

METRO MIDSAYAP WATER DISTRICT

007 Poblacion 8, Midsayap, Cotabato (North) Province

Annual Development Plan for the CY 2021

Ref	MAJOR FINAL OUTPUT	Target/s	Primary Responsible		Time Frame	Budget	
4	GENERAL ADMINISTRATION AND SUPPORT SERVICES						
4.1	Financials						
4.1.1	To sustain collection efficiency at 96%						
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	DED, DAD, FBV, FBP, KYA, JEPV, CAC, BBP, HVF, VMT	Monthly	3rd week of the month	- NSP
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	DAD, KYA, JEPV	Monthly	3rd week of the month	- NSP
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	DAD, KYA, JEPV	Monthly	3rd week of the month	192,000.00 NSP
4.1.2	To realize collection ratio at 90%						
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	DED, DAD, FBV, FBP, KYA, JEPV, CAC, BBP, HVF	Once this year	January to December	- NSP
4.1.3	To set operation ratio at 93%						
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	DPP	Monthly	January to December	- NSP
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	DPP	Monthly	January to December	- NSP
4.1.4	To provide complete, understandable, reliable and relevant financial reports for management's decision making and for other government agencies (i.e. COA, LWUA, STSRO)						
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	DPP, DLLB, JGE	Monthly	January to December	- NSP

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4.1.4.1.02	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	DPP, DLLB, JGE	Monthly	January to December	82,000.00	NSP
4.1.4.1.03	Review JEV before posting	JEV are 100% reviewed	ACD-AS-ABG	DPP	Monthly	January to December	-	NSP
4.1.4.1.04	Prepare monthly Financial Statements and Other mandated reports	Financial reports and other mandated reports are 100% prepared and submitted	ACD-AS-ABG	DPP	Monthly	15th of the following month	-	NSP
4.1.4.1.05	Prepare transmittal letter in all out-going reports and mail to concerned office	All reports are 100% supported with transmittal letter and mailed	GMO	MYP	Monthly	1 day upon receipt of reports for delivery	30,000.00	NSP
4.1.4.1.06	Organize and proper filing of Journal Entry Vouchers(JEV) and other accountable forms	Records of Journal Entry Vouchers and other accountable forms are 100% organized and filed	GMO	MYP	Monthly	1 day upon receipt of reports for delivery	30,000.00	NSP
4.1.4.1.07	Installation and construction of Accounting Office	100% Accounting Office is installed and constructed	ACD-ABG	DPP,DLLB, JGE	Within the year	January	60,000.00	NSP
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	DPP	Monthly	2nd Board Meeting	-	NSP
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	DPP	Quarterly	2nd Board Meeting after the semester	-	NSP
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	DPP	Annually	2nd Board Meeting after the year	-	NSP
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	DPP, DLLB, JGE	Monthly	20th of the following month	180,000.00	NSP
4.1.4.3.02	Deliverable reports for Local Water Utilities Administration	Reportorial requirements to LWUA are 100% prepared and submitted	ACD-AS-ABG	DPP, DLLB, JGE	Monthly	20th of the following month	-	NSP
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	DPP	Monthly	10th of the following month	-	NSP

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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	GJSC	Annually	10th of the following month	-	NSP
4.1.4.3.05	Deliverable reports for Senate Tax Study Research Office (STSRO)	Reportorial requirements to STSRO are 100% prepared and submitted	ACS-AS-ABG	DPP	Annually	June	-	NSP
4.1.4.3.06	Deliverable reports for PBB – Previous Year Form A and A1	Reportorial requirements to PBB are 100% prepared and submitted	ACS-AS-HRMG ACS-AS-ABG	ARGZ, DPP	Annually	January 15 of the following year	-	NSP
4.1.4.3.07	Deliverable reports for PBB – Current Year Form A and A1	Reportorial requirements to PBB are 100% prepared and submitted	ACS-AS-HRMG ACS-AS-ABG	ARGZ, DPP	Annually	September 15	-	NSP
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	DPP	Annually	December 1	-	NSP
4.1.4.3.09	Deliverable reports for PBB – SALN	Reportorial requirements to PBB are 100% prepared and submitted	ACD-AS-HRMG	ELI	Annually	March 31	-	NSP
4.1.4.3.10	Deliverable reports for PBB – PHILGEPS	Reportorial requirements to PBB are 100% prepared and submitted	PED	JCT	Annually	December 1	-	NSP
4.1.4.3.11	Update MMWD website	Reports are updated and uploaded	ACD-CS ACD-AS-HRMG	KYA, JEPV, ARGZ	Monthly	January to December	-	NSP
4.1.4.3.12	Submit documents to COA	All reports and documents are 100% delivered to COA	GMO ACD-AS-ABG	DPP, DLLB, JGE, WDL	Monthly	20th of the following month	24,000.00	NSP