



BAYUGAN WATER DISTRICT

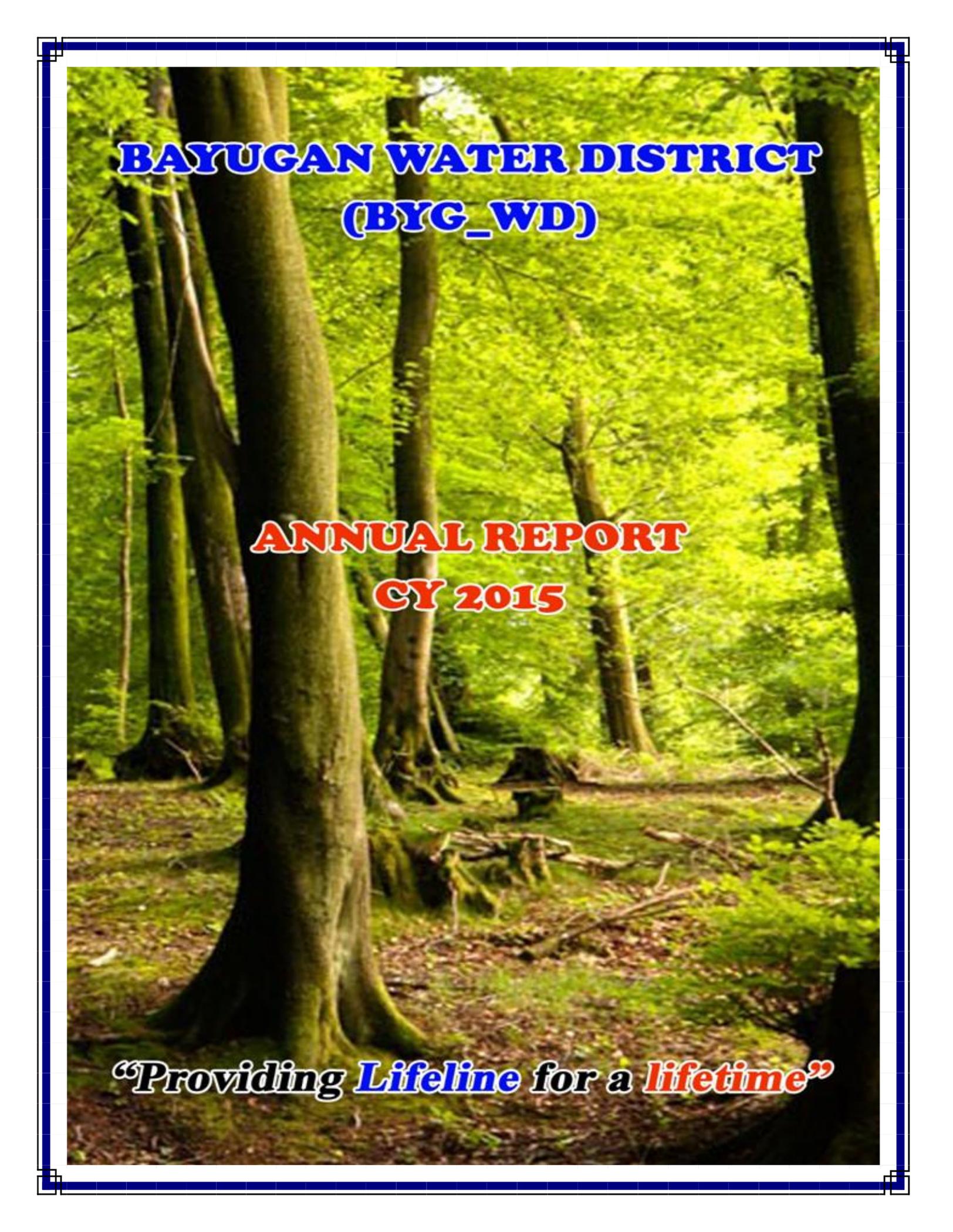
ANNUAL REPORT CY 2015



... 14 YEARS IN SERVICE TO BAYUGANONS

"Providing Lifeline for a lifetime"

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CY 2015



**BAYUGAN WATER DISTRICT
(BYG_WD)**

**ANNUAL REPORT
CY 2015**

“Providing Lifeline for a lifetime”

BAYUGAN WATER DISTRICT(BYG_WD)

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Vision

Bayugan Water District envisioned to serve quality water at all times.

Mission

The Bayugan Water District endeavors to foster the rationale that service to humanity is the best worth of life, that is...

To develop harmonious relationship among employees and the public consumer.

To continuously encourage participation and coordination of Local Government Units and other agencies towards quality and satisfactory services.

To continuously and judiciously adopt high technology in the water industry.

Value Statement

Guided by the thrust to serve the BAYUGANONS, the

Bayugan Water District will judiciously serve with:

- MAAGAP
- MATAPAT
- MAPAGKATIWALAAN
- MAKAKALIKASAN

FOREWORD

The mission of Bayugan Water District endeavors to foster that service to humanity is the best worth of life, that is to develop harmonious relationship among employees and the public consumer, to continuously encourage participation and coordination of Local Government Units and other agencies towards quality and satisfactory water services and to continuously and judiciously adopt high technology in the water industry. It is also wrapped in its vision to serve quality water at all times. It has always been a heartfelt responsibility to serve Bayuganons guided with its thrust of being “MAAGAP, MATAPAT, MAPAGKATIWALAAN, MAKAKALIKASAN”. Inherent to its responsibility to the community, BYG-WD shall provide information and necessary data that will be used for environmental assessments, and other measures and linkage with other government agencies through diligent compliance to reportorial requirements and above all transparency to the general public. These data are essential to the credibility and impartiality of the Water District as a public service provider. This will also serve as a measure on how the District accomplished its targets in relation to the fulfillment on its goals encompassing towards giving priority service to its valued concessionaires throughout the year.

THE BOARD AND MANAGEMENT

ABSTRACT

Fourteen years of providing water services to the people of Bayugan was never that easy considering the ever fast growing progress of Bayugan City accompanied by its populace that the District grasped to surpass the everyday battle for satisfactory services.

Year 2015 started smoothly following the accustomed duties from budget hearing, target setting, down to strategic planning. It was all merely a usual compliance to what is mandated by law but never did it cross that it will be a starter for a year full of challenges in terms of finances, changes in



climate, water shortage, and road widening projects. It didn't just ended in accepting every concessionaire's bashed but it became a motivation to do what is best for Bayuganon and for the rest of the general public. The District through the unified efforts of the Board and the Management and Staff had addressed all the abovementioned issues by way of producing this whole year report reflecting all major and minor activities undertaken for the betterment of the services extended not just to the concessionaires but also to the beneficiaries of Bayugan Water District.

A packaged of data heartily describing the combined efforts in attaining specific targets of every employees and the Agency as a whole and an evaluation to all accomplishments done other than complying what is mandated by law is the sole idea realizing this report.

HISTORY

The Bayugan Water District traces its inception to the early 1980's when the need of a good water system springs from the demand of the growing population and development furtherance.

On **August 11, 1982**, the Municipal Council under the leadership of Mayor Vicente Encendencia crafted the resolution adopting the organization of the Bayugan Water District and was found by the Local Water Utilities Administration (LWUA) to have met all the minimum requirements which included the appointment of the five (5) Board of Directors representing the major sectors of the community. After which, Mr. Rolando Piedad was appointed as the General Manager and under his leadership, the conduct of public hearing and the completion of Certification Program were accomplished which eventually led to the issuance of the ***Certificate of Conformance No. 243*** on **April 4, 1983**.

TWELVE YEARS AFTER, the water system project remained as a stagnant venture until **1995** when Mayor Magdalena Asis appointed a new set of Board of Directors, namely: DIR. DARLITO A. SULIT, SR. DIR. PRIMITIVA R. SALVAN, DIR. ABELARDO S. REYES, DIR. ALLAN SANTIAGO AND DIR. ARNULFO A. TORRES were tasked to pursue the started endeavors through conducting a new Feasibility Study aiming to secure financial assistance for the project to get through to the finishing point.

In **1997**, an organization known as Bayugan Metro Water Cooperatives came into time to serve as a channel for fund releases of the Twenty Four Million Pesos (24M) from the Country Wide Development Fund allocated by Former Congressman Ceferino Paredes, Jr. From this amount, and with the supervision of the Department of Public Works and Highways (DPWH). The following were constructed: five (5) kilometers transmission lines, two (2) Intake Structures, one (1) Junction Box and a 350cu.m concrete ground Reservoir. After completion in **1998**, all these facilities were just left unattended prompting numerous illegal connections and wasted waters.

On **November 27, 2000**, the cooperative was impelled to turn over the system to the Bayugan Water District seeing that it will just linger in futility. After ocular inspection, it was also discovered that the system has several deficiencies and fell short of the required standard specifications.

Concurrent to the existence of the cooperative, however, the legitimate Bayugan Water District kept on pursuing the policy of proper procedures in close with the LWUA. The Feasibility Study was completed in **1998** which in due course, was included in the Small Town Water Supply System (STWSS) to be funded by the Asian Development Bank (ADB).

Buoyed up by LWUA's insistence to utilize the existing water system while waiting for the Loan Contract Agreement, the Board of Directors dared to start the operation with practically nothing: no personnel, no office building, no facilities, no equipment, no supplies, no technical skills and no FUNDS.

THE BEGINNING, August 16, 2001 is a day when the spirit of volunteerism ignited a bunch of professionals who came to take the examination: to be interviewed and undergo personnel selection process notwithstanding of the fact that only volunteer jobs are waiting them.

On **August 21, 2001**, the Honorable Governor Adolph Edward G. Plaza detailed MR. ARNULFO A. TORRES then Assistant Provincial Agriculturist to lead the Water District. Right away, renovations of the office space offered by Former Governor Valentina Plaza started... Launching its operation!

Looking back, the generosity and benevolence of our friends who were with us all through the way of the Water District's novice operation will always be embedded in our history of success.

- Sangguniang Panlalawigan of District I provided all the plywoods and pledged 20,000,00 each for the purchase of water meters.
- SB Primitivo "Boy" Alimpoos answered for the labor of workers.

- The Board of Directors provided the office tables.
- Former Vice Mayor Susan G. Gerona and Provincial General Services Officer Domingo Castro, Jr., provided for the office supplies.
- SB Ferdinand Ebarle paid for our business permit.
- Hon. Mayor Magdalena Asis gave typewriters.
- Our neighboring water districts of Butuan City, Prosperidad and San Francisco trained our thirteen (13) volunteers and lend us their materials and equipment.
- The ensuing operation was done with the unwavering support from LWUA advisors Ms. Neneth Macdon, Mr. Rafael H. Francisco, Mr. Alfredo S. Discipulo and Mr. Ferdinand Marquez.

Sixty days after, **October 21, 2001**, a lethal blow struck the newly started district- the renovated building was totally demolished for a very justified reason, that is, much painful though, the 3.372 kilometers mainline pipe along the highway was also removed due to road widening. The Local Government of Bayugan and the Provincial Government spending over P100,000.00 for the retrieval. Still, the more problem, the stronger is the commitment and the more we are fueled to pursue.

THE TEAM'S COMMITMENT. Without salaries and without any promises of future permanent jobs, a group of thirteen (13) strong-willed people have dedicated their competence and skills to turn into reality the long dream of the Bayugan people: a reliable water system.

The Team has to study the system, four (4) surveys has been conducted, crossing eight (8) kilometers mountain range to search for deficiencies so that strategies can be planned and best alternative solutions maybe emplaced.

Influenced by the previous letdown, the impossibility of having a water system was installed in the minds of our constituents. Our volunteers even swallow the smacking terms fashioned for them- *WAS JAPORMS* was the common term. But today, that *PAPOGI* is just a memory, real water is available!

Proficient leadership coupled with hard work and innovativeness enabled the BYG-WD Team to implement the best interventions and to triumph over the strings of adversities. Together with the volunteers, the leadership of Mr. Torres is highlighted by successful milestones:

- | | |
|-------------------|---|
| October 24, 2001 | - Surigao Metro Water District released on account valves and fittings worth P31,733.01: holes were plugged and leaks were repaired. |
| November 20, 2001 | - Water rates were approved by the Board of Trustees. |
| December 16, 2001 | - 63.24M Loan Contract Agreement between the Bayugan Water District and Local Water Utilities Administration was approved to finance the Comprehensive Water Supply System. |
| December 21, 2001 | - First Contract for household connection was signed. |
| January 21, 2002 | - Blessing of the 61 st connections. |
| September 2002 | - Commercial Practice System (CPS) was installed enhancing the preparation of the District's Budget. |
| December 21, 2002 | - The approval of the loan contract was published in National Circulation. |
| December 2002 | - Achieved a total of 301 service connections. |
| January 2003 | - SIG Construction and Industrial Corporation commend the construction of the Comprehensive Water Supply System- scheduled to end by September 11, 2004. |
| | - Department of Budget and Management approved three permanent positions. |
| August 18, 2004 | - the BYG-WD transferred to its new building. |

Just recently, the Board of Directors approved a Resolution marking August 21 as its Anniversary to remember how its operational Water District was started and shaped into what it is today.

Does anything in our history catch your attention? Of course, it's number 21 whatever month it may be... You may wonder why most of the Water District's affairs fall on this date. Perhaps, it will always be a mystery but for sure, it keeps us lucky!

THE ORGANIZATION

The governing policies of Bayugan Water District (BYG-WD) emanates from a five-member Board of Directors (BOD), which were chosen and appointed from among the various sectors of the community, namely: Socio-Civic, Women, Professional, Educational, and Business Sectors.

The General Manager (GM), who is appointed by the BOARD, manages the Water District. The Water District operates and maintains the water supply system that presently composed of Administrative and Finance Division, Commercial Services Division, Construction and Maintenance Division, Production and Water Quality Division) and the supervising Office of the General Manager that handles the Environment and Watershed Development/Management Unit, Technical Information Unit and the Project Monitoring Unit.

The Organization Structure of the BYG-WD was approved by the Department of Budget and Management (DBM) following the recommended structure for “Category C” Water Districts under the “Revised Local Water District Manual on Categorization, Re-Categorization and Other Related Matters (LWD-MaCRO).



▪ THE BOARD

Pursuant to PD 198, otherwise known as the “Provincial Water Utilities Act of 1973” as amended, the Board shall be the governing Body whose functions is to legislate and establish policies necessary for the operations of the District.

The Management therefore headed by the General Manager shall be in full control of the operation and maintenance and shall have the absolute authority and supervision thereto.

On the 14th day of March 2012, Bayugan Water District was then Re-categorized from Medium to “Category C” Water District in accordance with the guidelines as provided for in the Department of Budget and Management (DBM) approved revised Local Water District Manual on Categorization, Re-categorization and other Related Matters (Local Water District-MACRO).

In adherence to the provision of EO 65, the Board discharged their duties and functions and conducted meetings twice a month. The Board is composed of members representing particular sectors, namely: Dir. Fortunato V. Paway represent the Education Sector; Dir. Felix P. Uy represent the Professional Sector; Dir. Primitiva R. Salván represent the Women Sector; Dir. Abelardo S. Reyes represent the Business Sector while Dir. Darlito A. Sulit, Sr. represent the Socio-civic Sector. The General Manager is an Ex-Officio Member of the Board.



In 2015, the Board has approved Resolutions and policies relevant to the District's operation. This includes the approval of the 2014 Corporate Annual Budget with the Projected Income of **₱42,018,938.32** appropriated for the Operations, Maintenance, Capital Expenditures(CAPEX) and Expansion Projects with a total of **₱41,974,781.79**



The Board of Directors conducted regular monthly meeting with the presence of barangay officials led by Brgy. Chairman Zamora, re: request for water expansion project in Brgy. Saguma



The Board diligently involved themselves in the following activities to wit:

■ **ORIENTATION SEMINAR ON WATER SAFETY PLAN**



GM Asis accompanied by DM Cabanday, DM Madula, Engr. Badato and the Board of Directors attended the orientation seminar on the formulation of water safety plan in Harbor Lights, Cagayan de Oro City conducted by Mr. Ver Bombeta of LWUA and hosted by Cagayan de Oro City WD.

- **PHILIPPINE ASSOCIATION OF WATER DISTRICT (PAWD) ANNUAL CONVENTION 2015 AT WATERFRONT CEBU CITY**



. . . a pose with LWUA Administrator Andres F. Ibarra and Sr. Deputy Administrator Edgardo de Mayo during PAWD Convention in Cebu City



- **BENCHMARKING 2015**



Dir. Uy, Dir. Salvan, and GM Asis fondly discussed with GM Renee Ubalde of Balingasag Water District.

▪ STRATEGIC PLANNING 2015

Strategic Planning was conducted last February 19-21, 2015 at Duka Bay, Medina, Misamis Oriental. With the Office of the General Manager (OGM) personnel as facilitators, everybody shared their experiences as an evaluation of the year's Major Final Output. It was a great experience. It was also a great opportunity that during the said activity, the District's LWUA Advisor Engr. Ramon San Jose was present to share his expertise and ideals on water services.



▪ COA AUDIT AND EXIT CONFERENCE



The discussion about the Audit Observation Memorandum issued by COA was conducted during the Board meeting last March 10, 2015. Ms. Elsa Monton as the Audit Team Leader made clear about their findings relative to the financial audit conducted for Fiscal Year 2015.

▪ THE MANAGEMENT

Anchored to its agency's thrust that briefly stated: "PROVIDING A PIPELINE FOR A LIFETIME", technically, BYG-WD envisioned to provide water at all times with quality that is in accordance to the standards set forth by the Philippine National Standards for Drinking Water (PNSDW). Subsequently, operational standards of a water service provider shall be in consonance not only to what is mandated by law but it shall focus and primarily address the needs of its concessionaires bringing progress per se to the community in general.

The Management being headed by the General Manager who is appointed by the Board by virtue of P.D. 198 whose qualification standards set by the Civil Service Commission (CSC) manages the Water District. Management System shall be in conformity to the required standards of Local Water Utilities Administration (LWUA) – under P.D. 198, the Department of Budget and Management (DBM) as to the approval of Position Allocation List/Plantilla of Position, adherence to the rules and regulations of the Civil Service Commission (CSC), and strict compliance to the mandates of Commission on Audit (COA) on its financial aspects.

Technical and Operational Feasibility. The "ups and downs" that BYG-WD had gone through for fourteen(14) years since its operational stage, has strengthen the Organizations to pursue its mandates. Under the Management of the present General Manager Felipa M. Asis, the BYG-WD had prioritizes improvements in technical aspects on its operation such as development of additional water sources to mention some: Salvacion Pump Station, Bucac Pump Station and the Pina-Source Pump Station to augment the increase in demand in water supply, undertaken interconnection works and looping of pipe network to improve flow and pressure, upgraded the small sizes of pipes to the recommended sizes, flushing to clear-out the pipelines that have been clogged up with flax of lime, installation of gate valves for isolation, installation of additional fire

hydrants, maintenance and monitoring works, on-going rehabilitation of mainlines damaged by Tropical Depression Seniang, relocation of pipelines affected by both drainage projects of the LGU-Bayugan City and the Dept. of Public Works and Higways(DPWH) road widening projects, sustain development/management of Pinagalaan Protected Area and intensify environmental protection campaign, and the delivery of services relative to its Corporate Social Responsibility(CSR) and others. The improvement in its technical aspects redounded to improve collection efficiency and financial standing of the Water District.

With the approved Corporate Budget for CY 2015, the Management has its clear direction towards the attainment of its target complying the mandate of Memorandum Circular No.2014-02 Guidelines on the grant of the Performance-Based Bonus(PBB) for Fiscal Year 2016 (issued pursuant to Executive Order No. 80 and Inter-Agency Task Force Issued Guidelines).

The Office Performance Commitment Review (OPCR) reflecting the commitments of all Divisions have their respective roles as well as their responsibilities that signified for the attainment of goals which will be the baseline of assessment/evaluation at the end of the year thru Strategic Performance Management System (SPMS). The monitoring of activity undertaking is also intensified through the preparation of Action Plan in every identified projects/programs/activity. The linkage of the five(5) divisions have to be properly and systematically manned in order to run it smoothly. With this Teamwork, the Team had significantly attained the target Accomplishments for the Calendar Year 2015.

Performance Parameters. Table 1. Summarizes the performance of BYG-WD for year 2014 and year 2015. The values of the indicators are found or derived from the Monthly Data Sheet (MDS) and Financial Statement (FS).

Table 1: Summary of 2-Year Performance Parameters

Parameters	Year 2014	Year 2015
Non-Revenue Water(NRW)	26.27%	15%
Operating Revenues	P33,267,620.19	P37,228,546.16
Collection Efficiency	91%	93.71%
Net Income/Operating Revenues	P .109M	P1,714,507.31
Operating Ratio	102%	123%

As reflected, the significant reduction of Non-Revenue Water was attained because of the systematized schemes on personnel deployment “by area”. That is, the whole service area was divided into seven(7) areas giving the personnel assigned the responsibilities to manage their area of assignment in terms of NRW, maintenance of system facilities, monitor concessionaires consumption, and others.

Year 2015 Key Performance Indicators (KPIs). The performance of the BYG-WD for Year 2015 can be evaluated based on the indicators specified in Table 2 compared with the 2012 LWUA Industry Average for Medium WDs which are also presented in the table.

Table 2: Comparison of BYG-WD CY 2015 versus LWUA Industry Average for Medium Water District CY 2012

Parameters	MD\$ as of Year 2015 (Dec)	Year 2012 Industry Average for Medium WD (LWUA)
NRW	15%	40.60%
Collection Efficiency	93.71%	94.88%
Operating Revenues/Net Income	37,228,546.16/ 1,714,507.31	P1.56M
Operating Ratio	123%	94.5%
Connections/Staff	1:129.46	133:1
No. of Connections	6,991	5,338

Relationship with LWUA. Byg-WD continues to have strong working relationship with LWUA. Its officers and employees continue to show uncompromising support to the efforts of BYG-WD to improve the water supply within the service area through LWUA loan windows to support the financial needs in order to perk up its services.

Table 3: Loan Accounts with LWUA and other Financial Institutions

Loan Accounts	Amount	Status
LWUA	85,418,758.24	Current
Land Bank of the Phils.	11,500,000.00	Current

Despite of its huge loan account with LWUA, BYG-WD manages to attain a Semi-Creditworthy Category. That is, BYG-WD has the ability of repaying loans and other accounts on time and generally, financially responsible – as categorized by LWUA.

Henceforth, this significant accomplishments:

Table 4: Water Facility Management

MAJOR FINAL OUTPUTS AND PERFORMANCE INDICATORS (1)	FY 2015 TARGET (3)	RESPONSIBLE DIVISION (4)	FY 2015 ACTUAL ACCOMPLISHMENT (5)	ACCOMPLISHMENT RATE (6)
PI 1 (Quantity) access to potable water	700 new service connection	AFD, CSD & CMD	651 new service connection	93%
PI 2 (Quality) reliability of service	92%	PWQD	93%	101%
PI 3 (Timeliness) Adequacy	≥1.25%:1	PWQD	≥1.16%:1	92%

The table shows that the Accomplishment ratings have passed in all parameters pertaining to the Major Final Output.

Table 5: Water Distribution Service Management

MAJOR FINAL OUTPUTS AND PERFORMANCE INDICATORS (1)	FY 2014 TARGET (3)	RESPONSIBLE DIVISION (4)	FY 2014 ACTUAL ACCOMPLISHMENT (5)	ACCOMPLISHMENT RATE (6)
PI 1 (Quantity) Non-Revenue Water (NRW)	23%	PWQD	15%	153%
PI 1 (Quantity) Potability	0.3 ppm	PWQD	0.38 ppm	126%
PI 3 (Timeliness) adequacy/reliability of service (quick response)	3-4 hrs	CMD	1-2 HRS	150%

Table 6: Support to Operation

MAJOR FINAL OUTPUTS AND PERFORMANCE INDICATORS (1)	FY 2015 TARGET (3)	RESPONSIBLE DIVISION (4)	FY 2015 ACTUAL ACCOMPLISHMENT (5)	ACCOMPLISHMENT RATE (6)
PI 1 (Staff Productivity Index)	1:120	AFD	1:129.46	108%
PI 2 Affordability	Minimum Charge:204.80 =5% of LIG	AFD	Minimum Charge:204.80 =1.67%	299%
PI 3 (Customer Satisfaction)	95% acted	CMD & CSD	95%	100%

Table 7: General Administration and Support Services (GASS)

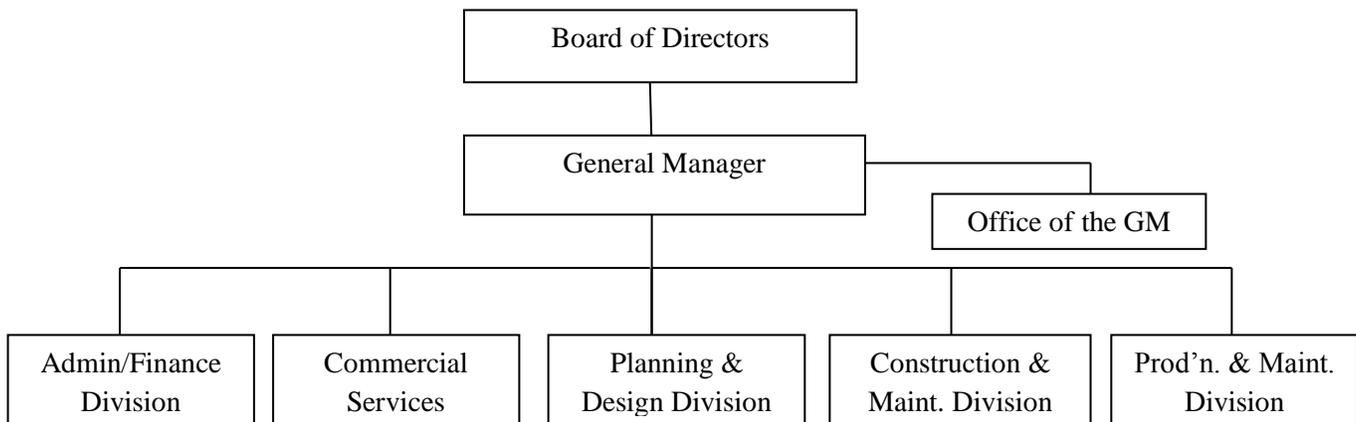
MAJOR FINAL OUTPUTS AND PERFORMANCE INDICATORS (1)	FY 2015 TARGET (3)	RESPONSIBLE DIVISION (4)	FY 2015 ACTUAL ACCOMPLISHMENT (5)	ACCOMPLISHMENT RATE (6)
PI 1 (Financial Viability)	Collection Ratio-91% Operating Ratio-90% Current Ratio -1.50:1%	CSD AFD AFD	95.36% 123% 2.46:1%	104% 137% 164%
PI 2 (Compliance and submission of Reports to COA)	Financial Statements- Submit to COA approved F5 every 30th day of January of the following year	AFD	Submitted to COA every 11th day of January of the following year	272%
	Statement of Government Equity – every 30th day of January of the following year	AFD	Submitted to COA every 11th day of January of the following year	272%
	Notes to Financial Statements- every 30th day of January of the following year	AFD	Submitted to COA every 12th day of January of the following year	100%
	Report on Ageing of Cash Advance- every 30th day of January of the following year	AFD	Submitted to COA every 6th day of January of the following year	100%
Compliance with LWUA reporting requirements in accordance to content and period of submission - Monthly Data Sheet(MDS)	Submits to LWUA every 4th week of the month	OGM	Submits to LWUA every 4th week of the month	100%
Microbial/Physical and Chemical Water Testing Report	Submits to LWUA and DOH every 4th week of the month	PWQD/OGM	Submits to LWUA and DOH every 4th week of the month	100%
Chlorine Residual Report	Submits to LWUA and DOH every 4th week of the month	PWQD/OGM	Submits to LWUA and DOH every 4th week of the month	100%

Table 8: Reportorial Compliance

MAJOR FINAL OUTPUTS AND PERFORMANCE INDICATORS (1)	FY 2015 TARGET (3)	RESPONSIBLE DIVISION (4)	FY 2015 ACTUAL ACCOMPLISHMENT (5)	ACCOMPLISHMENT RATE (6)
Compliance to DBM and other agencies reportorial requirements – Approved Budget with Annual Procurement Plan	Submits to DBM/COA every 1st week of February of the following year	AFD	Submitted to DBM/COA last Dec 15, 2015	300%
Annual Report	Submit to LWUA every 4th week of January	OGM	Submitted to LWUA every 4th week of January	100%

The linkage of the five(5) divisions have to be properly and systematically manned in order to run it smoothly. With this Teamwork, the Team had significantly attained the target Accomplishments for the Calendar Year 2015.

SCHEMATIC DIAGRAM OF THE BYG-WD ORGANIZATION



A. OFFICE OF THE GENERAL MANAGER

The Office of the General Manager is tasked to monitor and take action on matters related to programs and activities implementation encompassing towards the attainment of goals.

GM Asis with head of the Planning Unit Mr. Arnold Madula and Ms. Gilmarie as head of the Technical Unit of the OGM and Staff



FORMULATION OF CORPORATE ANNUAL BUDGET CY 2015

The annual formulation of budget of BYG-WD is one of the primary duties of the Office of the General Manager with proper coordination with the different divisions and units and even the external aspects of the organization had been evaluated and considered for inclusion in its priority programs. Standard procedures had been followed



but usual formulation is different from the other considering that the demand of water services is increasing as the population increases significantly.

Unlike with the other annual budget, BYG-WD Corporate Budget is peculiar in the sense that income internally generated is the only source of funds to be allocated to all budgetary requirements in the operation including loan repayments due to LWUA and other financial institutions – it precisely mean, that there is no subsidy from the Local and National Government.



The Division Managers presented their respective Proposed Budget for CY 2015 prior to the approval of the Board of Directors

▪ JOINT STRATEGIC PLANNING AND TARGET SETTING

This activity was attended by the Members of the Board of Directors and the Management and Staff to synchronize individual's direction for the attainment of goals set forth pursuant to Memorandum Circular



2015-1 of the Department of Budget and Management (DBM) and the Inter-Agency Task Force re: Guidelines on the Grant of Performance Based Bonus for FY 2015 under EO No. 80 and the approved Corporate Annual Budget CY 2015. GM

Asis explained the indicators one by one to come up with common understanding on how to be rated depending on the effort exerted to attain the target set.



GM Asis, in her surprise, accepted the Board's Certificate of Recognition on her unconditional services extended to the District especially in times of crisis.

▪ TEAM BUILDING

Byg-WD believed in the saying that “two heads are better than one” which is indeed true and relevant to the District’s operations.

GM Asis speaking in front and stressed out the importance of Team Building Activity.



It was merely games but the essence of the said activity is to realize that one needs the other. These photos were taken at Morzant Beach Resort, Lianga, Surigao del Sur.

▪ EVALUATION OF ACCOMPLISHMENT USING STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS)

The employees were convened for assessment and evaluation on submitted accomplishments reflected in their Individual Performance Commitment Review (IPCR) as well as the Division’s Office Performance Commitment Review (OPCR).



■ FORMULATION OF ACTION PLAN

GM Asis convened all Division Managers, HR-Designate in the formulation of action plan which will be used as a tool in programs/projects/activity implementation and monitoring.



■ AREA ASSESSMENT AND EVALUATION

As “by area” constituted, GM Asis personally surveyed the field to evaluate the efficiency and effectiveness of the personnel assigned and to be able to know the primary concerns of the concessionaires. Thus, as the year 2015 ended, the Non Revenue Water is attained at 15%.



■ WATER SUPPLY PLANNING SEMINAR



BYG-WD attended the Water Supply Planning Seminar hosted by Butuan City Water District with Engr. Ramon dela Torre as the Resource Speaker.

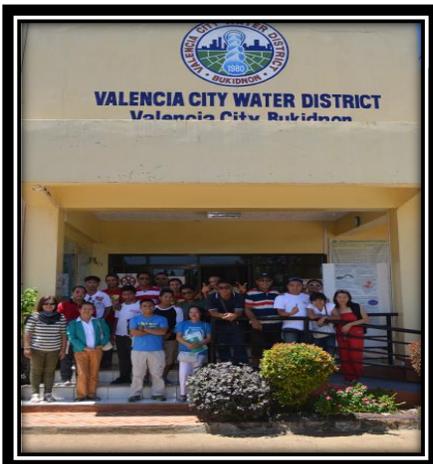
▪ GAD PLAN AND BUDGET SEMINAR

As mandated in Republic Act 9710 also known as the Magna Carta for Women, agencies' shall appropriate at least 5% of the Total Approved Annual Corporate Budget for the year for Gender and Development in order to implement activities that will address the gender issues in the organization and in the clients as well. Ms. Ladaran, Ms. Tabor and Ms. De Claro attended the Gender Sensitivity Training at Pinnacle Hotel, Davao City on July 29-30, 2015 and deepened its understanding on the matter when they attended another related seminar which is the GAD Planning and Budgeting with GM Asis at Gingoog City with the Resource Speaker from PCW Ms. Merriam Sabuero hosted by Gingoog City Water District.



▪ BENCHMARKING 2015

To nurture and enhance the knowledge and skills of each employee, BYG-WD conducted the first ever Benchmarking 2015 to some neighboring Water Districts in Northern Mindanao.



WATERSHED DEVELOPMENT & MANAGEMENT PROGRAMS

▪ INFORMATION EDUCATION CAMPAIGN(IEC)

The Byg-WD conducted Information Education Campaign(IEC) on Health and Sanitation and conveyed the proper Water Usage to the constituents of Brgy. Pinaglaan last October 23, 2015.

Despite the time spent, GM Asis still managed to share her insights and ideals on the importance of water as the basic of life and proper sanitation that realistically applicable to Brgy. Pinagalaan.



GM Asis deepened her discussion while having her powerpoint presentations and video presentations reflecting the significance of the abovementioned topics to our lives and to the community.

■ PINAGALAN BANTAY KINAIYAHAN(PBK)

GM Asis never failed to discuss issues concerning the Watershed Protection and Rehabilitation Programs. PBK members were gathered to a Consultative Meeting to address minor problems that arise in the area. PBK is composed of tribal leaders, barangay officials, and Purok Presidents headed by GM Asis.



■ PLANT AND GROW-A-TREE PROJECT

Byg-WD consistently conducted the tree planting activity at Brgy. Pinagalaan, Bayugan City as part of the rehabilitation and conservation of the watershed headed by GM Asis.



- A “PALIKURAN PROJECT” - under Watershed Dev’t/Mgt Program



The “Palikuran Project” is a partnership between the BYG-WD, BLGU-Pinagalaan, LGU-Bayugan City and the Household Beneficiary. It aimed to improve the Health and Sanitation in the community within a watershed to absolutely protect water sources from environment contamination due to the absence of improved toilets. A Memorandum of Agreement(MOA) has been formulated as a binding instrument between the Parties.

CORPORATE SOCIAL RESPONSIBILITY(CSR)

▪ **ADOPT-A-SCHOOL PROGRAM**

On its 9th year of commitment, BYG-WD continuously implemented the programs encompassing towards the fulfillment of its purpose that aimed to alleviate malnutrition that caused low performance rating, absenteeism, and frequent drop-outs among school children in Pinagalaan Elementary School (PES). Subsequently, to increase the number of enrollees resulting to decrease the number of Out-of-School Youth in Barangay Pinagalaan in particular.

MASS FEEDING



PROVISION OF SCHOOL SUPPLIES

A. Elementary Level



The students of Pinagalaan Elementary School who received their schools supplies for CY 2015

B. Day Care Level



The annual distribution of schools supplies and weighing of Day Care Pupils – for the year ending assessment and evaluation.

PAMASKONG HANDOG TO THE ADOPTED SCHOOL CHILDREN



The Pamaskong Handog 2015 to the school children of Pinagalaan Elementary School was graced by the Schools Division Superintendent Dr. Imelda N. Sabornido and the Barangay Officials Headed by Brgy. Chairman Rey C. Paradero and the Management and Staff of BYG-WD headed by GM Felipa M. Asis.

With these effect, BYG-WD thru its General Manager Felipa M. Asis was recognized during DEPED Bayugan City Division's 3rd Founding Anniversary in her valuable support extended to Pinagalaan Elementary School as part of the District's Adopt-A-School Program. It was a heart-melting recognition.



Provincial Vice Governor Santiago B. Cane and Dr. Imelda N. Sabornido handed the said award. It was a heart-melting recognition.



LINKAGES...

36th PAWD NATIONAL CONVENTION

The Board of Directors and GM Asis in attendance to the 36th Philippine Association of Water Districts (PAWD) National Convention at Waterfront Hotel, Cebu City with its futuristic theme hosted by Metro Cebu Water District.

GM Asis was able to talk with LWUA Board of Trustee Ed Santos regarding the District's requests to LWUA and even photographed with LWUA Administrator Ibarra and Sr. Deputy Adm Ed Demayo during the event.



MAWD FORUM 2015 (Mindanao Association of Water District)

Mindanao Association of Water Districts (MAWD) conducted its Forum at SMX Convention, SM Lanang Premier, Davao City which was attended by water districts Mindanao-wide.



GM Asis with GM Gellangarin of General Santos City Water District during the processional march.

▪ 33rd NORMIN-NRMC FORUM



Northern Mindanao-Natural Resources Management Council Forum which happened on October 28, 2015 at Tandag City was attended by GM Asis and the Board of Directors of Bayugan Water District.

GM Asis accompanied by the MAWD Officers, together hand in the computer set to the beneficiary from NORMIN-NRMC in person of GM Larry of Hinatuan Water District.



▪ LAND BANK OF THE PHILS(LBP) AS PARTNER

A roundtable discussion with the Personnel of LBP Technical Unit relative to the implementation of various source development projects.



■ NALIYAGAN FESTIVAL 2015

One of the highlight events of the Naliyagan Festival is “Binaga”, wherein various agencies both local and national, public and private graced the said festivity. Naliyagan Festival is a weeklong celebration of the province of Agusan del Sur showcasing all its resources. The event comes to happen every month of June annually.



GM Asis and the rest had a chance to have a picture with the ever active Provincial Governor Hon. Adolf Edward G. Plaza.

■ BAYUGAN CITY 8TH CHARTER DAY

Celebrating every 21st day of June, the festivity was participated by all agencies both public and private including different sectors in the City. Byg-WD headed by GM Asis joined the parade.



■ KALAYAAN FLAG RAISING CEREMONY



On June 12, 2014, was the flag raising ceremony in celebration to Kalayaan 2015. It was attended by Bayugan Water District and different agencies both local and national spearheaded by the Local Government Unit of Bayugan City. Filipiniana and Barong were worn by all participants to signify the true mark of being a Filipino.

■ KAHIMUNAN TU BAYUGAN 2015

In honor to the Patron Sr. Sto Nino, Bayuganons expressed their devotion thru street dancing – as a gesture of thanksgiving for the blessings bestowed upon them. It is an annual festivity of the Sacred Heart of Jesus Parish in Bayugan City.



MILESTONES

▪ 14th ANNIVERSARY CELEBRATION

Anchored with the theme: “STREAMLINING TOWARDS THE FULFILLMENT OF ITS SOCIAL RESPONSIBILITY”, the program was started with a Thanksgiving Mass officiated by Rev. Fr. Joselito Galido and followed by the Opening Program of the 14th Anniversary Celebration.



The releasing of the 14 balloons that signifies gratefulness to our Almighty Father for giving Byg-WD another year to serve the people in need. It was a great blessing though!

Part of the Launching Activity of the District's 14th Anniversary Celebration is the “Bikecade” to convey advocacy to minimize pollution. Thankful enough to have partners who extended their services during that time-PNP, BFP and SARAS.



✚ INAUGURATION AND BLESSING OF PUMP STATION #3

It is such a blessing that finally the “Inauguration and Blessing Ceremony” of Pump Station No. 3 at Brgy. Sta. Irene happened last August 19, 2015 officiated by Rev. Fr. Long Galido and it was also an honor that the City Mayor Kim Lope A. Asis graced the occasion.



who also did the ribbon-cutting. And of course our very supportive Board of Directors of the Byg-WD and former GM Arnulfo Torres was also present during occasion. Indeed, GM Asis was grateful for the success of the activity.

Blessing Ceremony of Noli Pump Station



■ Byg-WD's CHRISTMAS PARTY 2015

Christmas is the time to rejoice the birth of our Savior Jesus Christ which is also a time to share the blessings we have to our dear brothers and sisters. This year's Christmas Party of Byg-WD is anchored with theme "Thank You for the LOVE..."



The District was lucky enough that our Honorable City Mayor Kim Lope A. Asis joined the celebration and spent his time which occupied a big part in our hearts.



Gifts were also given to the kids and to the employees as well.



B. THE ADMINISTRATIVE AND FINANCE DIVISION(AFD)

For Category C Water District, Administrative and Finance functions are two separate Divisions to handle administrative and financial aspects of the water district. But due to financial constraints of BYG-WD, the said functions were fused in one(1) division and



systematically manages two different aspects. The AFD is manned by seven(7) personnel headed by the Division Manager Robelyn T. Ladaran.

The personnel that composed the Administrative and Finance Division headed by Ms. Robelyn T. Ladaran, Division Manager.

Specifically, Administrative functions deals to formulates and implements human resource programs, policies and procedures in accordance with the Civil Service rules and regulations. Implements procedures on warehousing and maintenance of materials/supplies, vehicle and equipment in accordance with government rules and regulations including procedures on procurement of adequate supply and materials, equipment and services. Formulates and implements policies related to security measures of buildings, grounds and facilities.

Table 2. Delinquent Concessionaires sanctioned to pay outstanding accounts

Barangays	No. of summoned concessionaires	No. of concessionaires paid	No. of concessionaires re-installed	Promised to pay
Canayugan	2	1		
Salvacion	7	3		1
Marcelina	23	1		12
Taglatawan	42	4	2	
Bucac	5	2		
Sta. Teresita	11	4	2	2
Maygatasan	14	2	2	
Noli	12	1		4
Hamogaway	6			1



Conducts general cleaning and beautification within the premises



Apparent to its duties and functions, AFD is also tasked to comply with the statutory obligations of the District such as licensing, real property taxes and insurances, water permits, and others. It is also coherent to closely oversee the activities of the Bids and Awards Committee (BAC).



. . .the Bids and Awards Committee on its usual procedures in the conduct of opening of bids.



On Financial Aspects, AFD prepares Projected Financial Reports based on approved Annual Budget and determines financial resources available to carry out water district programs. Implements procedures on cash management particularly safekeeping, disbursement, and control of funds, collection of water bills and other income of the District.

As reported in its Financial Statements (FS) for the Year 2014 and Year 2015, Byg-WD posted positive income in its operations as shown below.

Table 1.0: Comparative data on Net Income for two (2) years

YEAR	REVENUE	INCOME
2014	33,267,620.19	109,196.61
2015	37,228,546.16	1,714,507.31

Despite its generated income, Byg-WD is looking for possible fund sources to suffice the rehabilitation of the mainlines damaged by TD Seniang and the affected pipes of the City's Road-Widening Projects.



BYG-WD is very much grateful for the support of the Provincial Government – Gov. Adolph Edward G. Plaza thru OIC Prov'l. Administrator Ranulfo Paler and the LGU-Bayugan City Mayor Kim Lope A. Asis for their intervention to hasten the installation of temporary pipelines for the restoration of water supply during the wrath of TD Seniang.



For. Ranulfo “Popong” Paler, OIC Prov'l. Adm of ADS together with Asst. Prov'l. Assessor Linda Buquir conducted assessment as the extent of damages on the water facilities of BYG-WD caused by TD Seniang



Because of the extensive damages on the system brought about by Typhoon Seniang, the Bayugan Water District has to shoulder the burden on financial matters resulted to its accounts payables to escalate and definitely causes to incur net loss. The cost of the damaged pipes and fittings including the labors and backhoe rental is more or less 2M . The full rehabilitation and restoration of the damaged facilities will be undertaken as long as funds is available perhaps coming from borrowings – an additional burden of the Management to pay.

Despite of deficiency in financial aspect, BYG-WD managed and intensified financial austerity measures prioritizing the projects on mainline relocation and rehabilitation, saturation projects within the service area, and others funded under the Retained Earnings as mandated under Republic Act 10026.

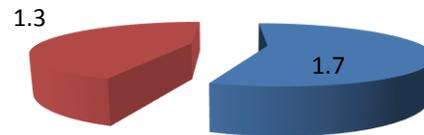
INCOME VS. EXPENSES For the year 2015

- Income
- Expenses w/o Depreciation
- Expenses w/ Depreciation



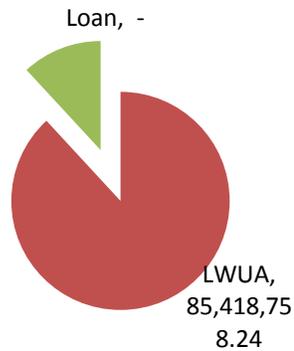
Net Receipt/Income - as of Dec. 2015

- Net Income
- Net Receipts



LOAN BALANCE

LBP,
11,500,00
0.00



Reflecting byg-wd outstanding Loan Accounts with LBP and LWUA

▪ PHILGEPS TRAINING SEMINAR

The PhilGEPS training at Davao City was personally attended by the members of the Bid and Awards Committee (BAC) including GM Asis as the Head of the Procuring Entity (HOPE).



The usual setting of the AFD personnel – staff meeting conducted monthly and as the need arise to tackle issues and concerns relative to their individual functions and above all coaching and mentoring pertaining to the attainment of their targets stipulated in their Individual Performance Commitment Review(IPCR)



HUMAN RESOURCE CORNER

BYG-WD consistently undertaken the various activities relative to the different aspects that deals on the health and wellness, conduct workshops for the enhancement of knowledge and skills of its human resources, strictly complied the rules and regulations of the Civil Service Commission as well as the required monthly reports, and further undertaken activities that would foster camaraderie in the organization.:

▪ EMPLOYEES ANNUAL PHYSICAL EXAMINATION

All employees also undergo Annual Physical Examination as well as surprise drug testing reflected in the photo taken at Guest's House, Byg-WD.



▪ PHYSICAL AND MENTAL WELLNESS



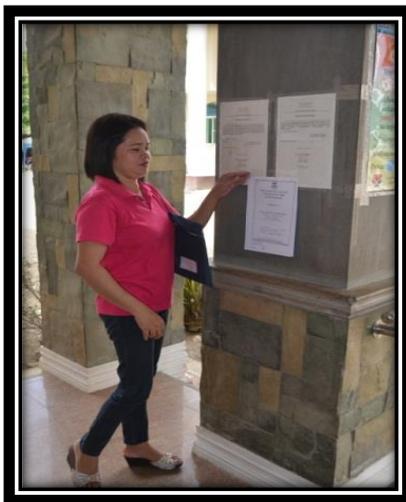
▪ CONTACT CENTER NG BAYAN (CCB)

Byg-WD complied with the mandate of posting the Contact Center ng Bayan (CCB) conceived to be the Philippine Government's main helpdesk where citizens, civil society organizations and other entities can voice their complaints and concerns with government agencies and gain access to information.

Primary Objective: Provides an avenue for the public to air out concerns relative to the quality of frontline service delivery by government personnel and any other violations of the Republic Act No. 9845 or Anti-Red Tape Act of 2007 (ARTA) for resolution, insights and process improvement.

Secondary Objective: Provide information about government agency policies and procedures specifically focused on the CSC, NCC, BIR, PHIC, DOH and DTI, which are part of the CCB. The CCB will serve as the direct channel for the public to express their complaints, feedback and recommendations.

▪ POSTING OF VACANT POSITIONS



Civil Service Commission, Field Office – Agusan del Sur enter into the publication on vacant position – Accounting Processor and U/Customer Services Assistant in Bayugan Water District. The posting was required at two (2) conspicuous places.

Ms. Tabor-HR Designate of Byg-WD personally posted the publication at main entrance of the City Hall and at the bulletin board of Brgy. Poblacion for accessibility of qualified applicants.



■ BYG-WD CITIZENS' CHARTER

That was October 21, 2009 when BYG-WD launched its Citizens Charter. Its event was highly graced by the CSC Prov'l. Director NOIME RABE-TORRES. Due to the changing of times, the same was revised to serve its clients efficiently and effectively.



BAYUGAN WATER DISTRICT

Lanzones Street, Poblacion, Bayugan City, Agusan del Sur
Tels. No. (085) 531-5140/5-03-0333

UPDATED CITIZEN'S CHARTER

VISION
BAYUGAN WATER DISTRICT envisioned to serve quality water at all times.

MISSION
The BAYUGAN WATER DISTRICT endeavors to:
- Foster the attitude that service to humanity is the best work of life, that is,
- To develop harmonious relationship among employees and the public/community.
- To continuously encourage participations and coordination of Local Government Units and other Agencies towards quality and satisfactory services.
- To continuously and judiciously adopt high technology in the water industry.

VALUE STATEMENT
Guided by its motto to serve the BAYUGANONS, the BAYUGAN WATER DISTRICT will continually serve with:
- MAAGAP
- MAGIPE
- MAGKAKATRALAN
- MAKAKALUKSAN

FEEDBACK AND REDRESS MECHANISMS
If you have complaints, please do not hesitate to advise us by filling any of the following:
1. Accomplish our Feedback Form available in our Office and drop it in our Suggestion Box located in front of our Office.
2. Write us at Bayugan Water District, Lanzones St., Poblacion, Bayugan City, Agusan del Sur or Call through telephone numbers (085) 531-5140 and 0333-0333.
3. E-mail us at our Website: www.bayuganwaterdist.com

LIST OF FRONTLINE SERVICES

Type of Service	Fees and Charges (P100)	Forms	Processing Time	Division/ Person Responsible
Availment on Water Services Application Orientation Impressions Installation	Application and Installation * Fees charges are subject to increase in case of inflation and prices, which depends on service connection size	2,500.00 - Service Application and Connection Order (SACO)	3 - 5 Days	- Commercial Services Division (CSD) / Madula - Adm. Finance Division (AFD) / Bololo - Construction & Maintenance Division (CMD) / Cabunday
Re - Installation of Water Service Connection: disconnected	Re - Install fee & waterbill	200.00 - Service Request	1 Day	- CSD-Madula AFD-Bololo CMD-Cabunday
temporary disconnection	Re - Install fee & waterbill	150.00 - Service Request	1 Day	- CSD-Madula AFD-Bololo CMD-Cabunday
Repairs - Service Line	Cost of fittings, if there is any	- Service Request	1 Day	- CSD-Madula AFD-Bololo CMD-Cabunday
Requests: - Meter Transfer	Meter transfer fee	150.00 - Service Request	2 Days	- CSD-Madula AFD-Bololo CMD-Cabunday
- Re-classification (Upon Request)		- Service Request	2 Days	- CSD-Madula AFD-Bololo CMD-Cabunday
- Meter Calibration High Billing (Upon Request)	150.00	- Service Request	2 Days	- CSD-Madula AFD-Bololo CMD-Cabunday
- Leaking on Household Connection		- Service Request	1 Day	- Bayugan Accredited Plumbers (BAP)
- Change account name	Change account name fee	50.00 - Service Request	30 mins	- CSD-Madula AFD-Bololo
Maintenance - Meter Replacement - damaged	Cost of fittings, if there is any	- Service Request	1 Day	- CSD-Madula CMD-Cabunday
- Re-classification		- Service Request	2 Days	- CSD-Madula AFD-Bololo CMD-Cabunday
- Meter Calibration High Billing/Reinstall		- Service Request	1 Day	- CSD-Madula AFD-Bololo CMD-Cabunday
- payment of water bills and other fees	Amount due Byg-WD Billing notice	Byg-WD billing notice	10 mins	- CSD-Sulit AFD-Bololo



Recently, Ms Verginia B. Madelo Sr. Personnel Specialist of the CSC Regional Office 13 conducted an assessment as to the updates of the Citizen Charter.

▪ SPIRITUAL NOURISHMENT INSTITUTED

Good health nourishment of employee's is the institution's goal to continuously do their work right. But it will never be attained without the band of Spiritual Nourishment which is equally important.



To be both physically and spiritually nourished, Byg-WD welcomes and embraces the Holy Eucharist – as a monthly activity.

▪ WOMEN'S DAY CELEBRATION

It is but important to celebrate the most significant day for women to honor their immeasurable efforts in their family and in the society as a whole. The District's way of celebrating it is as simple as on the photo shows but as meaningful as one to be remembered.



■ BYG-WD CELEBRATES FAMILY DAY AT FAMILY PLACE, OSMEÑA, BAYUGAN CITY

Family is the basic unit of society wherein the attitudes of every individual will be molded therein. Thus, on September 21, 2015 the Family Day was celebrated to give importance on family. Pope Francis in one of his writings “Gaudeum et Spes” highlights the importance the family in the life of each individual.



✚ AWARDING OF BEST EMPLOYEES FOR CY 2015

Special awards were given to those employees who have rendered 10 years in service and best in attendance in each divisions.

THE CY 2015 AWARDEES:

LOYALTY AWARD:

Giovanni de Guzman

BEST EMPLOYEES:

Jhonny P. Tolib – Administrative & Finance Division
Ananias R. Bontoyan – Commercial and Services Division
Jessie T. Escol – Operations & Engineering Division
Gilmarie B. de Claro – Office of the General Manager



C. THE COMMERCIAL SERVICES DIVISION(CMD)

Billing and Collection, marketing-increase market growth, and customer care are the constituted functions of the Commercial Services Division. Relatively, receives and processes service applications, enforces utility rules and regulations as to billings/delinquencies/adjustments, and maintains accurate and updated customer accounts.



The CSDivision is composed of eleven(11) personnel headed by Mr. Arnold L. Madula

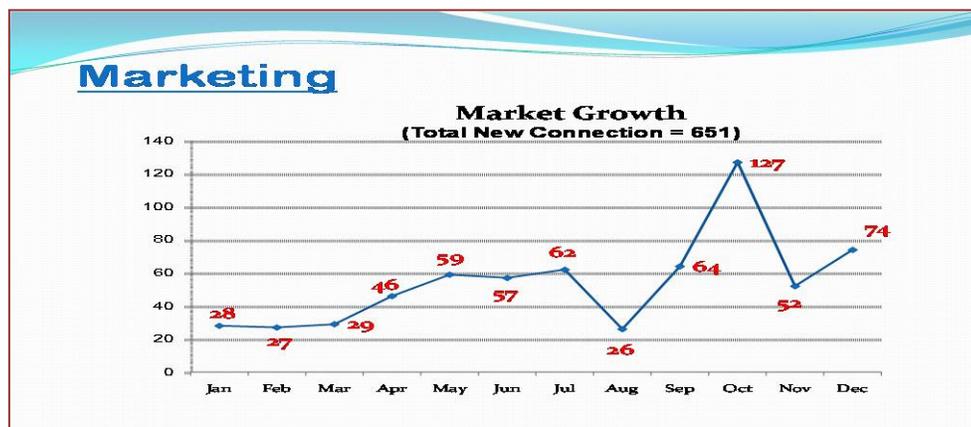
BYG-WD in its 14th year of operation has a service area covering sixteen(16) barangays of Bayugan City. The declaration as a chartered City of the Povince of Agusan del Sur, BYG-WD has clamored to level off the fast growing population thus, increasing water demand.

COMPARATIVE DATA ON SERVICE CONNECTION PER BARANGAY

Barangays	No of Population	No. of Households	No. of service connections	No. of Population Served
1. Poblacion	19,216	3,843	3,105	14,725
2. Taglatawan	14,041	2,808	2,046	9,785
3. Fili	3,477	695	382	1,720
4. Sta. Teresita	1,862	372	193	890
5. Hamogaway	7,320	1,464	41	205
6. Maygatasan	4,504	901	419	1,975
7. Noli	3,680	736	385	1,660
8. Canayugan	5,704	1,141	99	420
9. Mabuhay	1,943	1,750	6	30
10. Sta. Irene	3,254	651	165	540
11. Bucac	3,816	763	276	1,180
12. San Isidro	1,163	233	87	405
13. Marcelina	3,865	733	349	1,695
14. Pinagalaan	5,451	1,090	23	115
15. Cagbas	1,919	384	172	755
16. Salvacion	5,547	1,109	317	1,400

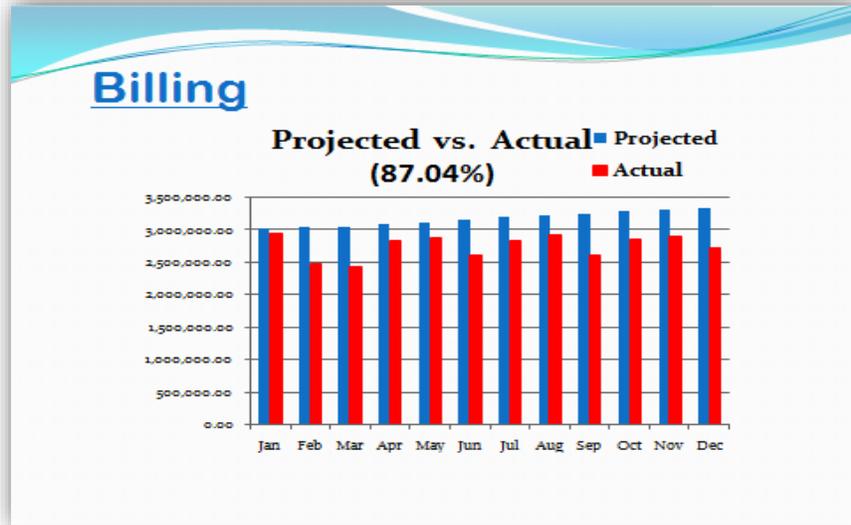
The development of housing/subdivision projects within the city limits to mention some: Marrea Estates, Ascenda Plains, and Eurika has resulted to increase the inflow of migrants settling in the City tending the increase of the no. of commercial establishments. As of December last year, the market growth reached to six hundred fifty one(651) service connection, that is, 93% of the targeted increase in service connection of seven hundred(700) for CY 2015.

GRAPH ON MARKET GROWTH

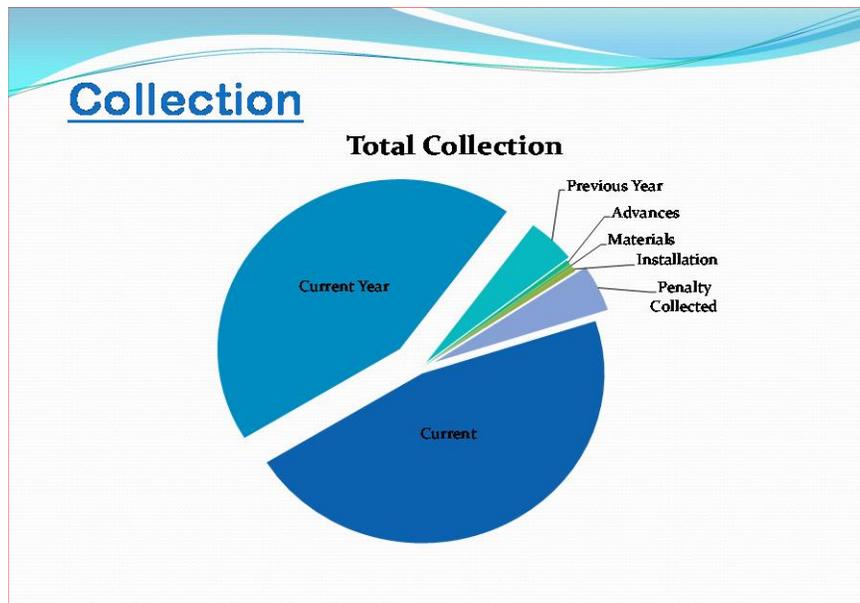


The wrath of Tropical Depression Senieng followed by the occurrence of El Nino Phenomenon had greatly hindered the attainment of projected water sales for the year.

GRAPH: PROJECTED WATERS SALES VS ACTUAL BILLING

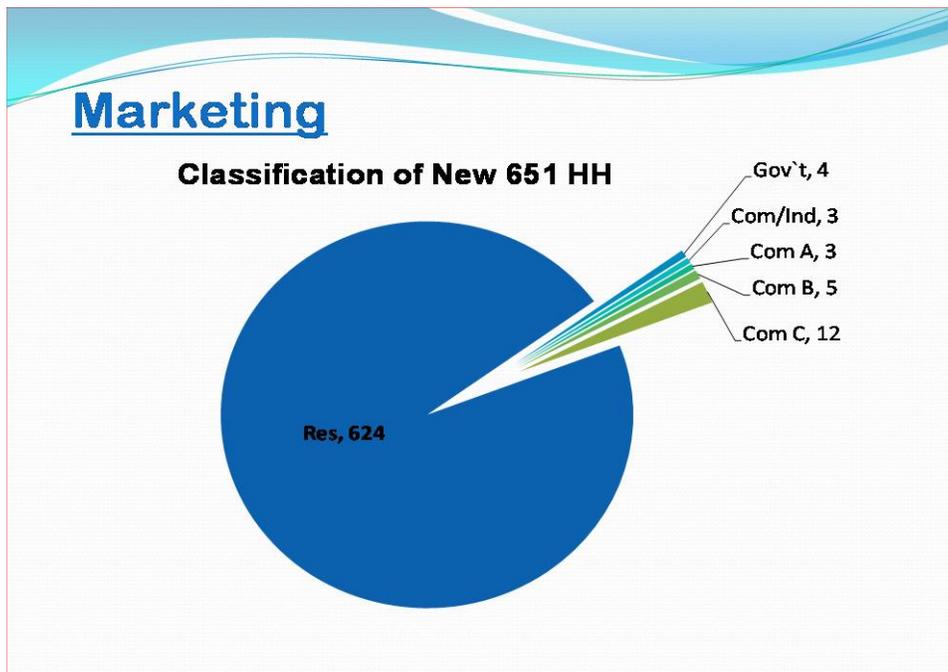
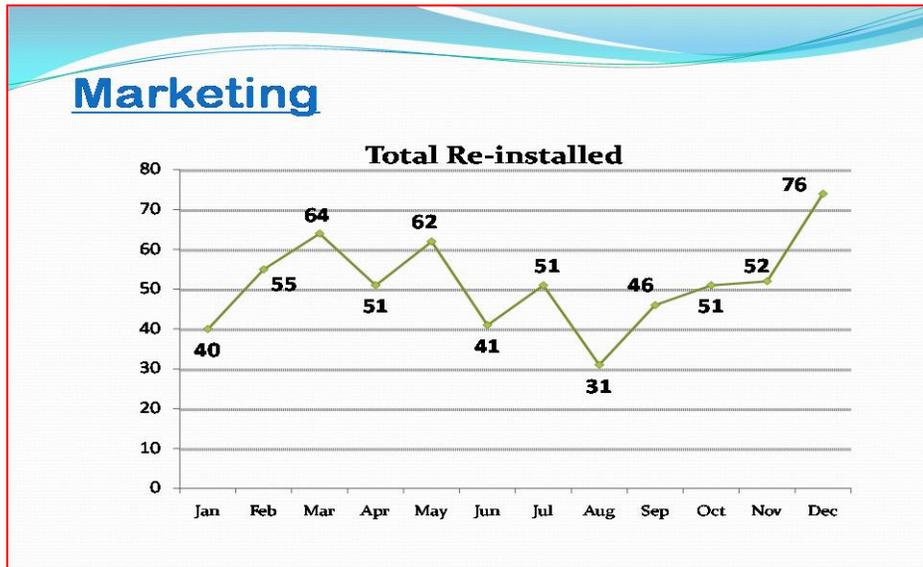


The percentage of collection on Water Sales for CY 2015:



The increasing no. of disconnection is also an adverse effect of the occurrence of El Nino Phenomenon particularly those households situated in high elevated areas. But on the later part of October until December some disconnected concessionaires have filed for reconnection – an effect of marketing intensification program.

GRAPH ON RECONNECTED SERVICE CONNECTIONS



Concessionaires Individual Ledger is evaluated yearly to be kept abreast on the changes on its data. Hence, there were concessionaires found that their classification needs to be reclassified based on the findings after ocular inspection conducted. Thus, most of the re-classified were from residential into Commercial depending on the nature of business they ventured.



CLASSIFICATION OF TOTAL NO. OF SERVICE CONNECTION AS OF DECEMBER 2015

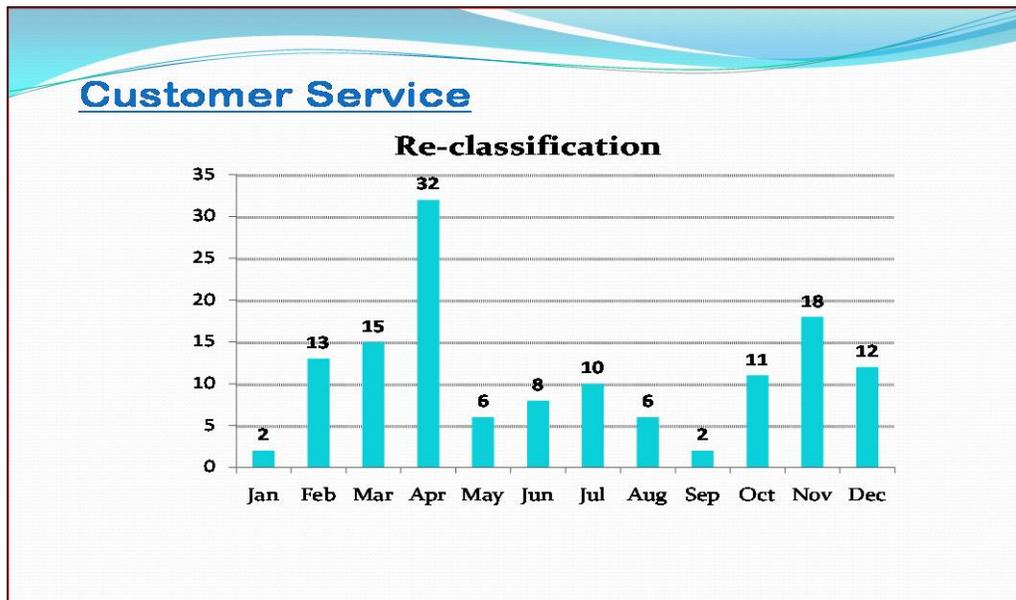
ZONE	RESIDENTIAL	GOVERNMENT	COML/INDUSTRIAL	COMLA	COMLB	COML C	TOTAL
1	620	6	3	0	1	8	638
2	383	0	3	6	2	10	404
3	153	1	6	14	5	49	228
4	140	9	10	52	32	80	323
5	343	0	0	0	5	12	360
6	273	0	2	6	9	26	316
7	714	25	1	9	4	12	765
8	934	2	5	4	3	17	965
9	222	7	2	0	1	11	243
10	143	0	0	0	0	0	143
11	319	9	1	3	1	14	347
12	279	3	11	12	6	24	335
13	650	7	12	5	7	46	727
14	166	2	4	0	2	13	187
15	432	5	1	0	1	6	445
16	648	7	0	0	0	4	659
20	123	11	2	12	7	18	173
21	17	0	0	0	0	0	17
22	433	14	8	9	13	28	505
23	260	2	0	4	5	14	285
TOTAL	7252	110	71	136	104	392	8065

Total no. of service connections reflected aboved includes inactive connections

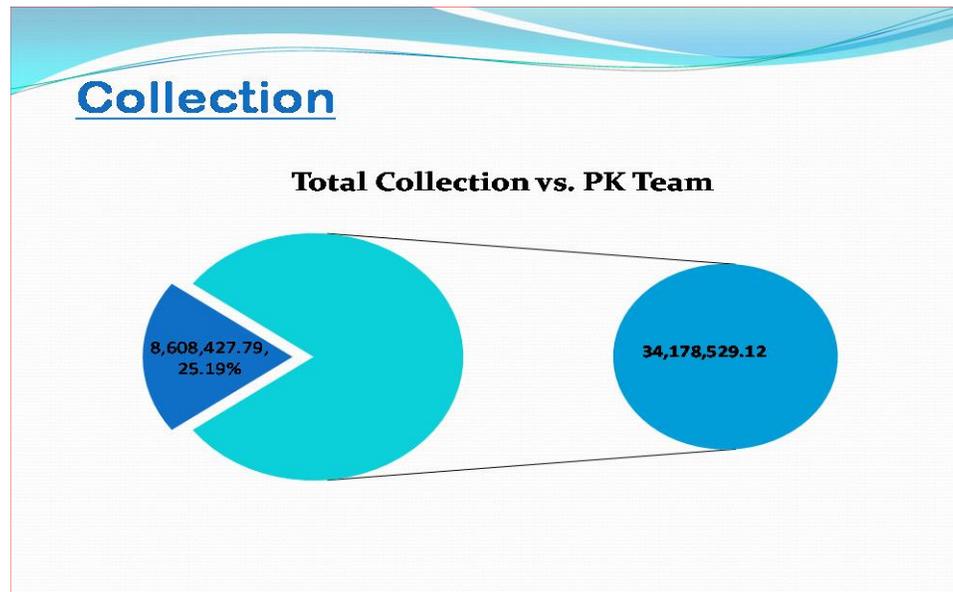
Table 1.6: LWUA Approved Water Rates

Classification	Minimum Charges	Commodity Charges				
	0-10	11-20	21-30	31-40	41-50	50 above
Gov't./Residential	204.80	22.40	24.95	28.15	32.00	36.45
Comm'l/Industrial	409.60	44.80	49.90	56.30	64.00	72.90
Commercial A	358.40	39.20	43.65	49.25	56.00	63.75
Commercial B	307.20	33.60	37.40	42.20	48.00	54.65
Commercial C	256.00	28.00	31.15	35.15	40.00	45.55
Bulk Sale	614.40	67.20	74.85	84.45	96.00	109.35

Concessionaires Individual Ledger is evaluated yearly to be kept abreast on the changes on its data. Hence, there were concessionaires found that their classification needs to be reclassified based on the findings after ocular inspection conducted. Thus, most of the re-classified were from residential into Commercial depending on the nature of business they ventured.



The efficiency and effectiveness of the “PUTOL KONEKSYON TEAM” has continually help in the imposition of Disconnection Policy of the District. The Team is equipped with negotiation skills to be Customer Friendly. Team is also authorized to received payments from delinquent concessionaires.



Monthly staff meeting of the CSD that includes coaching and mentoring is conducted regularly.



D. THE PRODUCTION AND WATER QUALITY DIVISION(PWQD)

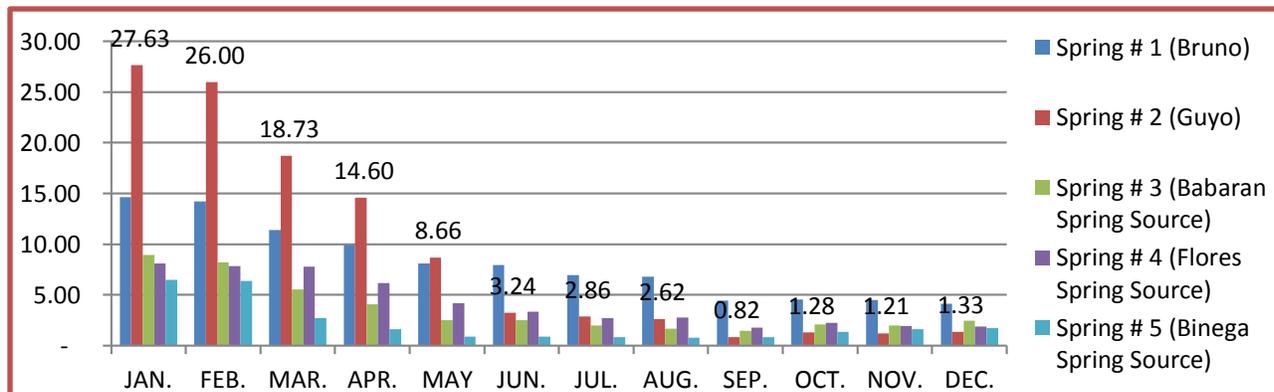
This Division is responsible for the following functions: Determines water production requirements and ensures the steady supply of water to the service area. Maintains water pumps and water treatment facilities. Monitors system water pressure, water level and water quality in accordance with the standards set by PNSDW and the world health Organization. Conducts preventive maintenance and repairs of equipment and pumping facilities. Initiates programs for protection and development of water resources.



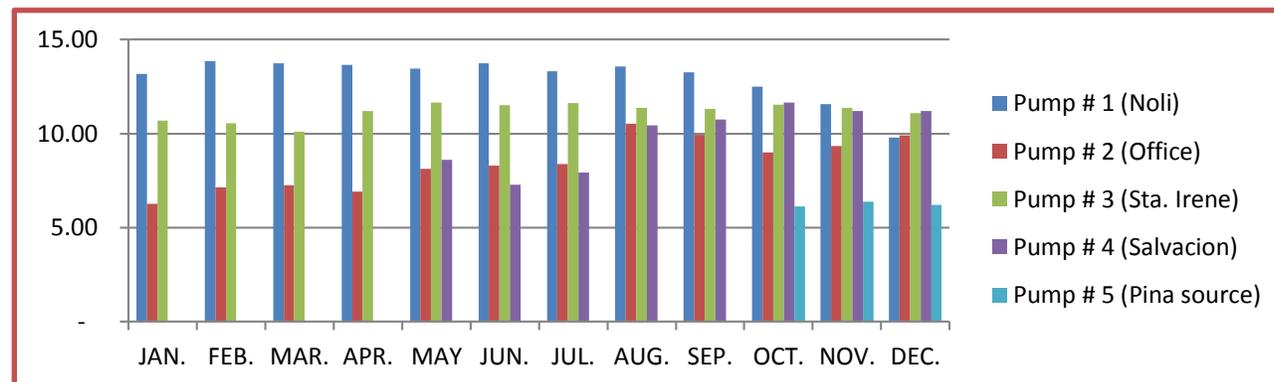
Engr. Leonardo Badato leads the personnel of the PWQD

Part of the division's monitoring activities is the conduct weekly calibration of all water sources that includes springs and pump stations to determine its yield. The advance occurrence of El Nino Phenomenon was experienced early part of 2015, thus water production from spring sources had decreased started in the month of March that eventually caused water shortage during peak hour and was only recovered after the Pina Source Pump Station (partial completion) had started its operation in the month of October.

GRAPH REFLECTING THE SPRINGS DISCHARGES

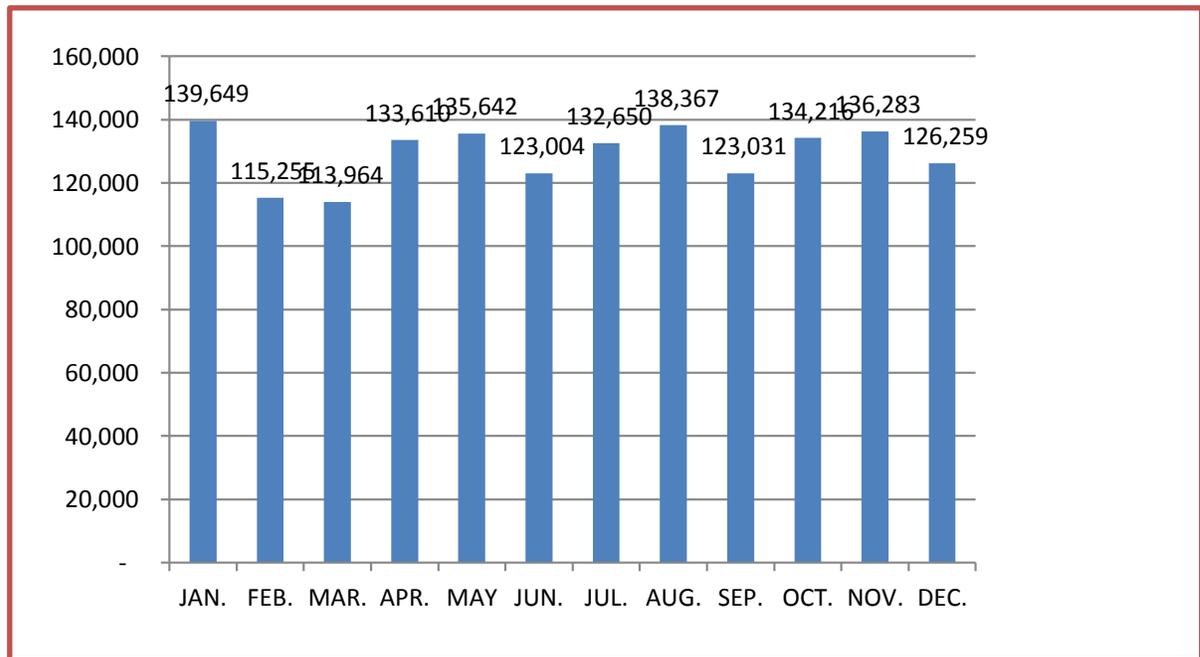


GRAPH REFLECTING THE WELLS DISCHARGES



As plotted, the significant reduction of springs' yield had greatly affect the adequacy of supply of water. The low pressure during peak hour has resulted to a lesser revenue on water sales. Despite of the shortage, applicants for service connection had increased, that is, for the month of October there were one hundred twenty(120) new service connections have been installed resulting to increase in daily water demand.

GRAPH ON MONTHLY ACTUAL DEMAND



On Water Quality Aspect. Every second Monday of the month nine(9) water samples were submitted to Libertad Provincial Hospital, Butuan City for bacteriological examination. It was noted that BYG-WD has go beyond the required no. of samples by Philippine National Standard for Drinking Water(PNSDW)(1:5,000 active service connection) in the sense that BYG-WD wanted to ensure that all strategic points shall be monitored as to its SAFE measures. So far, results of Bacteriological Testing has negative from E. Coli and Fecal Coliforms and other hazardous bacteria. Daily monitoring of Chlorine Residual at thirty eight(38)end points. These include schools and hospitals were regularly conducted to ensure the sufficiency in the amount of chlorine used conforming the minimum standard requirements of PNSDW. As part of the required reportorial submission, results of the Bacteriological Testing and other data on water quality aspect is submitted to Local Water Utilities Administration(LWUA) and to the Department of Health – LGU Bayugan City monthly as mandated.

Furthermore, PWQD also undertaken regular monitoring every Monday and Friday in different hospitals and clinics within the City limits for cases of patients with diarrhea, typhoid fever, amoeba, and other related water borne diseases to guarantee that the causes of the abovementioned ailments is not from the water of BYG-WD.

BACTERIOLOGICAL SAMPLING AND CHLORINATION ACTIVITY



Presently, BYG-WD has five(5) springs and six(6) pump stations as the main source of water for the sixteen(16) barangays within its service area.

WATER SOURCES	LOCATION	ACTUAL CAPACITY
SPRINGS:		
1. Spring Source #1	P1, Brgy. Pinagalaan	8.12
2. Spring Source #2	P1, Brgy. Pinagalaan	9.08
3. Spring Source #3	P7, Brgy. Pinagalaan	3.60
4. Spring Source #4	P7, Brgy. Pinagalaan	4.22
5. Spring Source #5	P7, Brgy. Pinagalaan	2.17
DEEPWELLS		
1. Pump Station #1	Brgy. Noli	12.96
2. Pump Station #2	Brgy. Poblacion	8.42
3. Pump Station #3	Brgy. Sta. Irene	11.17
4. Pump Station #4	Brgy. Salvacion	9.88
5. Pump Station # 5	Pina Source, Brgy. Pinagalaan	6.24
TOTAL		75.86

Based on the computed actual capacity of the different sources which is 75.86 lps, the BYG-WD has to develop additional water sources to cater the demand of its concessionaires during peak hour. That is, double of the above actual capacity meeting the required production recommended in the 10-Year Development Plan. That is, the District has to develop ten(10) deep wells before the end of year 2016. In addition, the Consultant emphasized that low pressure during peak hour will be resolved through the construction of additional storage facilities to balance pressures in the system.

Construction of five(5) water storage facilities with total capacity of 2,370 cubic meter will adequately meet the need. The recommended locations and volumes are as follows:

PROPOSED WATER STORAGE FACILITIES

NO.	LOCATION	VOLUME
1	Taglatawan	800
2	Poblacion	700
3	Salvacion	250
4	Maygatasan	320
5	Marcelina	300
TOTAL		2,370



Staff Meeting conducted regularly to tackle issues and concerns relative to the responsibilities of PWQD headed by Engr. Badato.

E. THE CONSTRUCTION AND MAINTENANCE DIVISION(CMD)

Pursuant to LWD-MaCRO, this Division is in-charge in the Implementation of programs for extension, expansion, and improvement of water supply system. Undertakes repair and maintenance of transmission and distribution pipelines and installation and repairs of service connection.



Personnel of CMD headed by Division Manager Engr. Isidro T. Cabanday

Upon the completion of the 10-year Development Plan of BYG-WD, rehabilitation projects were also given primary consideration of the District. Existing service line has been replaced by bigger sizes of pipes to cater the increasing demand of concessionaires during peak hour. Various projects and activities were also undertaken to mention some: massive replacement of water meter based on the service life span, installation of new service connections, expansion projects within the service areas, installation of mother water in subdivision housing projects, relocation of pipelines affected by LGU drainage and widening projects.

Table 1.5: Expansion and Rehabilitation Projects for CY 2015 funded by Retained Earnings and LBP Loan for Source Development

PROJECTS/PROGRAMS/ACTIVITY	PROJECT COST	STATUS
Service Line Rehabilitation P-3, Brgy. Sta. Teresita, Bayugan City	79,809.08	completed
Service Line Expansion Brgy. Sta. Irene, Bayugan City	116,987.23	completed
Service Line Expansion Balite St., Poblacion, Bayugan City	80,518.48	completed
Service Line Expansion Canayugan to Mabuhay (Pagkain ng Bayan), Bayugan City	151,877.78	completed
Marreah States Water Lines Brgy. Sta. Irene, Bayugan City	403,325.45	ON GOING
Service Line Rehabilitation P-6, Brgy. Poblacion, Bayugan City	46,039.13	completed
Service Line Rehabilitation Lucban St., Brgy. Poblacion, Bayugan City	55,839.63	completed
Installation of Check Valve w/ By Pass Esperanza Road	32,014.20	completed
Service Line Rehabilitation P-2, Curbada, Bayugan City	33,540.90	completed
Service Line Rehabilitation P-2, Kalye USA Andanan, Brgy. Noli	39,812.71	completed
Service Line Rehabilitation Tanguile St., Brgy. Poblacion, Bayugan City	31,108.42	completed
Service Line Expansion P-2C, Gaisano Ext'n., Brgy. Taglatawan	4,517.02	completed
Installation of Subdivision Mother Meter Ascienda Plains Subd., Brgy. Maygatasan	30,608.14	completed
Installation of Subdivision Mother Meter Eurika Homes Subd., Brgy. Noli	44,694.00	completed
Service Line Rehabilitation Gaisano Cor. Bay-ang St., Brgy. Taglatawan	38,144.75	completed
Service Line Expansion P-2, Brgy. Sta. Irene, Bayugan City	39,473.57	completed
Service Line Expansion P-1B, Brgy. Noli	66,747.50	ON GOING

Service Line Expansion Brgy. Noli, Bayugan City	7,028.75	ON GOING
Service Line Rehabilitation P-7, Brgy. Fili, Bayugan City	86,924.62	ON GOING
Concrete Encasement of Transmission Line Brgy. Noli(Pump Station # 1)	36,551.00	completed
Repair & Relocation of Trans. & Distribution Line Brgy. Sta. Teresita, Bayugan City	592,075.70	ON GOING
Perimeter Fence Construction P-6, Brgy. Sta. Teresita, Bayugan City	10,445.00	completed
Relocation of Main Distribution Line/Rehab. Crossing Bliss to Brgy. Fili	1,906,791.20	ON GOING
Total		

INSTALLATION OF FLOW METERS IN ASCENDA PLAINS AND MARREA ESTATES



MAINLINE REPAIR ALONG NATIONAL HIGHWAY



INTERCONNECTION OF DISTRIBUTION LINE



Table 1.6 Source Development funded by LBP Loan

PROJECT/PROGRAMS/ACTIVITY	PROJECT COST	STATUS
Pump Station #4 – Salvacion Parallel Transmission Line	1,550,464.04	Completed
Pump Station # 3 – Sta. Irene including Perimeter Fence and Pump House	2,677,072.69	Completed
Pina Source – Design & Const’n. of Pumping Station, Perimeter Fence, Transmission Line		On going
Bucac Pump Station #5 – Pumping Station, Perimeter Fence, Transmission Line		On going

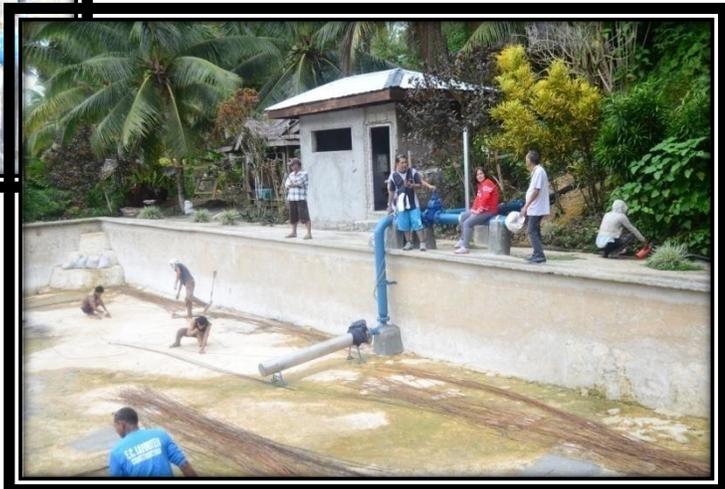
CONSTRUCTION OF PINA SOURCE PUMP STATION #6



INSPECTION OF PINA SOURCE PROJECT WITH LBP AND CONSULTANT



*With the Consultant
Engr. Mon dela Torre*



The consistency of supervision and monitoring in all activities to be undertaken are factors for the attainment of target accomplishment. Thus, DM Cabanday conduct staff meeting regularly.



P

Engr Cabanday conducted coaching and mentoring to the personnel of his division

ACKNOWLEDGEMENT

Organizing and putting together all the necessary data to be able to come up with our Agency's Annual Report for CY 2015 would not be possible without the effort of the following individuals.

My gratitude to the Division Managers namely: Ms. Robelyn T. Ladaran of the Administrative and Finance Division, Mr. Arnold L. Madula of Commercial Services Division/Planning and Design Unit, Engr. Isidro T. Cabanday, Jr. of the Construction and Maintenance Division, and Engr. Leonardo A. Badato of the Production and Water Quality Division who make every effort to submit all their Monthly Reports on time even with their busy schedule;

A lot of thanks to all the Rank and File employees assigned in the office and on field who've done their part for the attainment of the Agency's Target for the year 2015;

My profound salutation to the Members of the Board of Directors: Dir. Fortunato V. Paway – Chairman of the Board, Dir. Felix P. Uy – the Vice Chairman, Dir. Primitiva R. Salvan – the Secretary, Dir. Abelardo S. Reyes, and Dir. Darlito A. Sulit who in one way or another always there to guide and support the Management in every activities undertaken beneficial to both the Agency and to the public in general;

My deepest gratefulness to my family who always there providing with unfailing support and encouragement;

My supreme praises to the ALMIGHTY FATHER for without His great love all the endeavors of Bayugan Water District would not be realized.

TO GOD BE THE GLORY!

FMA