

METRO MIDSAYAP WATER DISTRICT

007 Poblacion 8, Midsayap, Cotabato (North) Province

Annual Development Plan for the CY 2017

Ref #	MAJOR FINAL OUTPUT		Target/s	Primary Responsible		Time Frame		Budget		Hardcore Evidence Requirement	Legal Reference
	Key Results Area			Office (Division, Section Group)	Personnel	Frequency	Target Date	Amount	Type (HBC or NSP)		
	Objectives										
	Strategies										
Programs and Activities											

2 WATER DISTRIBUTION SERVICE MANAGEMENT

2.1 Water Loss Reduction and Management

2.1.1 To reduce NRW to at least 24%

2.1.1.1 Provide, replace and maintain equipment that will be used for monitoring water production

2.1.1.1.01 WSP	Provide spare production meters for all PSs. Recommend purchase of production meter spare for all PSs. Regularly clean production meters.	At least one (1) production meter is available in case production meter breaks down within the year. Production meters in all pump stations are in 100% good working condition	PED-PWQS ACD-AS-PMG	JCT, RADS, JFT, JGSA, JOS	Within the year	January to December	-	NSP	Monitoring Logbook for Pump Stations' Operations	GAA 2016 Section 24
2.1.1.1.02 WSP	Upgrade water calibration equipment. Recommend purchase of 1hp centrifugal pump	Calibration equipment is 100% upgraded	PED	JCT, BAE, RADS	Within the year	January	4,000.00	NSP	Duly Accomplished Purchase Order with supporting documents	GAA 2016 Section 24 (in ref DBM NBC517)
2.1.1.1.03 WSP	Identify exact coverage of every District Metering Area (DMA). Closely monitor DMA and flowmeter readings against coverage consumption	Two (2) units flow meters are 100% monitored	PED-PWQS	JCT, RADS, JFT, JGSA	Monthly	January to December	-	NSP	Monitoring Logbook for Pump Stations' Operations	GAA 2016 Section 79
2.1.1.1.04 WSP	Regularly check production meter accuracy	Production meters in all pump stations are within 98% to 102% reading accuracy	PED-PWQS	JCT, RADS, JFT, JGSA	Monthly	January to December	-	NSP	Monitoring Logbook for Pump Stations' Operations	GAA 2016 Section 79
2.1.1.1.05 WSP	Construct a water meter calibration shop at the left side of the MAIN Building fronting the road.	Constructed a water meter calibration shop at the left side of the MAIN Building fronting the road.	GMO-GSO	CST, JCT, BVR, NRDT, Outsourced Labor	Within the year	June	31,083.50	NSP	As-Built Plan and Completion Report	PD 198 Title II, Chapter VII, Section 31

2.1.1.2 Leak detection and illegal connection action program

Ref #	MAJOR FINAL OUTPUT		Target/s	Primary Responsible		Time Frame		Budget		Hardcore Evidence Requirement	Legal Reference
	Key Results Area			Office (Division, Section Group)	Personnel	Frequency	Target Date	Amount	Type (HBC or NSP)		
	Objectives										
	Strategies										
Programs and Activities											
2.1.1.2.01 WSP	Change and correct old and dilapidated pipelines and appurtenances and regularly conduct inspection on pipelines and repaint permanently exposed pipes		Old and dilapidated service pipelines are 90% upgraded	PED-ECS	BVR, GSF, PJMP, RAN, RAB, DTC, JMM, RLR, OIM, RMA, PBD, RCM, RLNG, ABP, AJAD, OTE	Monthly	January to December	-	NSP	As-Built Plan and Completion Report	PD 198 Title II, Chapter VII, Section 31 (a)
2.1.1.2.02 WSP	Calibrate and paint all new and good retrieved water meters		Water meters (new and retrieved) are 100% calibrated and painted	PED-ECS	BVR, BAE, JGSA	Monthly	January to December	-	NSP	Duly accomplished water meter calibration form	GAA 2016 Section 79
2.1.1.2.03 WSP	Disconnect at the tapping point all service connections not reconnected within six (6) months		Service connections not reconnected within six (6) months are 100% disconnected from the tapping point	PED-ECS	BVR, GSF, PJMP, RAN, RAB, DTC, JMM, RLR, OIM, RMA, PBD, RCM, RLNG, ABP, AJAD	Monthly	January to December	-	NSP	Actual Report of Disconnected SC supported with duly accomplished SR	PD 198 Title II, Chapter VII, Section 31 (c)
2.1.1.2.04 WSP	Conduct regular foot patrol and immediate repair		Foot patrol conducted twice a week	PED-ECS	JMM, PBD, ABP, RCM	Twice a Week	Tuesday and Thursday	-	NSP	Foot Patrol Schedule and Incidental Report	PD 198 Title II, Chapter VII, Section 31 (d)
2.1.1.2.05 DRMP, WSP	Upgrade and provide additional tools and equipment for construction and repair and maintenance		At least one (1) set of upgraded plumbing tools per year will be recommended for NRW reduction programs	PED-ECS ACD-AS-PMG	BVR, JOS, Bids and Awards Committee	Within the year	January to March	431,650.00	NSP	Accomplished Recommendation Form for the GM	GAA 2016 Section 79
2.1.1.2.06 WSP	Provide materials for excellent workmanship in all plumbing installation and repairs		Repair and maintenance materials are 100% available	PED-ECS ACD-AS-PMG	BVR, JOS, Bids and Awards Committee	Within the year	January to December	-	NSP	Duly Accomplished Purchase Order with supporting documents	GAA 2016 Section 24 (in ref DBM NBC517)
2.1.1.2.07 DRMP, WSP	Provide list of water meters for relocation to the standard location as stipulated in the URR (Section 21)		List of water meters for relocation are 100% provided/reported as prescribed in the URR (Section 21)	ACD-CS	DAD, JDT	Monthly	January to December	-	NSP	List of water meters for relocation	GAA 2016 Section 79
2.1.1.2.08 DRMP, WSP	Relocate all water meters and service lines to the standard locations as stipulated in the UR&R Section 21		All water meters are installed in accordance with the UR&R Section 21	PED-ECS	BVR, GSF, PJMP, RAN, RAB, DTC, JMM, RLR, OIM, RMA, PBD, RCM, RLNG, ABP, AJAD, OTE	Monthly	January to December	-	NSP	Actual Report of Disconnected SC supported with duly accomplished SR	PD 198 Title II, Chapter VII, Section 31 (c)

Ref #	MAJOR FINAL OUTPUT				Primary Responsible		Time Frame		Budget		Hardcore Evidence Requirement	Legal Reference		
	Key Results Area				Office (Division, Section Group)	Personnel	Frequency	Target Date	Amount	Type (HBC or NSP)				
	Objectives													
	Strategies													
Programs and Activities				Target/s										
2.1.1.2.09 WSP	Conduct investigation with legal procedures on the reported illegal connections				All reported illegal connections are investigated in accordance to legal procedures		PED-ECS	BVR, GSF, PJMP, RAN, RAB, DTC, JMM, RLR, OIM, RMA, PBD, RCM, RLNG, ABP, AJAD, OTE	Monthly	As necessary	-	NSP	Investigation Report	PD 198 Title II, Chapter VII, Section 31 (d)
2.1.1.2.10 WSP	Conduct investigation on high/low consumption				Conducted investigation on high/low consumption		PED-ECS ACD-CS	BVR, JAP, DAD, GSF	Monthly	January to December	-	NSP	Investigation Report	GAA 2016 Section 79
2.1.1.2.11 WSP	Re-categorize service connection to its appropriate classification				Service connections re-categorized to its appropriate classification		ACD-CS	DED, DAD, HVF, CAC, BBP, FBP, VMT	Monthly	January to December	-	NSP	Investigation Report	PD 198 Title II, Chapter VII, Section 31 (d)
2.1.1.2.12 WSP	Investigate disconnected/dormant accounts as to their present source of water				Investigated disconnected/dormant accounts at least fifty (50) per month		ACD-CS	DED, DAD, JDT, HVF, CAC, BBP, FBP, VMT	Monthly	January to December	-	NSP	Investigation Report	PD 198 Title II, Chapter VII, Section 31 (a)
2.1.1.2.13 WSP	Regularly monitor the different zones for leakages and illegal connections				100% leakages and illegal connections are monitored and reported upon detection		ACD-CS	DED, DAD, BBP, CAC, FBP, HVF, VMT	Monthly	January to December	-	NSP	Investigation Report	PD 198 Title II, Chapter VII, Section 31 (d)
2.1.1.2.14 WSP	Attends to legal procedures on investigated illegal connections				Attended to legal procedures on investigated illegal connections		ACD-CS	DED, DAD, JDT	Monthly	As necessary	-	NSP	Investigation Report	PD 198 Title II, Chapter VII, Section 31 (d)
2.1.1.2.15 WSP	Promptly inform the ECS Personnel of any leakages thru SR				SRs are 100% forwarded to ECS daily		ACD-CS	DED, DAD, FBV, JDT, FBP	Monthly	January to December	-	NSP	Duly accomplished SR	GAA 2016 Section 79
2.1.1.2.16 WSP	Monitor, account and record all water withdrawals from the fire hydrants and blow-offs to accurately compute the NRW				Water withdrawals are 100% accounted for all internal and external requests		PED-ECS	BVR, GSF	Monthly	As necessary	-	NSP	Monitoring logbook for NRW	GAA 2016 Section 79
2.1.1.3	<i>Monitor the effectiveness and efficiency of water meters and appurtenances installed</i>													
2.1.1.3.01 WSP	Schedule change water meters beyond 5 years or with 2,500 cu. meters reading and above				Scheduled at least twenty (20) WMs for CWM monthly		ACD-CS	DED, DAD, JDT	Monthly	January to December	-	NSP	Duly accomplished SR	PD 198 Title II, Chapter VII, Section 31 (a)
2.1.1.3.02 WSP	Schedule removal/pull-out water meters after two (2) months of discontinued water service (DWS)				Scheduled at least thirty (30) WMs with two (2) months discontinued WS monthly		ACD-CS	DED, DAD, JDT, VMT, CAC, BBP	Monthly	January to December	-	NSP	List of DWS	PD 198 Title II, Chapter VII, Section 31 (a)

Ref #	MAJOR FINAL OUTPUT		Target/s	Primary Responsible		Time Frame		Budget		Hardcore Evidence Requirement	Legal Reference
	Key Results Area			Office (Division, Section Group)	Personnel	Frequency	Target Date	Amount	Type (HBC or NSP)		
	Objectives										
	Strategies										
Programs and Activities											
2.1.1.3.03 WSP	Schedule Change Water Meter (CWM) due to the following reasons; • WM is not moving • Consumption for two consecutive months is lower than its monthly average consumption • With erratic reading/consumption		Scheduled 100% change water meter upon reported	ACD-CS	DED, DAD, JDT, VMT, CAC, BBP	Monthly	January to December	-	NSP	Accomplished SR Monitoring Form	PD 198 Title II, Chapter VII, Section 31 (a)
2.1.1.3.04 WSP	Follow-up accomplished SR done by maintenance men and report to CS Personnel for feed backing to customers		100% accomplished SR are monitored and reported to CS Personnel within the day	ACD-CS PED-ECS	DED, DAD, JDT, FBV, BAE	Monthly	January to December	-	NSP	Accomplished SR Monitoring Form	PD 198 Title II, Chapter VII, Section 31 (a)
2.1.2	To ensure water quality and safety										
2.1.2.1	<i>Monitor and ensure that the water provided to customers are safe and free from harmful elements</i>										
2.1.2.1.01 WSP	Ensures availability of spare re-agents for water quality monitoring		At least one (1) pack of spare re-agents for water quality monitoring is available	PED-PWQS	JCT, RADS, JFT, JGSA	Monthly	January to December	135,000.00	NSP	PED-PWQS Laboratory Supply Ledger	GAA 2016 Section 79
2.1.2.1.02 WSP	Conducts chlorine residual test daily randomly collected six samples in Midsayap and six samples in Libungan		At least 12 samples are taken, tested, monitored and recorded per day	PED-PWQS	RADS, JFT, JGSA	Monthly	January to December	-	NSP	Chlorine residual monitoring logbook	PD 198 Title II, Chapter VII, Section 26
2.1.2.1.03 WSP	Collects water samples randomly collected at Midsayap and Libungan and submit to accredited Laboratory for Bacteriological testing (4 samples in Midsayap and 3 samples in Libungan)		At least seven (7) water samples are collected and tested for the month	PED-PWQS PED-ECS GMO-GSO	OTE, PBD, RMA, OIM, JMM, RLR, ABP, RLNG, AJAD, RCM	Monthly	January to December	42,000.00	NSP	Micro-Bacteriological Testing Result	PD 198 Title II, Chapter VII, Section 31 (a)
2.1.2.1.04 WSP	Collects water samples for every water source and submit to accredited Laboratory for Physical Chemical Examination		At least eight (8 = 7 PSs and 1 BWS) water samples are collected and tested annually	PED-PWQS PED-ECS GMO-GSO	OTE, PBD, RMA, OIM, JMM, RLR, ABP, RLNG, AJAD, RCM	Twice a year	March and July	130,000.00	NSP	Physical Chemical Analysis	PD 198 Title II, Chapter VII, Section 31 (a)
2.1.2.1.05 WSP	Submit water samples for testing/analysis to Davao City (including attendance to other office errands)		At least once a month attendance to Davao City office errands	PED-PWQS PED-ECS GMO-GSO	OTE, PBD, RMA, OIM, JMM, RLR, ABP, RLNG, AJAD, RCM	Monthly	January to December	54,400.00	NSP	Certificate of Travel Completed	EO 248, EO 298
2.1.2.1.06 WSP	Conducts flushing at blow-off every water interruption		Conducted flushing every after scheduled water interruption	PED-PWQS	RADS, JFT, JGSA	Monthly	As necessary	-	NSP	Duly accomplished request for flushing form	GAA 2016 Section 79

Ref #	MAJOR FINAL OUTPUT		Target/s	Primary Responsible		Time Frame		Budget		Hardcore Evidence Requirement	Legal Reference
	Key Results Area			Office (Division, Section Group)	Personnel	Frequency	Target Date	Amount	Type (HBC or NSP)		
	Objectives										
	Strategies										
Programs and Activities											
2.1.2.1.07 WSP	Recommend purchase of XRM motorcycle vehicle for use during monitoring of water quality		At least one(1) unit motorcycle will be recommended for provision for water quality monitoring used	PED ACD-AS-PMG	JCT, JOS, Bids and Awards Committee	Within the year	June	65,000.00	NSP	Accomplished Recommendation Form for the GM/BOD	GAA 2016 Section 18(b) (in ref to DBM BC 2010-2)
2.1.2.1.08 WSP	Regularly collects water sample at BWS and get production reading		Collect water sample and production reading daily	PED-PWQS	RADS, JFT, JGSA	Monthly	January to December	-	NSP	Monitoring Logbook for Bulk Water Supply's' Operations	GAA 2016 Section 79
2.1.2.1.09 WSP	Ensure availability of HTH chlorine granules		At least four (4) container of spare HTH chlorine granule for water treatment is available	PED-PWQS	JCT, RADS, JFT, JGSA	Monthly	January to December	195,000.00	NSP	PED-PWQS Laboratory Supply Ledger	GAA 2016 Section 79
2.1.2.1.10 WSP	Ensure availability of metering pump and accessories		At least one (1) unit of spare chlorinator/ metering pump for water treatment is available	PED-PWQS	JCT, RADS, JFT, JGSA	Within the year	January to December	236,800.00	NSP	PED-PWQS Laboratory Supply Ledger	GAA 2016 Section 24
2.1.2.1.11 WSP	Ensure availability of spare materials for the operation and maintenance of filtration system		Materials for maintenance and operation of filtration system is 100% available	PED-PWQS	JCT, RADS, JFT, JGSA	Monthly	January to December	102,520.00	NSP	Monitoring Logbook for Pump Stations' Operations	GAA 2016 Section 79
2.1.2.1.12 WSP	Attend to training and development of Water Safety Plan (WSP) and finalize approval of WSP.		Attended to training and development of Water Safety Plan (WSP) and finalized approval of WSP.	PED-PWQS	WSP Team	Within the year	April	200,000.00	NSP	Approved Water Safety Plan	GAA 2016 Section 79