internal and external clients with outstanding payables to MMWD		Demand letters are at least 90% distributed and received by the concerned clients	ACD-CS	DMDED, SCDAD, CAC, BBP	Monthly	As scheduled	6,432.00	NSP	Duly Acknowledged Demand Letters	PD 198 Title II, Chapter IX, Section 38
3.2.4.1.07	Remit to the LWUA-MMWD Joint Savings Accounts at least 1% of the collection on water bills and related penalty		1% of the collection on water bills and related penalty are remitted and deposited intact to the LWUA-MMWD JSA Bank Account	ACD-CS (CMG)	DMDED, SCDAD, GHGJS	Monthly	Within the following month	-	NSP	Duly Accomplished Fund Transfer Forms with supporting documents	PD 198 Title II, Chapter IX, Section 37(f)
3.2.5	<b>To disburse checks properly, timely and accordingly</b>										
3.2.5.1	<i>Impose vouchering and check payment system</i>										
3.2.5.1.01	Release checks for approved disbursements		Checks of approved disbursements are at least 90% released as scheduled and/or upon availability of funds	ACD-CS (CMG)	DMDED, SCDAD, GHGJSC, NAC	Monthly	10-minute processing of release	-	NSP	Duly Transacted DVs	COA NGAS

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	Objectives											
	Strategies											
Programs and Activities			Targets									
3.2.5.1.02	Have the receiving employee/person sign on the voucher and logbook			Paid disbursement vouchers are 100% acknowledged by the payees	ACD-CS (CMG)	DMDED, SCDAD, GHGJSC, NAC	Monthly	10-minute processing of release	-	NSP	Duly Transacted DVs	COA NGAS
3.2.5.1.03	On time payments of LWUA loans amortization			Mandatory government money payments are 100% paid/remitted to concerned government offices	ACD-CS (CMG)	DMDED, SCDAD, GHGJSC	Monthly	Within the due date	4,200,000.00	HBC	Duly Transacted DVs	PD 198 Title II, Chapter VIII, Section 34
3.2.5.1.04	On time payments BIR tax withheld			Mandatory government money payments are 100% paid/remitted to concerned government offices	ACD-CS (CMG)	DMDED, SCDAD, GHGJSC	Monthly	Within the due date	-	NSP	Duly Transacted DVs	PBB Compliance
3.2.5.1.05	On time remittance GSIS, HDMF, PHIC, SSS			Mandatory government money payments are 100% paid/remitted to concerned government offices	ACD-AS (HRG)	DMDED, GHELI, ARGZ	Monthly	10 <sup>th</sup> of the following month	7,320.00	NSP	Remittance Report	GAA 2015 Section 47
3.2.5.1.06	Prepare and review supporting documents that would be needed for the payments of the said dues			Supporting documents of scheduled payment are 100% reviewed before processing of DVs	ACD-AS (ABG)	DMDED, GHBCMM, DPP	Monthly	Within the DV date	-	NSP	DVs Supporting Documents	COA NGAS
3.2.6	<b>To facilitate employee's welfare, benefits and upgrading</b>											
3.2.6.1	<i>Provide for employees' compensation, benefits and promotion</i>											
3.2.6.1.01	Process supporting documents for the remuneration of employees for their services rendered (i.e. salaries, PERA/AdCom, mandatory government share)			Regular employees are 100% remunerated accordingly	ACD-AS (HRG)	DMDED, GHELI, ARGZ, alternate GHJOS	Monthly	Month end of the previous month	9,052,295.38	NSP	Monthly Payroll	GAA 2015 Section 45, 46 and 50

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	Key Result Areas			Office (Division Section Group)	Personnel	Frequency (Months)	Due Dates	Amount <small>(details: MFO3 - MBCProgram)</small>	Type <small>(HBC or NSP)</small>		
	Objectives										
	Strategies										
Programs and Activities											
3.2.6.1.02	Process supporting documents for officers' allowances (RATA)		Officers are 100% provided with allowances	ACD-AS (ABG)	DMDED, GHBCMM, DPP	Monthly	3 <sup>rd</sup> working day of the month	444,000.00	NSP	Duly Transacted DVs	LWD-MaCRO
3.2.6.1.03	Process supporting documents for officers and employees' allowances and other benefits (i.e. Clothing, PEI, PBB, Longevity, Cash Gift, 13 <sup>th</sup> Month, Earned Leaves, Cultural Activities)		Officers and employees' are 100% provided with allowances and other benefits	ACD-AS (HRG)	DMDED, GHELI, ARGZ	Monthly	Within the budget month	3,030,081.05	NSP	Duly Accomplished Report on Officers and Employees' Benefits	GAA 2015 Section 44, 51, 59 (in ref EO 80)
3.2.6.1.04 GAD	Provide for officers and employees medical benefits to avoid health problems that may hamper the District's operations		Officers and employees' are 100% provided with medical benefits	ACD-AS (HRG)	DMDED, GHELI, ARGZ	April	Within the budget month	175,000.00	NSP	Duly Accomplished Report on Officers and Employees' Benefits	AO 402
3.2.6.1.05	Prepare and monitor step increment and salary adjustment of employees		Step increment and salary adjustment of employees are 100% monitored and effected on time	ACD-AS (HRG)	DMDED, GHELI	Monthly	Within the due month	-	NSP	Notice of Step Increment and Salary Adjustment	EO 164
3.2.6.1.06 GAD	Provide life plan for officers and employees		Life plan for officers and employees are provided as scheduled	GMO	GMCST, MYP	Monthly	Within the month	120,000.00	NSP	St Peter Life Plan	GAA 2015 Section 34
3.2.6.1.07	Facilitate HR plan based on the existing MMWD Plantilla of Personnel		MMWD Plantilla of Personnel are 100% updated and submitted to DBM, CSC and COA	ACD-AS (HRG)	DMDED, GHELI	Annually	January 31 <sup>st</sup> of the following year	-	NSP	Updated Plantilla of Personnel	DBM Circular 2012-11
3.2.6.1.08	Formulate at least three (3) conventional tools for the recruitment strategies and examinations on hiring (ie., clerical, technical) that matched with the position needed		At least three (3) conventional tools for the recruitment strategies and examinations on hiring are available	ACD-AS (HRG)	DMDED, GHELI	As necessary	5 days before hiring period	-	NSP	Availability of Hiring Conventional Tools	DBM Circular 2012-11

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	Key Result Areas			Office (Division Section Group)	Personnel	Frequency (Months)	Due Dates	Amount <small>(details: MFO3 - MBCProgram)</small>	Type <small>(HBC or NSP)</small>		
	Objectives										
	Strategies										
Programs and Activities											
3.2.6.1.09	Facilitate processing of documents for hiring and promotion		Documents for hiring and promotion are 100% submitted to CSC	ACD-AS (HRG)	DMDDED, GHELI	As necessary	5 day after receipt of Board Resolution	1,880.00	NSP	Notice of Hiring	DBM Circular 2012-11
3.2.6.1.10	Act as Liaison Officer to various Government/Private agencies Koronadal errands		Assigned task (i.e. contribution remittances, loan processing, and inquiry) to Government/Private agencies are 100% attended	ACD-AS (HRG)	DMDDED, GHELI, ARGZ	Monthly	10 <sup>th</sup> of the following month	10,200.00	NSP	Certificate of Completed Travel	GAA 2015 Section 47
3.2.6.2	<i>Observe and celebrate MMWD's 35<sup>th</sup> Anniversary, a milestone</i>										
3.2.6.2.01	Celebrate the 35 <sup>th</sup> Founding Anniversary of the MMWD with Holy Mass, games and other activities		35 <sup>th</sup> Founding Anniversary of the MMWD celebrated as scheduled	GMO	GMCST, DMDDED, DMJCT, GHELI, ARGZ Selected Employees	December	16 <sup>th</sup> of the month	200,000.00	NSP	Documentation	AO 263
3.2.6.2.02	Release of the milestone bonus (Anniversary Bonus)		Anniversary Bonus are 100% released during the 35 <sup>th</sup> Anniversary	ACD-AS (HRG)	DMDDED, GHELI	December	16 <sup>th</sup> of the month	108,000.00	NSP	Duly Transacted DVs	AO 263
3.2.6.2.03	Provision for tokens for employees who also reach their milestone		Tokens are 100% released during the 35 <sup>th</sup> Anniversary	ACD-AS (HRG)	DMDDED, GHELI	December	16 <sup>th</sup> of the month	126,000.00	NSP	Duly Transacted DVs	COA Resolution 2002-010
3.2.6.3	<i>Ensure that employees discipline is imposed and records intact</i>										
3.2.6.3.01	Impose and monitor the implementation of office policies pertaining to office rules and regulations		Policies pertaining to office rules and regulations are 100% imposed and implemented	ACD-AS (HRG)	DMDDED, GHELI	Monthly	Daily	-	NSP	Incidental Reports	GAA 2015 Section 76

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	Key Result Areas			Office (Division Section Group)	Personnel	Frequency (Months)	Due Dates	Amount (details: MFO3 - MBCProgram)	Type (HBC or NSP)		
	Objectives										
	Strategies										
Programs and Activities											
3.2.6.3.02	Keep tract of employees' leave records, attendance and provide a reliable access for the MMWD employees		Employees' leave records and attendance are 100% updated and available upon request	ACD-AS (HRG)	DMDED, GHELI	Monthly	Month end	-	NSP	Updated Employees' Leave Records	GAA 2015 Section 76
3.2.6.3.03	Keep tract of employees' 201 files and provide a reliable access for the MMWD employees including Certificate of Employee's Service Record		Employees' 201 files are 100% updated and available upon request	ACD-AS (HRG)	DMDED, GHELI, ARGZ	Monthly	Daily	-	NSP	Updated 201 Files	GAA 2015 Section 76
3.2.6.3.04 GAD	Ensure that Personnel Mechanisms are functional (i.e. PSB, PMT, Grievance, CODI, BAC, GAD, DRRM)		Personnel Mechanisms are 100% functional	ACD-AS (HRG)	DMDED, GHELI, ARGZ	Monthly	Daily	-	NSP	Quarterly Reports/Updates	GAA 2015 Section 76
3.2.6.3.05	Update organizational chart, employees staffing table, employee' profile and have it available as requested		Organizational chart, employees staffing table, employee' profile are 100% updated and available	ACD-AS (HRG)	DMDED, GHELI, ARGZ	Monthly	Daily	-	NSP	Updated Organizational Chart	GAA 2015 Section 83
3.2.6.3.06	Maintain electronic data banking system		Data banking system is 100% updated and readily available	ACD-AS (HRG)	DMDED, GHELI, ARGZ	Monthly	Daily	-	NSP	Data bank	GAA 2015 Section 25
3.2.6.3.07	Ensure that accountable officers are properly bonded		Accountable officers are 100% boned in the BOT	ACD-AS (HRG)	DMDED, GHELI	As scheduled	5 <sup>th</sup> day of the scheduled month	21,375.00	NSP	Certification of Bonded Accountable Officers	GAA 2015 Section 76
3.2.6.4 3.2.6.4.01	<i>Continue employees upgrading</i>										
	Send officers and employees to seminars, trainings, conferences, forums and conventions that are appropriate to their workloads; and official errands as may be deemed necessary		Officers and employees sent to seminars, trainings, conferences, forums, conventions and other official errands have 100% completed the course outline and purpose of the travel respectively	GMO	GMCST	As necessary	Within the budget month	256,200.00	NSP	Certificate of Travel Completed	GAA 2015 Section 33

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	Key Result Areas			Office (Division Section Group)	Personnel	Frequency (Months)	Due Dates	Amount <small>(details: MFO3 - MBCProgram)</small>	Type <small>(HBC or NSP)</small>		
	Objectives										
	Strategies										
Programs and Activities											
3.2.6.4.02	Prepare request for cash advance, travel order and itinerary for official errands		Cash advance, travel order and itinerary for official errands are 100% provided before the travel schedule (except in case of emergency official errands, in which, supporting documents must be prepared within the first day of the errands)	ACD-AS (HRG)	DMDDED, ARGZ, MYP	Monthly	1 day after receipt of info	-	NSP	Travel Order	GAA 2015 Section 66
3.2.6.4.03	Ensure that re-echoes are conducted for seminars attended by employees		Seminars attended are 100% scheduled and re-echoed to the employees. Scheduled date are made known to employees 1 day after its completion	GMO	GMCST, MYP	As necessary	1 day after completion	36,000.00	NSP	Notice of Schedule on Re-echo	GAA 2015 Section 33
3.2.6.4.04	Conduct in-house seminars		In-house seminars are conducted at least twice a year	GMO	GMCST, DMDDED, DMJCT, Selected Employees	As necessary	Per schedule	80,000.00	NSP	Attendance Sheet	GAA 2015 Section 33
3.2.6.4.05 GAD	Send officers and employees to GAD seminars, trainings and forums to effectively implement GAD programs within the District		Officers and employees sent to GAD seminars, trainings and forums have 100% completed the course outline	GMO (GAD Focal Point System, HRG)	GMCST, DMDDED, DMJCT, GHBCMM, ARGZ, GHELI	As necessary	Per schedule	45,000.00	NSP	Certificate of Travel Completed	GAA 2015 Section 34
3.3	<b>Environmental Protection (CSR)</b>										
3.3.1	<b>To maintain and promote health, sanitation and wellness</b>										
3.3.1.1	Observe 5s (good housekeeping) at all times										

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	Key Result Areas			Office (Division Section Group)	Personnel	Frequency (Months)	Due Dates	Amount <small>(details: MFO3 - MBCProgram)</small>	Type <small>(HBC or NSP)</small>		
	Objectives										
	Strategies										
Programs and Activities											
Ref #	Objectives	Targets	Office	Personnel	Frequency	Due Dates	Amount	Type	Hardcore Evidence Requirement	Legal Reference	
3.3.1.1.01 DRMP	Clean, green and grass cut and maintain pump stations, Main Office and other properties of the District	Pump stations, Main Office and other properties of the District are 100% cleaned, greened and maintained	GMO-GSO	GMCST, EPP, WDL, JDA	Monthly	Daily	108,000.00	NSP	Visibility of Good Housekeeping	GAA 2015 Section 38, 39 and 40	
3.3.1.1.02	Grow and maintain flowering and non-flowering plants for clean air and natural environment	Flowering and non-flowering plants are grown and maintained in the District's premises and pump stations	GMO-GSO	GMCST, EPP, WDL, JDA	Monthly	Daily	-	NSP	Visibility of Good Housekeeping	GAA 2015 Section 38, 39 and 40	
3.3.1.1.03 DRMP	Monitor on timely basis utility materials and supplies for easy access and use	Materials and supplies for utility use are at least 90% available when needed	GMO-GSO	GMCST, EPP, WDL, JDA	Monthly	Daily	459,725.49	NSP	Availability of Supplies when needed	GAA 2015 Section 17 (in ref DBM NBC517)	
3.3.1.1.04 GAD	Provide sports program for the employees to be physically fit and have a healthy lifestyle	All employees will participate in the sports (physical fitness program)	GMO (GAD Focal Point System and Sports Coordinator, HRG)	GMCST, DMDDED, DMJCT, GHBCMM, ARGZ, SCBVR, GHELI	Monthly	As scheduled	30,000.00	NSP	Sports (Physical Fitness) Activity Program	GAA 2015 Section 34	
3.3.1.1.05 DRMP, GAD	Conduct outreach programs to Elementary Schools of barangays programmed for expansion (i.e. feeding program, brigada-eskwela "plumbing check", disaster risk management drills)	At least two (2) barangays will be scheduled for the outreach program	GMO (GAD Focal Point, HRG)	GMCST, DMDDED, DMJCT, GHBCMM, ARGZ, GHELI	February, May, June, July	As scheduled	55,000.00	NSP	Documentation of the outreach program	GAA 2015 Section 34	



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	Key Result Areas			Office (Division Section Group)	Personnel	Frequency (Months)	Due Dates	Amount <small>(details: MFO3 - MBCProgram)</small>	Type <small>(HBC or NSP)</small>		
	Objectives										
	Strategies										
Programs and Activities											
3.3.1.1.06 GAD	Establish partnership with barangays programmed for expansion in relation with health (esp. for senior citizens), sanitation, and environment protection program		At least two (2) barangays will be scheduled for the health, sanitation, and environment protection program	GMO (GAD Focal Point, HRG)	GMCST, DMDED, DMJCT, GHBCMM, ARGZ, GHELI	July	As scheduled	10,000.00	NSP	Documentation of the outreach program	GAA 2015 Section 34 and 35
3.3.1.1.07 GAD	Sustain programs related to youth and their development (Physical & Emotional aspects, Intellectual & Creativity aspects)		At least two (2) programs for the youth will be scheduled	GMO (GAD Focal Point System and Sports Coordinator, HRG)	GMCST, DMDED, DMJCT, GHBCMM, ARGZ, SCBVR, GHELI	March and November	As scheduled	30,000.00	NSP	Documentation of the outreach program	GAA 2015 Section 34 and 36
3.3.2	<b>To pursue environment and watershed protection</b>										
3.3.2.1	<i>Provide appropriate programs for environment and watershed protection</i>										
3.3.2.1.01 CCP, WSP	Improve the nursery/seedling station at Abaga		Improved nursery/seedling station at APS 1	PED-PWQS	DMJCT, RADS, JFT, BAE, DTC, JGSA, CADP	February	Within the month	20,000.00	NSP	Monthly Nursery Update	GAA 2015 Section 38, 39 and 40
3.3.2.1.02 CCP, GAD, WSP	Purchase assorted kind of seedlings		At least 100 seedlings are available every scheduled week (twice a month)	PED-PWQS	DMJCT, RADS, JFT, BAE, DTC, JGSA, CADP	Monthly	Within the month	18,000.00	NSP	Seedlings Inventory Report	GAA 2015 Section 38, 39 and 40

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	Key Result Areas			Office (Division Section Group)	Personnel	Frequency (Months)	Due Dates	Amount (details: MFO3 - MBCProgram)	Type (HBC or NSP)		
	Objectives										
	Strategies										
Programs and Activities											
3.3.2.1.03 CCP, GAD, WSP	Conduct tree planting and nurturing program along the Libungan river and other identified watershed areas		At least two (2) sites are planted with at least 200 seedlings per month. Furthermore, employees are mandated to participate at least once a month (each employees should participate at least 12 times in a year)	PED-PWQS	DMJCT, RADS, JFT, BAE, DTC, JGSA, CADP	Monthly	Within the month	29,880.00	NSP	Monthly Tree Planting Activity Update	GAA 2015 Section 38, 39 and 40
3.3.2.1.04 CCP	Prepare Memorandum of Agreement (MoA) with the owner of the identified lot/site for tree planting, growing and nurturing program		Accomplished MoA between MMWD and the lot owner	GMO	Board of Directors, GMCST, MYP	As necessary	Within the month	-	NSP	Memorandum of Agreement	GAA 2015 Section 38, 39 and 40
3.3.2.1.05 DRMP, WSP	"Adopt a Creek" Program particularly Salunayan Creek		Accomplished MoA between MMWD and the LGU – Midsayap	PED-PWQS	Board of Directors, GMCST, MYP	March	Within the month	13,116.00	NSP	Memorandum of Agreement	GAA 2015 Section 38, 39 and 40