

METRO MIDSAYAP WATER DISTRICT

007 Poblacion 8, Midsayap, Cotabato (North) Province

Annual Development Plan for the CY 2020

Ref	MAJOR FINAL OUTPUT	Target/s	Primary Responsible		Time Frame	Budget		
3	SUPPORT TO OPERATION							
3.1	Customer Service Improvement							
3.1.1	To help customers from getting disconnected from water services and to avoid penalty							
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	DAD, BBP, CAC, VMT, FBP, HVF, JDT	Monthly	January to December	908,370.00	NSP
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	DAD, BBP, CAC, VMT, FBP, HVF, JDT	Monthly	January to December	-	NSP
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	DAD, CAC, FBP, JDT, JAP	Monthly	January to December	-	NSP
3.1.1.1.04	Schedule reconnection of SCs with pulled-out water meter (WM) after payment	List of SCs for reconnection with pulled-out WM are prepared	ACD-CS	DAD, JDT	Monthly	January to December	-	NSP
3.1.1.1.05	SCs scheduled reconnection with pulled-out water 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	ACD-CS	DAD, CAC, BBP	Monthly	As scheduled	30,840.00	NSP
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	DAD, CAC, BBP, VMT, FBP, HVF	Monthly	January to December	-	NSP
3.1.1.1.07	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	DPP	Annually	As necessary	-	NSP
3.1.1.1.08	Install Android Read and Bill System	Installed Android Read and Bill System	ACD-CS	DED, DAD, JDT	Once a year	June	236,000.00	NSP
3.1.2	To set rules and regulations for water utility and updated records of customers							
3.1.2.1	<i>Review and update utility rules and regulations</i>							
3.1.2.1.01 WSP	Regularly review the existing URR policies and guidelines	Reviewed existing UR & R policies and guidelines at least once a month	ACD-CS	DED, DAD, JDT	Annually	As necessary	-	NSP
3.1.2.1.02 WSP	Conduct re-orientation of URR policies and guidelines to MMWD personnel	Scheduled re-orientation of URR policies and guidelines for MMWD Employees once a year	ACD-CS	DED, DAD, JDT, VMT	Once a year	As scheduled	-	NSP

Ref	MAJOR FINAL OUTPUT	Target/s	Primary Responsible		Time Frame		Budget	
3.1.2.1.03 WSP	Conduct orientation to new SCs applicants	Conducted orientation to new SCs applicants every Tuesday and Thursday	ACD-CS	DAD, JDT, VMT	Within the year	Tuesday and Thursday	25,500.00	NSP
3.1.2.2	<i>Maintain file maintenance and ledgers of customers</i>							
3.1.2.2.01	Ensure completeness of concessionaire's records	Concessionaire's records are 100% available at all times	ACD-CS	DAD, JDT	Monthly	January to December	-	NSP
3.1.2.2.02	Coordinate with the outsource programmer for the upgrading of the BICOS System and activation of Customer Information System (CIS) module	CIS module is 100% activated and BICOS System upgraded	ACD-CS	DED, DAD, JDT	Monthly	As scheduled	69,200.00	NSP
3.1.3	To keep internal and external clients well-informed of the District's operations							
3.1.3.1	<i>Information drive campaign</i>							
3.1.3.1.01 WSP	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	DAD, JDT	Monthly	January to December	52,920.00	NSP
3.1.3.1.02	Extensive implementation of e-texting / e-blasting	E-texting and E-blasting 100% implemented	ACD-CS	DAD, JDT	Monthly	January to December	11,616.00	NSP
3.1.3.1.03 DRMP, WSP, CCP	Payment of SMART plan for GMO, ACD, PED, hotlines, landline, and Concerned Personnel	100% payment of SMART Plan for all Concerned Personnel and landline	GMO ACD	DPP, DLLB, GJSC	Monthly	January to December	237,600.00	NSP
3.2	Human Resource Asset Management							
3.2.1	To craft, formulate, and enhance policies for Management's direction and implementation of its plans, programs, and projects							
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 ACD PED	MYP, ARGZ, DED, JCT, DPP, BVR	Monthly	1st and 3rd Monday of the Month	945,000.00	NSP
3.2.1.1.02	Prepare and distribute Notices of board meetings to the BOD	Notices of board meetings are 100% distributed and received thereof	GMO	MYP, WDL	Monthly	2 days before the scheduled board meetings	-	NSP
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	WDL	Monthly	1st and 3rd Monday of the Month	-	NSP
3.2.1.1.04	Prepare the venue for the board meeting	The venue for the board meeting are 100% prepared	GMO ACD	MYP, ARGZ	Monthly	2 hours before the board meeting	-	NSP

Ref	MAJOR FINAL OUTPUT	Target/s	Primary Responsible		Time Frame		Budget	
3.2.1.1.05	Prepare the powerpoint presentation for the updates, agenda and other matters	The PPT presentation for updates, agenda and other matters are 100% prepared	GMO ACD	MYP, ARGZ	Monthly	1 day before the board meeting	-	NSP
3.2.1.1.06	Prepare recommendations for board action and approval	Recommendations for board action and approval are 100% prepared	GMO PED ACD	MYP, DED, JCT, ELI, DPP, ARGZ, DAD, BVR, NRDT	Monthly	at least 3 working days or Wednesday before the board meeting	-	NSP
3.2.1.1.07	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	MYP	Monthly	2 days before the scheduled board meetings	-	NSP
3.2.1.1.08	Prepare Board Resolutions in good form	Board Resolutions are 100% prepared	GMO	MYP	Monthly	2 days after the board meeting	-	NSP
3.2.1.1.09	Prepare office memoranda and receipt thereof	Office memoranda are 100% prepared and receipt thereof	GMO	MYP	Monthly	1 day upon receipt of notice	-	NSP
3.2.1.1.10	Receive and log incoming communications for receipt of officers and employees	Incoming communications are 100% log and forwarded	GMO	MYP	Monthly	1 day upon receipt of notice	-	NSP
3.2.1.2	<i>MMWD sustain personal and professional development and establish/sustain linkages and networking with other LWDs and agencies</i>							
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	CST	Within the year	As scheduled	1,109,200.00	NSP
3.2.1.2.02	Attend and participate in WD related meetings and activities for the Management	At least 90% of the meetings and activities is attended by Management	GMO	CST	Within the year	As scheduled	2,379,500.00	NSP
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	WDL	Within the year	As scheduled	-	NSP
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	MYP	Within the year	As necessary	181,875.00	NSP
3.2.2	To facilitate employee's welfare, benefits and upgrading							
3.2.2.1	<i>Provide for employees' compensation, benefits and promotion</i>							
3.2.2.1.01	Process supporting documents for the remuneration of regular employees for their services rendered (i.e. salaries, PERA/AdCom, mandatory government share)	Regular employees are 100% remunerated accordingly	ACD-AS-HRMG	ELI, ARGZ	Monthly	January to December	20,820,431.62	NSP

Ref	MAJOR FINAL OUTPUT	Target/s	Primary Responsible		Time Frame		Budget	
3.2.2.1.02	Process supporting documents for officers' allowances (RATA)	Officers are 100% provided with allowances	ACD-AS-ABG	DPP, DLLB	Monthly	January to December	444,000.00	NSP
3.2.2.1.03	Process supporting documents for officers and employees' allowances and other benefits (i.e. Clothing, PEI, PBB, Longevity, Cash Gift, 13th Month, Earned Leaves, Cultural Activities)	Officers and employees' are 100% provided with allowances and other benefits	ACD-AS-HRMG ACD-AS-ABG	ELI, ARGZ, DPP, DLLB	Within the year	As scheduled	5,846,622.87	NSP
3.2.2.1.04	Provide for officers and employees medical benefits to avoid health problems that may hamper the District's operations and Glucometer for blood sugar monitoring	Officers and employees' are 100% provided with medical benefits	ACD-AS-HRMG	ELI, ARGZ	Within the year	As scheduled	267,000.00	NSP
3.2.2.1.05	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-HRMG	ELI, ARGZ	Within the year	As scheduled	-	NSP
3.2.2.1.06	Facilitate HR plan based on the existing MMWD Plantilla of Personnel and the recruitment, upgrading and promotion with conformity to the qualification standards and adheres to the CSC laws and policies with the adaption of the MMWD-System of Ranking Position (SRP)	MMWD Plantilla of Personnel are 100% updated and submitted to DBM, CSC and COA	ACD-AS-HRMG	ELI	Within the year	As scheduled	21,000.00	NSP
3.2.2.1.07	Prepare customize examination tools according to needs of the position	At least three (3) conventional tools for the recruitment strategies and examinations on hiring are available	ACD-AS-HRMG	DED, ELI	Within the year	As scheduled	-	NSP
3.2.2.1.08	Facilitate processing of documents for hiring and promotion includes database for List of Applicants, customized background investigation, posting of Bulletin of Vacant Positions	Documents for hiring and promotion are 100% submitted to CSC	ACD-AS-HRMG	ELI, ARGZ, FBV	Within the year	As scheduled	-	NSP
3.2.2.1.09	Act as Liaison Officer to various Government/Private agencies (i.e. GSIS, SSS, HDMF, BIR, CSC, DBM, BT)	Assigned task (i.e. contribution remittances, loan processing, and inquiry) to Government/Private agencies are 100% attended	ACD-AS-HRMG	ELI, ARGZ	Within the year	As scheduled	13,200.00	NSP
3.2.2.1.10	Ensure that accountable officers are properly bonded	Accountable officers are 100% bonded in the BOT	ACD-AS-HRMG	ELI	Within the year	As scheduled	68,625.00	NSP

Ref	MAJOR FINAL OUTPUT	Target/s	Primary Responsible		Time Frame		Budget	
3.2.2.1.11	Update and encode MMWD employees profile/ personal information adapting the MMWD-HRIS.	Updated Human Resource Information System for MMWD	ACD-AS-HRMG	ELI, ARGZ	Within the year	As scheduled	70,000.00	NSP
3.2.2.2	<i>Ensure that employees discipline is imposed and records intact</i>							
3.2.2.2.01	Monitor the implementation of office policies pertaining to office rules and regulations. Coach, mentor and give counseling to employees and re-orientation of policies, rules and guidelines	Policies pertaining to office rules and regulations are 100% imposed and implemented	ACD-AS-HRMG	ELI, ARGZ	Within the year	As necessary	-	NSP
3.2.2.2.02	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-HRMG	ELI, New	Monthly	January to December	-	NSP
3.2.2.2.03	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-HRMG	ELI, ARGZ	Monthly	January to December	-	NSP
3.2.2.2.04	Ensure that Personnel Mechanisms are functional (i.e. PSB, PMT, Grievance, CODI, BAC, GAD, DRRM)	Personnel Mechanisms are 100% functional	ACD-AS-HRMG	ELI, ARGZ	Monthly	January to December	-	NSP
3.2.2.2.05	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-HRMG	ELI, ARGZ	Monthly	As necessary	-	NSP
3.2.2.2.06	Review and update Accreditation Contract with the Accredited Plumbers and Disconnecter	Accreditation Contract with the Accredited Plumbers and Disconnecter are 100% reviewed and updated	ACD-AS-HRMG	DED, ELI	Within the year	January	-	NSP
3.2.2.2.07	Monitor the task list of all employees	Task list of all employees are properly observed and monitored	GMO PED ACD	CST, JCT, DED, DAD, ELI, BVR, NRDT	Monthly	January to December	-	NSP
3.2.2.3	<i>Continue employees upgrading and motivation</i>							
3.2.2.3.01	Send officers and employees to seminars, trainings, conferences, fora and conventions that are appropriate to their workloads; and official errands as may be deemed necessary	Officers and employees sent to seminars, trainings, conferences, fora, conventions and other official errands have 100% completed the course outline and purpose of the travel respectively	GMO PED ACD ACD-AS-HRMG	CST, JCT, DED, ELI, ARGZ	Within the year	As scheduled	1,150,000.00	NSP

Ref	MAJOR FINAL OUTPUT	Target/s	Primary Responsible		Time Frame		Budget	
3.2.2.3.02	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)	GMO ACD-AS-HRMG	ELI, ARGZ, MYP	Within the year	As scheduled	-	NSP
3.2.2.3.03	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 ACD-AS-HRMG	CST, MYP, ELI, ARGZ	Within the year	As scheduled	18,000.00	NSP
3.2.2.3.04 DRMP, WSP	Conduct in-house seminars (i.e Fire and Calamity Disaster Training, Maintenance, Stress Management and Team Building)	In-house seminars are conducted with 100% attendance of all employees	GMO PED ACD ACD-AS-HRMG	CST, JCT, DED, MYP, ELI, ARGZ	Within the year	As scheduled	100,000.00	NSP
3.2.2.3.05 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	CST, JCT, DED, ELI, ARGZ, CDR	Within the year	As scheduled	90,000.00	NSP
3.2.2.3.06	Award and recognize qualified and deserving employees by giving certificates, awards, rewards and recognition	Qualified employees are 100% awarded and recognized	ACD-AS-HRMG	ELI, ARGZ	Within the year	January to December	57,000.00	NSP
3.2.2.3.07	Provide a reliable sound system and player	Purchased a reliable sound system and player	ACD-PMG	JOS	Within the year	March	100,000.00	NSP
3.2.2.3.08	Provide a reliable camera for documentation purposes	Purchased a reliable camera for documentation	GMO	MYP	Within the year	July	30,000.00	NSP
3.2.2.3.09	Conduct Re-Entry Action Plan (REAP) evaluation every after seminars attended	Conducted Re-Entry Action Plan (REAP) evaluation every after seminars attended	GMO ACD PED	ARGZ	Within the year	January to December	-	NSP
3.2.2.3.10	Conduct staff meeting once a month	Conducted staff meeting once a month	GMO	CST, MYP	Within the year	January to December	60,000.00	NSP
3.2.2.3.11 GAD	Conduct of Gender Sensitivity Training for employees and Top Management	At least 25 employees and 5 BOD members had increased knowledge and appreciation on GAD	GMO ACD-AS-HRMG	CST, MYP, ELI, ARGZ	Within the year	January to December	100,000.00	NSP

Ref	MAJOR FINAL OUTPUT	Target/s	Primary Responsible		Time Frame		Budget	
3.2.2.3.12 GAD	Conduct of Infrastructure HGDC Assessment-Workshop (including GFPS)	At least 2 programs and projects assessed and enhanced with GAD Perspective at the design and implementation stage	ACD-AS-HRMG ECS PWQS GFPS	CST, MYP, ELI, ARGZ	Within the year	January to December	100,000.00	NSP
3.2.2.3.13 GAD	Conduct of regular GFPS meetings, planning and assessment workshops	Twice a year meetings; 1 GAD year-end assessment planning workshop	GFPS	CST, MYP, ELI, ARGZ	Within the year	January to December	25,000.00	NSP
3.2.2.3.14 GAD	Participation in the Celebration of Women's Month	Number of activities conducted; at least 20 employees	ACD-AS-HRMG	CST, MYP, ELI, ARGZ	Within the year	March	30,000.00	NSP
3.2.2.3.15 GAD	Participation in the 18th-Day Campaign to end Violence Against Women(VAW)	Number of activities conducted; at least 50 employees	ACD-AS-HRMG	CST, MYP, ELI, ARGZ	Within the year	November	50,000.00	NSP
3.2.2.3.16 GAD	Setting up and Updating of GAD Corner	1 GAD corner set up and Updated Quarterly	GFPS	CST, MYP, ELI, ARGZ	Within the year	January to December	10,000.00	NSP
3.2.2.3.17 GAD	Development and implementation of Anti Sexual Harassment(ASH) Action Plan	1 ASH action plan developed by 1st Quarter; At least 2 ASH-related activities conducted within the year	CODI	CST, MYP, ELI, ARGZ	Within the year	January to December	20,000.00	NSP
3.2.2.3.18 GAD	Participate in the "Family Time, Quality Time 2020" activity during the weeklong celebration of MMWD Anniversary	At least 150 employees and members of their families participated in the "Family Time, Quality Time 2020" activity during the weeklong celebration of MMWD Anniversary	ACD-AS-HRMG	CST, MYP, ELI, ARGZ	Within the year	December	156,000.00	NSP
3.2.2.3.19 GAD	Conduct of Consultation with Community Stakeholders in Project Sites	2 Consultation activities conducted like "Barangayan"; 200 recipients (SDD); list of gender issues identified and background of programs of work developed (tap BHW)	GFPS ACD	CST, MYP, ELI, ARGZ	Within the year	January to December	30,000.00	NSP

3.3 Financial Resource Asset Management

3.3.1 To ensure that WD's financial assets are safeguarded and monitored

3.3.1.1 Implement internal controls for financial assets

Ref	MAJOR FINAL OUTPUT	Target/s	Primary Responsible		Time Frame		Budget	
3.3.1.1.01	Prepare bank reconciliation for all bank accounts	Bank reconciliations are prepared monthly for all MMWD bank accounts	ACD-AS-ABG	DPP, DLLB	Monthly	January to December	1,200.00	NSP
3.3.1.1.02	Monitor cash advances of officers and employees	Employees' cash advances are 100% monitored and liquidated within the 30-day period	ACD-AS-ABG	DPP, DLLB	Monthly	January to December	-	NSP
3.3.1.1.03	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 ACD-AS-PMG ACD-CS-CMG	DPP, JOS, GJSC	Quarterly	Last month of the quarter	-	NSP
3.3.1.1.04	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	JOS, JDA	Monthly	January to December	78,000.00	NSP
3.3.1.1.05	Organize and update records of PPEs and inventories	Records of PPEs and inventories are 100% organized and updated	ACD-AS-PMG	JOS, JDA	Within the year	January to December	150,000.00	NSP
3.3.1.1.06	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 ACD-AS-ABG	JOS, JDA, DPP, WDL, GSF	Twice a year	April and November	3,000.00	NSP
3.3.1.1.07	Strictly implement "No RIS, No InventoryReleases"	Inventory releases are 100% supported with duly accomplished RIS	ACD-AS-PMG	JOS, JDA	Monthly	January to December	-	NSP
3.3.1.1.08	Provide Property Tag to PPEs	PPEs are 100% provided with Property Tags	ACD-AS-PMG	JOS, JDA	Monthly	As necessary	-	NSP
3.3.1.1.09	Provide budget and monitor fuel consumption of motor vehicles	Fuel consumption of motor vehicles are 100% provided and monitored	ACD-AS-PMG	JOS	Monthly	January to December	1,423,930.00	NSP
3.3.1.1.10	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	JOS, JDA	Monthly	January to December	9,178,611.80	NSP
3.3.1.1.11	Strict observance on the processing of purchases of materials, supplies and labor	Purchases of materials, supplies and labor are 100% supported with pertinent documents and approved by the GM	GMO-GSO ACD-AS-PMG PED-PWQS	JOS, JDA, WDL, OTE, EPE, IDME, JCT, DED, GSF, GJSC, DAD	Monthly	January to December	-	NSP
3.3.1.1.12	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	JOS, JDA, OTE, EPE	Monthly	January to December	6,912,027.99	NSP
3.3.1.1.13	Update insurance for PPEs (i.e. Motor Vehicles, Buildings, Pump Stations and related appurtenances)	Insurance for PPEs are 100% updated	ACD-AS-PMG	JOS	Within the year	As scheduled	142,500.00	NSP
3.3.1.1.14	Update LTO registration for motor vehicles	LTO registration for motor vehicles are 100% updated	ACD-AS-PMG	JOS	Within the year	As scheduled	33,150.00	NSP

DRMP

DRMP

Ref	MAJOR FINAL OUTPUT	Target/s	Primary Responsible		Time Frame		Budget	
3.3.1.2.14	Process wages of job order employees in conducting preventive repairs and maintenance to all properties of the District	Processed wages of job order employees in conducting preventive repairs and maintenance to all properties of the District	PED ACD	ELI, ARGZ, IDME	Monthly	January to December	732,727.13	NSP
3.3.2	To ascertain that all government rulings and mandates are well observed in the group and all requirements are timely accomplished							
3.3.2.1	<i>Prepare, submit and assist in requirements of other government agencies</i>							
3.3.2.1.01	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	DPP, DLLB	Within the year	As necessary	-	NSP
3.3.2.1.02	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 ACD-CS-CMG	GJSC, DPP	Within the year	As necessary	12,500.00	NSP
3.3.2.1.03	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	JOS	Within the year	As scheduled	318,050.00	NSP
3.3.2.1.04	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 ACD-CS-CMG	GJSC, DPP	Monthly	January to December	-	NSP
3.3.2.1.05	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	GJSC	Monthly	January to December	-	NSP
3.3.3	To collect from water bills, other revenues, receivables from internal and external clients							
3.3.3.1	<i>Impose proper and reliable collection, deposit and reporting procedures</i>							
3.3.3.1.01	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	DED, DAD, GJSC, NAC, CDR	Monthly	January to December	13,400.00	NSP

Ref	MAJOR FINAL OUTPUT	Target/s	Primary Responsible		Time Frame		Budget	
3.3.3.1.02	Collect and issue official receipts for office collections and monitor collections in the Authorized Agency Banks (AAB)	All bank collections are 100% receipted, deposited, and reported	GMO-GSO ACD-CS-CMG	DED, DAD, GJSC, NAC, CAC, HVF, FBP, WDL	Monthly	January to December	-	NSP
3.3.3.1.03	Prepare daily and monthly Collection Reports, daily deposit slip, monthly accountable forms report	Monthly collecting officers' reports are 100% accomplished	ACD-CS-CMG	DED, DAD, GJSC, NAC, CDR	Monthly	January to December	10,000.00	NSP
3.3.3.1.04	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	GMO-GSO ACD-CS-CMG	DED, DAD, GJSC, NAC, CDR, WDL	Monthly	January to December	-	NSP
3.3.3.1.05 DRMP	Monitor customer payments in the Authorized Agency Banks (AAB)	Bank collections are 100% deposited, reviewed and monitored	ACD-CS-CMG	DED, DAD, GJSC, NAC, CAC, HVF, FBP, WDL	Monthly	January to December	-	NSP
3.3.3.1.06	Update bank accounts maintained by the District in different AABs	Bank accounts maintained by the District in different AABs are 100% updated	GMO-GSO ACD-CS-CMG	DED, DAD, GJSC, NAC, CDR, WDL	Monthly	January to December	-	NSP
3.3.3.1.07	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-CMG	DED, DAD, GJSC, HVF, FBP	Monthly	January to December	4,500.00	NSP
3.3.3.1.08	Recommend the implementation "Balik Tubig" Promo for disconnected service connections	Collection of arrearages of disconnected accounts.	ACD-CS-CMG	DED, DAD, JDT, VMT	Within the year	April to June	3,200.00	NSP
3.3.3.1.09	Install Offline collection system at Libungan Sub Office.	100% prompt and computerized collection at Libungan Sub Office	ACD-CS-CMG	DED, DAD, JDT, GJSC, NAC, CDR	Within the year	April to June	50,000.00	NSP

Ref	MAJOR FINAL OUTPUT	Target/s	Primary Responsible		Time Frame		Budget	
3.3.3.1.10	Purchase one (1) computer set for queuing system	100% fast, easy access, wide and noticeable queuing system and to avoid network lag in collection	ACD-CS-CMG	DED, DAD, JDT, GJSC	Within the year	October to December	35,000.00	NSP
3.3.3.1.11	Purchase one (1) printer for collection	100% prompt and computerized collection	ACD-CS-CMG	DED, DAD, JDT, GJSC, NAC, CDR	Within the year	April to June	10,000.00	NSP
3.3.3.1.12	Purchase one (1) inkjet printer for cashier	100% prompt and computerized collection	ACD-CS-CMG	DED, DAD, JDT, GJSC, NAC, CDR	Within the year	July to September	15,000.00	NSP
3.3.3.1.13	Purchase one (1) computer set for spare at CMG	100% prompt and computerized collection	ACD-CS-CMG	DED, DAD, GJSC, NAC, CDR	Within the year	July to September	35,000.00	NSP
3.3.3.1.14	Purchase one (1) touch screen monitor for queuing system	100% prompt and computerized collection	ACD-CS-CMG	DED, DAD, GJSC, NAC, CDR, JDT	Within the year	October to December	25,000.00	NSP
3.3.3.1.15	Review supporting documents specifically bank accounts and official receipts	Daily office and bank collections reports are 100% reviewed	ACD-CS	DAD	Monthly	January to December	-	NSP

3.3.4 **To disburse checks properly, timely and accordingly**

3.3.4.1 *Impose vouchering and check payment system*

3.3.4.1.01	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	DED, DAD, GJSC, NAC, CDR	Monthly	January to December	12,000.00	NSP
3.3.4.1.02	Have the receiving employee/person sign on the voucher and logbook	Paid disbursement vouchers are 100% acknowledged by the payees	ACD-CS-CMG	DED, DAD, GJSC, NAC, CDR	Monthly	January to December	-	NSP
3.3.4.1.03	On time payments of LWUA loans and BIR remittances	Mandatory government money payments are 100% paid/remitted to concerned government offices	ACD-CS-CMG ACD-AS-ABG	GJSC, NAC, CDR, DPP, DLLB	Monthly	January to December	4,843,195.80	HBC
3.3.4.1.04	On time payments of GSIS, HDMF, SSS, PHIC remittances	Mandatory government money payments are 100% paid/remitted to concerned government offices	ACD-CS-CMG ACD-AS-ABG ACD-AS-HRMG	GJSC, NAC, CDR, DPP, DLLB, ELI, ARGZ	Monthly	January to December	-	NSP
3.3.4.1.05	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	DPP, DLLB	Monthly	January to December	-	NSP

3.4 **Environmental Protection and Corporate Social Responsibility**

3.4.1 **To maintain and promote health, sanitation and wellness**

3.4.1.1 *Observe 5s (good housekeeping) at all times*

Ref	MAJOR FINAL OUTPUT	Target/s	Primary Responsible		Time Frame		Budget	
3.4.1.1.01 WSP, CCP	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 ACD-AS-PMG	CST, EPE, JDA, WDL, JOS	Monthly	January to December	90,400.00	NSP
3.4.1.1.02 DRMP, WSP, CCP	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 ACD-AS-PMG	CST, EPE, JDA, WDL	Monthly	January to December	25,000.00	NSP
3.4.1.1.03 WSP, CCP	Provide planting and landscaping materials	Provided planting and landscaping materials	GMO-GSO	CST	Monthly	January to December	24,000.00	NSP
3.4.1.1.04	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 ACD-AS-PMG	CST, EPE, JDA, WDL	Monthly	January to December	50,000.00	NSP
3.4.1.2	<i>Observe proper sanitation, health and hygiene</i>							
3.4.1.2.01	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	CST, JCT, DED, CDR, ELI, ARGZ, BVR, DAD	Monthly	As scheduled	356,000.00	NSP
3.4.1.2.02	Conduct outreach programs to Elementary Schools of barangays programmed for expansion (i.e. feeding program, brigada-eskwela "plumbing check")	At least two (2) barangays will be scheduled for the outreach program	GMO GAD Focal Point System	CST, JCT, DED, CDR, ELI, ARGZ, BVR	Monthly	As scheduled	130,000.00	NSP
3.4.1.2.03	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	CST, JCT, DED, CDR, ELI, ARGZ, MYP	Within the year	March, July, November	130,000.00	NSP
3.4.2	<i>To pursue environment and watershed protection</i>							
3.4.2.1	<i>Provide appropriate programs for environment and watershed protection</i>							
3.4.2.1.01 WSP, CCP	Properly maintain the nursery/seedling station at Abaga Steel Tank	Nursery/seedling station at Abaga Steel Tank is 100% properly maintained	PED-PWQS	JCT, RADS, JFT, JGSA, NRDT, OIM	Monthly	January to December	6,000.00	NSP
3.4.2.1.02 WSP, CCP, GAD	Purchase assorted kind of seedlings	At least 100 seedlings are available every scheduled week (twice a month)	PED-PWQS	JCT, RADS, JFT, JGSA, NRDT, OIM	Monthly	As scheduled	15,000.00	NSP
3.4.2.1.03 WSP, CCP, GAD	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	JCT, RADS, JFT, JGSA, NRDT, OIM	Monthly	As scheduled	18,000.00	NSP

Ref	MAJOR FINAL OUTPUT	Target/s	Primary Responsible		Time Frame		Budget	
3.4.2.1.04 WSP, CCP, GAD	Prepare Memorandum of Agreement (MoA) with the owner of the identified lot/site for treeplanting, growing and nurturing program	MoA prepared with the identified owner of the site	GMO PED-PWQS	JCT, RADS, JFT, JGSA, NRDT, OIM	Within the year	As necessary	-	NSP
3.4.2.1.05 WSP, CCP	Establish linkages with other government agencies with similar programs for a wider scope in environment and watershed protection	Linkages with other government agencies are established with similar program in environmental and watershed protection	GMO PED-PWQS	CST, JCT, NRDT	Within the year	As necessary	-	NSP
3.4.3	To observe and celebrate MMWD's 39th Anniversary							
3.4.3.1	<i>Conduct a week long celebration with programs and activities that will promote good relationship between the MMWD and its stakeholders</i>							
3.4.3.1.01	1st day - Science and Math Quiz Bowl	Implemented the activity related to the 39th Anniversary accordingly	GMO	CST, JCT, DED, CPR, ELI, CADP	Once a year	December	25,000.00	NSP
3.4.3.1.02	2nd day - Tree Planting, Growing and Nurturing Program	Implemented the activity related to the 39th Anniversary accordingly	GMO	CST, JCT, RADS, JFT, JGSA, MMWD Employees	Once a year	December	5,000.00	NSP
3.4.3.1.03	3rd day - Anniversary Feeding Program	Implemented the activity related to the 39th Anniversary accordingly	GMO	CST, DAD, ARGZ	Once a year	December	10,000.00	NSP
3.4.3.1.04	4th day - Employees' Sportsfest/Family Day	Implemented the activity related to the 39th Anniversary accordingly	GMO	CST, BVR, DAD	Once a year	December	50,000.00	NSP
3.4.3.1.05	5th day - 39th Founding Anniversary Celebration	Implemented the activity related to the 39th Anniversary accordingly	GMO	CST, JCT, DED, MYP, ARGZ	Once a year	December	250,000.00	NSP
3.4.3.1.06	Promotion - raffle promo	Implemented the activity related to the 39th Anniversary accordingly	GMO	CST, DED, JCT, DAD	Within the year	July to December	60,000.00	NSP