



GUINAYANGAN WATER DISTRICT

ANNUAL REPORT

For the Period January 1, 2022 to December 31, 2022

I. GENERAL

A. ADMINISTRATIVE

1. Attach approved organizational charts in effect as year's end.
 - a. Functional Chart (Annex A)
 - b. Position/Organizational Chart (Key employees only) – showing Permanent positions and incumbents (Annex B)

2. Attach list of employed personnel with pertinent information.
(List of Plantilla of Personnel for the Fiscal Year 2022) (Annex C)

The following summarizes the District's staffing

 - a. Total number of employees 20
 - b. Number of permanent employees 7
 - c. Number of casual/temporary employees/laborers 11
 - d. Number of employees meeting minimum qualifications per Job Description adopted by the District 18
 - e. Number of employees not classified as casual/temporary who do not meet the minimum qualifications established by the District 2

3. Has the District adopted a policy prohibiting hiring of personnel related up to the *fourth degree* by affinity or consanguinity? (Yes or No) YES - CSC ORA-OHRA

If not, how many of the employees are related to other employees of officials with the fourth degree by *affinity of consanguinity*? N/A

4. Has the District adopted rules and regulation?
 - a. Personnel Matters YES
 - b. Utility Customer Relations YES
 - c. General Utility Operations YES

During the year, in how many instances (or how many times) have exemption to these rules and regulations has been in special cases? NONE

5. Attach list of policy – setting resolutions adopted, repealed or amended by the District Board including those adopting LWUA guidelines (Summary of Policy – Setting Resolutions) (Annex D)

6. Has the District written and properly updated, reliable records of the following? (A field check may be undertaken, if necessary. Yes or No?)
 - a. Customer Complaints YES
 - b. Billing and Collection YES
 - c. Delinquencies in Payment of Water Bills YES
 - d. Meter Histories YES
 - e. Service Connections YES
 - f. Equipment Histories YES
 - g. Equipment Downtime YES
 - h. Bacteriological Tests YES
 - i. System Pressure YES
 - j. Leak Reports YES

| | |
|---------------------------------|------------|
| k. Unaccounted for Water | <u>YES</u> |
| l. Pump Efficiencies | <u>YES</u> |
| m. Water Production | <u>YES</u> |
| n. Water Production (Deep Well) | <u>YES</u> |
| o. Valve and pipeline location | <u>YES</u> |
| p. General Accounting | <u>YES</u> |
| q. Stock Inventory | <u>YES</u> |
| r. Stores Usage | <u>YES</u> |
| s. Employees Record | <u>YES</u> |
| t. Minutes and Board Meetings | <u>YES</u> |

7. For this year, Auditing has been done by the Commission on Audit? NO (YES – CY 2018-2021)

8. Attach list of reports prepared regularly by the District on a monthly basis as required in the Commercial Practice Manual (Omit this item if the District has not yet installed the Commercial Practices System in which case, indicate that the said system has not yet been installed yet. (List of Reports Prepared Regularly FS, MDS and Water Quality (Annex E)

B. FINANCIAL/COMMERCIAL

| | |
|--|----------------------------|
| 1. Attach the District’s financial statements for the report year including a comparison of the immediate past year | <u>(Annex F, Annex F1)</u> |
| 2. For the year under report, the District’s total budgetary outlay was broken down into: (Source: Approved Budget) | <u>22,962,355.01</u> |
| a. Operating Outlay | <u>14,463,995.41</u> |
| b. Capital Outlay | <u>2,950,000.00</u> |
| c. Special budgets, if any (additional budget) – Contingency | <u>590,000.00</u> |
| d. Debt Service | <u>1,986,082.50</u> |
| e. Reserves | <u>2,972,277.10</u> |
| 3. For this same one-year period, the District’s Gross Revenue was broken down into: (Source: Financial Report) | <u>15,132,829.76</u> |
| a. Revenue/Collection from water sales | <u>14,347,419.79</u> |
| b. Other water revenues | <u>780,409.97</u> |
| c. Other non-operating income | <u>5,000.00</u> |
| d. Proceeds from LWUA loan to finance new service connections | <u>0.00</u> |
| 4. For this same one-year period, the District’s expenditures was broken down into: (Source: Financial Report) | <u></u> |
| a. Operational (operation & maintenance expenses, including depreciation) | <u>13,466,767.61</u> |
| b. Capital Outlay | <u>835,205.00</u> |
| c. Annual Debt Servicing (Annex G-Summary of Loan Payments to LWUA) | <u>2,639,324.44</u> |
| 5. For this same one-year period, the total salaries, wages & other emoluments paid for the District’s employees where broken down into: | <u>7,213,833.17</u> |
| a. For permanent employees | <u>2,946,441.25</u> |
| b. For casual/temporary | <u>1,214,860.00</u> |
| c. Allowance, Benefit & emoluments | <u>3,052,531.92</u> |
| 6. Expenses for power/fuel for pumping during the year (Acct. #50204020) if Commercial Practices Accounts are in effect): | <u>1,144,995.98</u> |
| 7. Total amount billed during the year is broken down into: | <u></u> |
| a. Total Billings (Current and Old Accounts) | <u>14,503,762.06</u> |

| | |
|--|---------------|
| b. Old Accounts (Accounts Receivable) | 2,694,728.71 |
| | |
| 8. Total amount collected (water sales only during the year is broken down into: | |
| a. Current Billings | 11,727,041.22 |
| b. Arrears | 2,620,378.57 |
| | |
| 9. Total amount uncollected (delinquent) at year's end excluding Bad Debts | 887,211.03 |
| 10. Total reserves at year's end | 2,139,854.58 |
| | |
| 11. Complaints filed, processed and settled during the year (Source: Service Request) | |
| a. Total number filed, processed and settled during the year | 614 |
| b. Number dismissed for lack of merit/withdrawn | 0 |
| c. Number investigated | 614 - (100%) |
| d. Number settled to the satisfaction of complaints | 614 - (100%) |
| e. Number elevated to the District Board of directors | 1 |
| f. Number settled by the Board | 1 |
| g. Number elevated to the higher authorities | 0 |
| | |
| 12. At year's end, the following water charges were in force: (Annex H – Approved Water Rates Schedule) | (Annex H) |
| Had these rates been submitted to LWUA for review? (Yes or No) | YES |

C. TECHNICAL

| | |
|--|-------------------------|
| 1. Has the District adopted by Board Resolutions, a set of design and construction standard? (Yes or No) | YES |
| If so, who prepared it? | Operation & Maintenance |
| Is it being adhered to strictly? | YES |
| | |
| 2. Does the District undertake bacteriological test of its water (Yes or No) | YES |
| How often are these test made per year? | MONTHLY |
| Is LWUA being furnished copies of these test reports? (Yes or No) | YES |
| For the report year, how many such reports were submitted to LWUA? | 12 |
| | |
| 3. State the method of water treatment employed by the District, if any | CHLORINATION |
| | |
| 4. Does the District undertake regular pump efficiency test? (Yes or No) | NO |
| How many of these pumps does the District have in its system? | 3 |
| How many of these pumps are operational? | 2 |

D. OPERATIONAL

| | |
|--|--------------|
| 1. Total water production during the year in cubic metres (Annex I -Summary of Water Production and Consumption) | (Annex I) |
| Total water billed in cubic meters | 554,768 cu.m |
| Average per capita consumption in lpcd | 92.8 lpcd |
| | |
| 2. Attach list of Water Sources (Annex J - WD Water Sources) | (Annex J) |
| | |
| 3. Is the District provided with measuring devices to measure their water production? (Yes or No) | YES |
| If yes, what type? | Flow Meter |
| If not, how do you measure productions? | - |
| | |
| 4. As of year's end, the District has the following existing service connection and related information. (Annex K - Service Connection Growth) | (Annex K) |
| a. Total number of existing connections (Active & Inactive Connection) | 3,294 |

| | |
|--|-----------|
| b. Number of Active Connections | 3,264 |
| c. Number of Metered Connections | 3,264 |
| 1. With functioning meters | 3,264 |
| 2. With non-functioning meters | 0 |
| d. Number of flat rate connections | 0 |
| e. Number of connections regularly billed | 3,264 |
| f. Number of delinquent concessionaires | 595 |
| g. Average number of customers per connections (HH) | 5 |
| | |
| 5. Estimated population of district service areas (25 barangays) | 29,822 |
| a. Estimated population served by utility whether fully or partially | 16,320 |
| 6. Because of inadequate facilities, the District had to provide partial service in accordance with the following average length of time each 24-hours day: | |
| a. Less than 6 hours service | 0 |
| b. 7-12 hours service (during Dry Months) | 7 |
| c. 13-18 hours service (during Dry Months) | 1,077 |
| d. 19-24 hours service | 3,231 |
| (Note: You may vary the number of hours as may be necessary to suit actual conditions) | n/a |
| | |
| 7. Attach list of major equipment and machinery (with an initial cost of at least P 50,000.00 including pertinent information). (Annex L-List of Major Equipment) | (Annex L) |
| | |
| 8. Does the District keep written record of request for service? (Yes or No) | YES |
| a. Does the record show the date when such requests were made and the nature of the service requested (Yes or No) | YES |
| b. On the average, how long (in days) does it take the District to respond and attend such requests? | 36 hrs |
| c. How many such reports were received during the year? (Source: Service Request) | 824 |
| d. How many of these reports attended to during the year? | 824 |

Submitted by:


CARMELO ALEJANDRO C. PUJALTE
 General Manager



GUINAYANGAN WATER DISTRICT

ANNUAL REPORT

For the Period January 1, 2022 to December 31, 2022

II. PROFILE

1. THE WATER DISTRICT & ITS PHYSICAL SYSTEM'S FACILITIES

A. ORGANIZATION

| | | | |
|------------------------|----------------------|-------------------------------|-------------------|
| 1. Date Formed | <u>July 23, 1987</u> | Age (months) as of 12/31/2022 | <u>424 months</u> |
| 2. Date CCC was issued | <u>Aug. 18, 1987</u> | CCC No. | <u>303</u> |
| 3. Personnel | <u>20</u> | | |

Comments: (adequacy, qualification, performance & others) Category D

B. EXISTING SYSTEM'S FACILITIES

1. Service

| | |
|---|----------------------------------|
| 1.1 Service Area | <u>25 Barangays, Guinayangan</u> |
| 1.2 Population of Service Area (Latest) | <u>29,822</u> |
| 1.3 No. of Households | <u>3,264</u> |
| 1.4 No. of Persons/Household | <u>5</u> |
| 1.5 Service Time (hrs./day) | <u>24 hrs/day</u> |

2. Structure and Equipment

2.1 Administration Building

| | |
|--|--------------------|
| Office Area | <u>161.4 sq. m</u> |
| Office Equipment (see List of Major Equipment) | <u>(Annex L)</u> |

2.2 If rented, how much per month? NO

2.3 Type of Water Source Springs, River, Deepwell

Rated Capacity per day (cu.m. / day) 4,333 cu.m/day

2.4 Reservoir (description, built, dimension and capacity) (ANNEX M)

2.5 Water Sources (Annex K - WD Water Sources)

2.6 Service Connections

| Type | Flat | Metered | Total |
|--------------|----------|--------------|--------------|
| Residential | 0 | 2,970 | 2,970 |
| Government | 0 | 54 | 54 |
| Commercial | 0 | 195 | 195 |
| Bulk | 0 | 0 | 0 |
| Total | 0 | 3,219 | 3,219 |

2.7 Production

| | |
|--|-----------------------|
| Average Monthly Production | <u>56,360.00 cu.m</u> |
| a. Booster/Pumping (cu.m) | <u>7,780.00 cu.m</u> |
| b. Bulk Water (cu.m) | <u>0.00</u> |
| Production Efficiency % (average/month) (Total Water Utilized/Total Production) | <u>82%</u> |
| NRW % (<u>18%</u>) YTD | |

2. CURRENT OPERATION / FINANCIAL HIGHLIGHTS

| | |
|--|-----------------------|
| A. Existing Water Rates (Annex H-Water Rates Schedule) | <u>(ANNEX H)</u> |
| B. Operating Income/Expenses | |
| Average Water Sales (average/mo.) | <u>P 1,208,646.84</u> |
| Average Collection (average/mo.) | <u>1,195,618.32</u> |
| Average Expenses-O & M for the year (average/mo.) | <u>1,122,230.63</u> |
| C. Financial Highlights (rate & status) | |
| Current Ratio = $\frac{\text{Current Assets}}{\text{Current Liabilities}}$ | <u>8.37</u> |
| Long Term Debt/Equity Ratio | <u>0.34</u> |
| Monthly Billing (average/mo.) | <u>1,208,646.84</u> |
| Collection Efficiency-% of On-Time Payment (YTD) | <u>97%</u> |

3. COMMUNITY ECONOMIC PROFILE

| | |
|--|----------------------------------|
| A. Total Population (covered by the Water District) (25 barangays) | <u>29,822</u> |
| B. Average Monthly Family Income in the Area (PSA 2021, Quezon Province) | <u>18,420.00</u> |
| C. Major Source of Income | <u>Agricultural/Retail Trade</u> |
| D. Average Monthly Family Expenditure in the Area (PSA 2021, Quezon Province) | <u>16,167.00</u> |
| E. City/Municipal Revenue (CY 2022) | <u>no data available</u> |
| F. Average Rate of Mortality per 100,000 population due to waterborne diseases (e.g. diarrhea) | <u>no data available</u> |
| G. Average Rate of Morbidity per 100,000 population due to waterborne diseases (e.g. diarrhea) | <u>no data available</u> |
| H. Major Agricultural, Industrial and Commercial activities | |
| Coconut/Palay/Corn Production, Cattle/Swine/Chicken Production; Fish and Seafoods, Tourism (Resorts) | |

4. OTHER INFORMATION

1. The District has no Bulk Water.
2. The District has implemented the Meter Clustering System to help alleviate water pilferage.
3. The District has regularly monitors the Residual Chlorine in various strategic points of its water supply system.
4. The District has maintained its established safety programs and standard operating procedure.
5. The District has continued implementing the 5% discount for water bill of Senior Citizens.
6. The District has approved the Gender and Development Budget for CY 2022 in compliance with RA 9710.
7. The District has adopted and implemented the approved Strategic Performance Management System (SPMS).
8. The District has religiously paid the principal and interest of its various loans to LWUA (Annex G).

Submitted by:


CARMELO ALEJANDRO C. PUJALTE
 General Manager