

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

Ref #	MAJOR FINAL OUTPUTS (MFO)			Primary Responsible		Time Frame		Budget		Hardcore Evidence Requirement	Legal Reference	
	Key Result Areas			Office (Division Section Group)	Personnel	Frequency (Months)	Due Dates	Amount <small>(details: MFO4 - MBCProgram)</small>	Type <small>(HBC or NSP)</small>			
	Objectives											Targets
	Strategies											
Programs and Activities												
4	<b>GENERAL ADMINISTRATION AND SUPPORT SERVICES</b>											
4.1	<b>Financials</b>											
4.1.1	<b>To sustain collection efficiency of at least 96%</b>											
4.1.1.1	<i>Strict implementation of 20 days Disconnection policy</i>											
4.1.1.1.01	Create public awareness on MMWD's collection and disconnection policies thru flyers, notices, prints and radio ads	100% disseminated information to MMWD's concessionaires thru radio announcements, brochures/leaflets, posters, and other forms of IEC	ACD-CS	DMDED, SCDAD, FBV, FBP, JDT, CAC, BBP, HVF	Monthly	3 <sup>rd</sup> week of the month	62,624.00	NSP	Duly acknowledged communication letter	PD 198 Sec 19 (in ref UR&R Section 14)		
4.1.1.1.02	Double check reported disconnection list every disconnection schedule per zone against the system program	List of customers for disconnection is 100% provided per zone	ACD-CS	DMDED, SCDAD, JDT	Monthly	3 <sup>rd</sup> week of the month	-	NSP	Summary List of SCs for disconnection	PD 198 Sec 19 (in ref UR&R Section 14)		
4.1.1.1.03	Implement disconnection and follow up reports	100% of SCs for disconnection is reviewed and doubled check per actual and report	ACD-CS	DMDED, SCDAD, JDT	Monthly	3 <sup>rd</sup> week of the month	80,400.00	NSP	Actual List of Disconnected SCs	PD 198 Sec 19 (in ref UR&R Section 14)		
4.1.1.1.04	Recommend the acquisition of motorcycle with 125cc engine for demand letter distribution and other ACD matters	One (1) unit of motorcycle with 125cc engine will be recommended to the BOD for acquisition to be utilized for ACD use	ACD-CS	DMDED	April	2 <sup>nd</sup> Board Meeting	75,000.00	NSP	Accomplished Recommendation Form for the GM/BOD	GAA 2015 Section 16(b) (in ref DBM BC 2010-2)		
4.1.2	<b>To realize collection ratio of at least 90%</b>											
4.1.2.1	<i>Intensify collection of dormant accounts</i>											
4.1.2.1.01	Issue collection/demand letter three (3) months after disconnection of service connection	Three (3) months disconnected SCs are 100% issued/served with demand letters	ACD-CS	DMDED, SCDAD, JDT, CAC, BBP	Monthly	2 <sup>nd</sup> week of the month	-	NSP	Duly acknowledged 2 <sup>nd</sup> (receiving) copy	PD 198 Section 38		
4.1.3	<b>To set operation ratio at 95.28%</b>											

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4.1.3.1	<i>Monitor budget for each expense account in relation to revenue</i>										
4.1.3.1.01	Ensure that expenses are within the budget before processing any payments		Allocated expenses are at least 90% within the budget	ACD-AS (ABG)	DMDED, GHBCMM	Monthly	Daily	-	NSP	Actual vs Budget Report	DBM MC 2015-01 (in ref to MC 2014-02)
4.1.3.1.02	In cases that monthly revenues are not met, ensure that expenses aside from the mandatory and fixed expenses are monitored not to exceed the target Operating Ratio		Monthly expenses are at least 90% within the target Operating Ratio	ACD-AS (ABG)	DMDED, GHBCMM	Monthly	Daily	-	NSP	Actual vs Budget Report	DBM MC 2015-01 (in ref to MC 2014-02)
4.1.4	<b><i>To provide complete, understandable, reliable and relevant financial reports for management's decision making and for other government agencies (i.e. COA, LWUA, STSRO)</i></b>										
4.1.4.1	<i>Record reliable and complete financial transactions</i>										
4.1.4.1.01	Prepare and review supporting documents for each transactions in each journals		100% financial transactions are recorded with Journal Entry Voucher (JEV)	ACD-AS (ABG)	DMDED, DPP	Monthly	Daily	-	NSP	Journal Entry Voucher	COA Cir. 2004-008 (NGAS)
4.1.4.1.02	Computerization of Accounting and Property (including procurement) System		Accounting and Property transactions are 100% computerized	ACD	DMDED, Outsourced Programmer	January and February	Within the Month	150,000.00	NSP	Board Resolution	EO 55
4.1.4.1.03	Timely preparation (e-copy and manual) of JEV for the following journals and ledgers		100% financial transactions are recorded with JEV (e-copy and manual bookkeeping)	ACD-AS (ABG)	DMDED, DPP	Monthly	Daily	-	NSP	Transaction Listing	COA Cir. 2004-008 (NGAS)
4.1.4.1.04	Review JEV before posting		JEV are 100% reviewed	ACD-AS (ABG)	DMDED, GHBCMM	Monthly	Daily	-	NSP	Duly Reviewed JEV	COA Cir. 2004-008 (NGAS)
4.1.4.1.05	Prepare monthly Financial Statements and Other mandated reports		Financial reports and other mandated reports are 100% prepared and submitted	ACD-AS (ABG)	DMDED, GHBCMM	Monthly	10 <sup>th</sup> of the following month	-	NSP	Financial Statements with Notes to FS	COA Cir. 2015-004

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4.1.4.1.06	Prepare transmittal letter in all out-going reports and mail to concerned office		All reports are 100% supported with transmittal letter and mailed	GMO (Secretary)	GMCST, MYP	Monthly	1 day upon receipt of reports for delivery	12,000.00	NSP	Transmittal Letter and Courier's Receipt	COA Cir. 2015-004
4.1.4.2	<i>Prepare and submit financial analysis for BOD and Management's decision making</i>										
4.1.4.2.01	Reports to be prepared and submitted on a monthly basis		Monthly reportorial requirements to the BOD are 100% prepared and submitted	ACD-AS (ABG)	DMDED, GHBCMM	Monthly	2 <sup>nd</sup> Board Meeting	-	NSP	MDS	GAA 2015, Section 95
4.1.4.2.02	Reports to be prepared and submitted on a quarterly basis		Quarterly reportorial requirements to the BOD are 100% prepared and submitted	ACD-AS (ABG)	DMDED, GHBCMM	Quarterly	10 <sup>th</sup> of the following month	-	NSP	Reports on MMWD Performance Monitoring and Analysis	GAA 2015, Section 95
4.1.4.2.03	Reports to be prepared and submitted on a yearly basis		Annual reportorial requirements to the BOD are 100% prepared and submitted	ACD-AS (ABG)	DMDED, GHBCMM	Annually	December 2 <sup>nd</sup> Board Meeting	-	NSP	Consolidated Budget Report	GAA 2015, Section 95
4.1.4.3	<i>Prepare and submit other financial reports required by government offices and WD associations</i>										
4.1.4.3.01	Deliverable reports for Commission on Audit		Reportorial requirements to COA are 100% prepared and submitted	ACD-AS (ABG)	DMDED, GHBCMM, DPP	Monthly	20 <sup>th</sup> of the following month	150,000.00	NSP	Financial and Operational Reports and Other Pertinent Records as requested by COA	GAA 2015, Section 93
4.1.4.3.02	Deliverable reports for Local Water Utilities Administration		Reportorial requirements to LWUA are 100% prepared and submitted	ACD-AS (ABG)	DMDED, GHBCMM, DPP	Monthly	20 <sup>th</sup> of the following month	-	NSP	Financial and Operational Reports and Other Pertinent Records as requested by LWUA	GAA 2015, Section 95

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Programs and Activities				Targets									
4.1.4.3.03	Deliverable reports for Bureau of Internal Revenues (withholding taxes other than Alphalist of Compensation withheld)				Reportorial requirements to BIR are 100% prepared and submitted	ACD-AS (ABG)	DMDED, DPP	Monthly	10 <sup>th</sup> of the following month	-	NSP	BIR Withholding Taxes Forms and Payments	BIR RMC 05-2014
4.1.4.3.04	Deliverable reports for Bureau of Internal Revenues specifically withholding taxes of Alphalist of Compensation withheld				Reportorial requirements to BIR are 100% prepared and submitted	ACD-CS (CMG)	DMDED, SCDAD, GHGJSC	Annually	10 <sup>th</sup> of the following month	-	NSP	Alphalist for Compensation Withheld	BIR RMC 05-2014
4.1.4.3.05	Deliverable reports for Senate Tax Study Research Office (STSRO)				Reportorial requirements to STSRO are 100% prepared and submitted	ACD-AS (ABG)	DMDED, GHBCMM	June	15 <sup>th</sup> of the following year	-	NSP	Annual Report and Financial Statements with Notes to FS	GAA 2015, Section 95
4.1.4.3.06	Deliverable reports for PBB – Previous Year Form A and A1				Reportorial requirements to PBB are 100% prepared and submitted	ACD-AS	DMDED, ARGZ focal, GHBCMM	January	30 <sup>th</sup> of the following year	-	NSP	Form A and A1 with targets and actual accomplishment of the previous year	DBM MC 2015-01 (in ref to MC 2014-02)
4.1.4.3.07	Deliverable reports for PBB – Current Year Form A and A1				Reportorial requirements to PBB are 100% prepared and submitted	ACD-AS	DMDED, ARGZ focal, GHBCMM	September	15 <sup>th</sup> of the month	-	NSP	Form A and A1 with targets for the current year	DBM MC 2015-01 (in ref to MC 2014-02)
4.1.4.3.08	Deliverable reports for PBB – COA Ageing of Cash Advances				Reportorial requirements to PBB are 100% prepared and submitted	ACD-AS (ABG)	DMDED, GHBCMM	December	1 <sup>st</sup> of the month	-	NSP	Ageing of Cash Advance – cut-off Nov 15	DBM MC 2015-01 (in ref to MC 2014-02)

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Programs and Activities											
4.1.4.3.09	Deliverable reports for PBB – SALN		Reportorial requirements to PBB are 100% prepared and submitted	ACD-AS (HRG)	DMDED, GHELI	March	31 <sup>st</sup> of March	-	NSP	Duly complied and notarized SALN	DBM MC 2015-01 (in ref to MC 2014-02)
4.1.4.3.10	Deliverable reports for PBB – PHILGEPS		Reportorial requirements to PBB are 100% prepared and submitted	PED	DMJCT	December	1 <sup>st</sup> day of December	-	NSP	Certificate from PHILGEPS	DBM MC 2015-01 (in ref to MC 2014-02)
4.1.4.3.11	Update MMWD website		Reports are updated and uploaded	ACD	DMDED, ARGZ, JDT	Monthly	Within the following month	-	NSP	Updated website	DBM MC 2015-01 (in ref to MC 2014-02)
4.1.4.3.12	Deliver documents to COA		All reports and documents are 100% delivered to COA	ACD-AS (ABG)	DMDED, GHBCMM, DPP	Monthly	20 <sup>th</sup> of the following month	5,760.00	NSP	Travel Completed	GAA 2015 Section 42