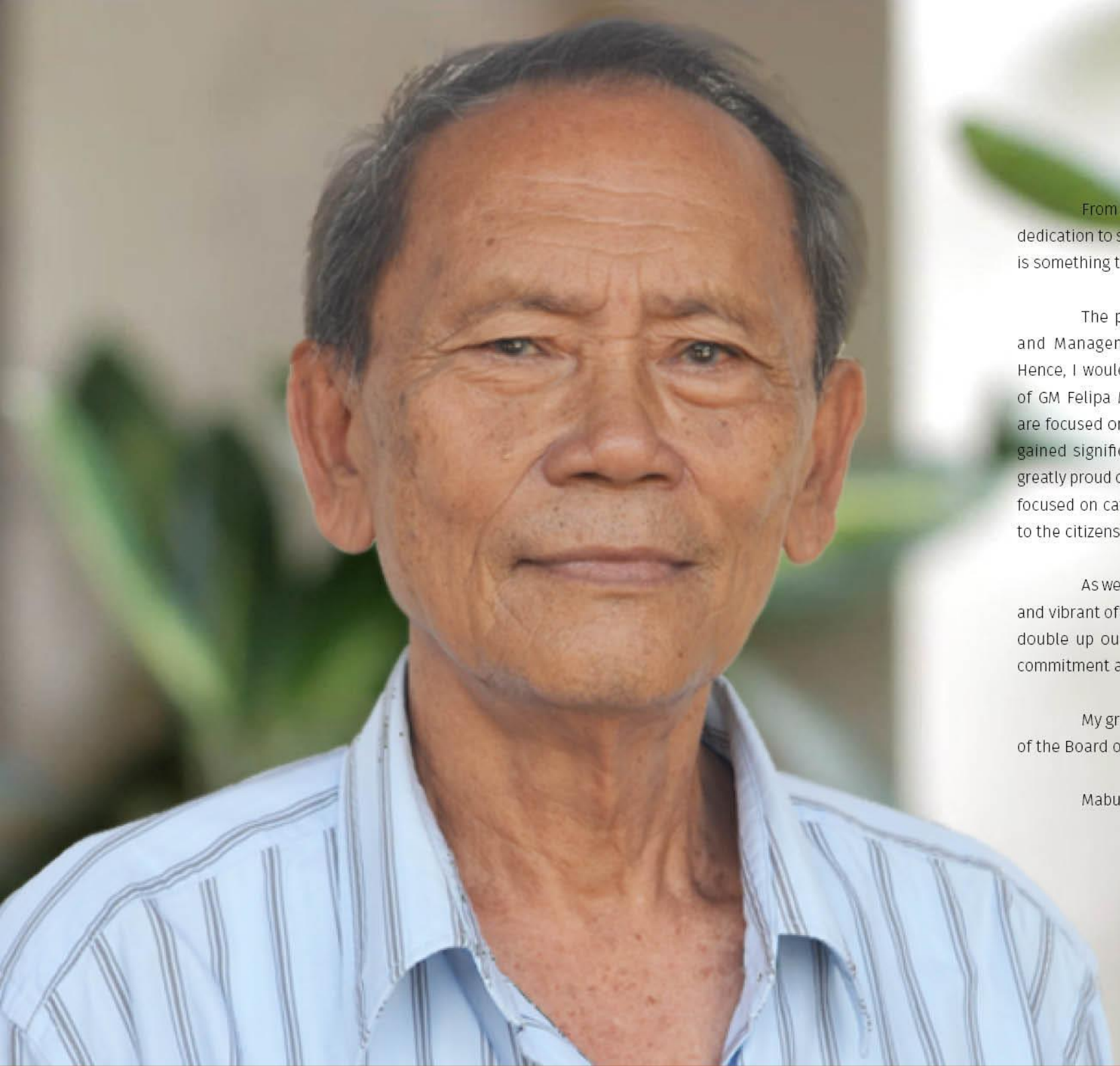
BAYUGAN WATER DISTRICT

"Providing a lifeline for a lifetime"



From humble beginnings, coupled with passion and dedication to serve - what the Bayugan Water District today is something to be proud of!

The productive relationship between the Board and Management, powered our success for the year. Hence, I would like to commend the effective leadership of GM Felipa M. Asis and the highly motivated staff who are focused on providing remarkable client services which gained significant accomplishments for the year. We are greatly proud of working together with dedicated individuals focused on catering to the need of safe and potable water to the citizens.

As we move onwards to a bright future for our strong and vibrant office, the Bayugan Water District, together, we double up our efforts to make public service a lifetime commitment as we uphold concessionaires' rights.

My great pleasure and honor to serve as chairman of the Board of Directors of this institution.

Mabuhay!

FORTUNATO V. PAWAY
Chairman of the Board

God must have purposely included in His plans the challenges and struggles the District has encountered throughout the year. The motivation and strength of the employees most especially to Me as Head of the Agency to overcome those adversities and to push harder towards the attainment of such significant and major accomplishments that surpasses everybody's expectations sprung from deep within us of being optimistic. That amidst fair shares of mistakes and spill of emotions, we still able to work as one and fulfill our mandate streamed-in to specific activities for every particular situation.

The persistent practice of handing over to area personnel all tasks assigned to make its respective service coverage in order, immensely contributed to lower the Non-Revenue Water. Wise and realistic strategies implemented by the Management have almost attained the targeted revenue resulting to pay our loans to LWUA and LBP with no outstanding arrears. Target service connections for the year beat a hundred percent. Certain projects were implemented chargeable to the savings for the year. And, our endless efforts to comply the Human Resource Management System required by the Civil Service Commission, the District is now recognized as Maturity Level II in the Performance Management System. All these, I can now proudly say that the District today is worth every employee's sacrifices.

A big, warm thank you to one and all who became part in embracing this year-round journey for I consider this much of a blessing from God. Still, with passion and dedication to serve the Bayuganons must reign in our hearts as we will face another chapter of loops and hoops of the operation for the years to come. Let us always remember that the future of this City always take account of the efficiency and effectiveness of services we provide through "safe" potable WATER.

To GOD be the glory!

FELIPA M. ASIS
GeneralManager

CORE VALUES

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

PERFORMANCE PLEDGE

WE, the Officers and Employees, recognizing the important responsibility we are undertaking in serving the concessionaires of the Bayugan Water District, hereby pledge to carry out with trustworthy and diligent manner the duties and obligations in our role as public servants.

WE commit:

W - willingness to serve
A - adequate pressure at 24 hours
T - trustworthy service provider
E - efficiently do our job
R - reliable services

M - maintain and provide
E - economically affordable
T - time conscious in
E - everything we do
R - respect all your rights

All these we pledge because YOU deserve the WATER METER!

BAYUGAN WATER DISTRICT 1983

HISTORY

In the beginning . . . . . COMMITMENT

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.

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 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!

ooking 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.

long-dreamed . . . . . WATER!

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.

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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 olunteers even swallow the smacking terms fashioned for them-WAS JAPORMS was the common term. But today, that PAPOGI is ust 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 61st 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!

ORGANIZATIONAL STRUCTURE

BOARD OF DIRECTORS

FORTUNATO V. PAWAY
Chairman of the Board
EDUCATION SECTOR

ENGR. FELIX P. UY
Vice-Chairman of the Board
PROFESSIONAL SECTOR

PRIMITIVA R. SALVAN
Board of Director - Secretary
WOMAN SECTOR

ABELARDO S. REYES
Board of Director - Treasurer
BUSINESS SECTOR

DARLITO A. SULIT SR.
Board of Director - Member
CIVIC SECTOR

MANAGEMENT AND STAFF

FELIPA M. ASIS
General Manager

OFFICE OF THE GENERAL MANAGER

ADMINISTRATIVE AND FINANCE DIVISION

ROBELYN T. LADARAN
Manager, Admin/Finance Division

LUCITA D. TABOR
Administration Services Assistant B

MARA A. PEREZ
Accounting Processor A

RHODERICK C. BOLODO
Cashiering Assistant

JULIENE V. GODOY
Corporate Budget Assistant

GILMARIE B. DE CLARO
Clerk Processor C

NERISSA P. SULIT
Store Keeper / Teller Designate

MARIA LUZ G. CAOLIE
Utility Worker

VACANT
Store Keeper

COMMERCIAL SERVICES DIVISION

ARNOLD L. MADULA
Manager, Commercial Services Division / Planning & Design

HERMA-LISA A. GALLERON
Industrial Relation Management Development Assistant A

EZRAH LLOYD A. ESPINOSA
Utilities / Customer Services Assistant D

VACANT
Utilities / Customer Services Assistant D

OPERATIONS AND ENGINEERING DIVISION

ENGR. ISIDRO T. CABANDAY JR.
Accounting Processor A

VACANT
Clerk Processor B

GIOVANNI R DE GUZMAN
Water Resources Facilities Tender A

MARCELO T. BUDLONG
Water Resources Facilities Tender A

MARCELO T. BUDLONG
Water Resources Facilities Tender A

PRODUCTION AND WATER QUALITY DIVISION

ENGR. LEONARDO A. BADATO
OIC, Production & Water Quality Division

THE BOARD OF DIRECTORS

The BOD set as the governing body whose functions is to legislate and establish policies necessary for the operations of the District.

The BOD composed of members orderly presenting from the left namely: Dir. Fortunato V. Paway, Dir.Felix P. Uy, Dir.Primitiva R. Salvan, Dir. Abelardo S. Reyes and Dir. Darlito A. Sulit Sr.

OFFICE OF THE GENERAL MANAGER

The Office of the General Manager is tasked to monitor and take actions 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 De Claro as head of the Technical Unit of the OGM and Staff.

THE OPERATIONS AND ENGINEERING DIVISION

The Operations and Engineering 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 repairds of service connection.

Personnel of OED headed by Division Manager Engr. Isidro T. Cabanday Jr.

THE COMMERCIAL SERVICES DIVISION

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

The CSD personnel headed by Ms. Herma-lisa A. Galleron, OIC.

THE ADMINISTRATIVE AND FINANCE DIVISION

Administrative functions deal 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, vihicle 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.

The personnel that composed the AFD headed by Ms. Robelyn T. Ladaran, Division Manager.

MAJOR ACCOMPLISHMENTS

BALITE PUMPING STATION

Project Title	Project Cost	Status
Construction Pump Station #7 - Balite	685,699.45	Completed

BUCAC PUMPING STATION

Project Title	Project Cost	Status
Construction Pump Station #6 - Bucac	418,133.45	Completed

SALVACION PUMPING STATION

Project Title	Project Cost	Status
Constructon Pump Station #4 - Salvacion	386,855.50	Completed

2. SERVICE LINE EXPANSION PROJECT

SALVACION EXPANSION

Project Title	Project Cost	Status
P11 Brgy Salvacion	228,102.75	Completed

STA. TERESITA- HAMOGAWAY DISTRIBUTION LINE

Project Title	Project Cost	Status
Rehab of Sta. Teresita -Hamogaway D-line	845,808.00	Ongoing

BLISS REHAB PROJECT

Project Title	Project Cost	Status
Rehab of Bliss Distribution Line	332,854.50	Completed

Project Title	Project Cost	Status
Happy Nico Brgy Sta. Teresita	28,911.90	Completed

BALITE TRANSMISSION LINE

Project Title	Project Cost	Status
Balite Transmission Line	389, 480.70	Completed

MARCELINA DISTRIBUTION LINE EXPANSION

Project Title	Project Cost	Status
Expansioin P9 to P11 Brgy Marcelina	228,514.55	Completed

SUMMARY OF PROJECTS FUNDED UNDER RETAINED EARNINGS

POW #	PROJECT TITLE	AMOUNT	STATUS
2016-01-001	Rehab of Sta. Teresita -Hamogaway D-line	P 845,808.00	ongoing
2016-01-004	Brgy. Taglatawan-Rehab of Bliss Distribution Line	332,854.50	completed
2016-01-005	Brgy. Marcelina Expansion - P9 to P11	228,514.55	completed
2016-01-006	Brgy. Salvacion – Expansion - P11	228,102.75	completed
2016-09-025	Brgy. Sta. Teresita - Happy Nico	28,911.90	completed
2016-09-026	Brgy. Noli Santulan Noli Pikas,	126,455.90	on going
2016-09-027	Brgy. Poblacion - NIA Road(rovan)	78,292.88	on going
2016-01-028	Brgy. Tagalatawan - P5(Aguilar Res)	34,205.10	on going
2016-06-022	Pump Station No. 1-Treatment Housing	21,384.00	completed
2016-06-018	Pump Station No. 2- Treatment Housing	21,384.00	completed
2016-06-020	Pump Station No. 3-Treatment Housing	21,384.00	completed
total		1,967,297.58	

SUMMARY OF PROJECTS FUNDED UNDER LBP LOAN

POW#	Project Title	Amount	Status
2016-03-013	Const'n Pump Station No. 4-Salvacion (Complete Phases)	386,855.50	completed
2016-03-014	Const'n Pump Station No. 6-Bucac (Complete Phases)	418,133.45	completed
2016-03-1016	Const'n Pump Station No. 7-Balite (Complete Phases)	685,699.45	completed
total		1,490,688.40	

Performance Accomplishment

LWD Name: BAYUGAN WATER DISTRICT

MFO's AND PERFORMANCE INDICATORS (1)		FY 2015 ACTUAL ACCOMPLISHMENT (2)	FY 2016 TARGET (3)	RESPONSIBLE DIVISION (4)	FY 2016 ACTUAL ACCOMPLISHMENT (5)	ACCOMPLISHMENT RATE (6)	REMARKS (7)
A. Water Facility Service Management							
2016 Budget:							
PI 1 (Quantity) access to potable water	A. Percentage of barangay with access to potable water against the total number of barangays within the coverage of the Byg-WD	37.21%	37.21%	OED, OGM	37.21%	100%	
	B. Increase of household connections through expansion projects within the service area (saturation project)	651 Service Connections	700 Service Connections	AFD, CSD & CMD	737 Service Connections	105%	
PI 2 (Quality) reliability of service	Percentage of household connections receiving 24/7 supply of water	93%	90%	PWQD	93%	103%	
PI 3 (Timeliness) Adequacy	Source Capacity of Byg-WD to meet demands for 24/7 supply of water	≥1.16:1	≥1.16:1	PWQD	≥1.64:1	106%	

MFO's AND PERFORMANCE INDICATORS (1)		FY 2015 ACTUAL ACCOMPLISHMENT (2)	FY 2016 TARGET (3)	RESPONSIBLE DIVISION (4)	FY 2016 ACTUAL ACCOMPLISHMENT (5)	ACCOMPLISHMENT RATE (6)	REMARKS (7)
B. Water Distribution Service Management							
2016 Budget :							
PI 1 (Quantity) NRW	Percentage of unbilled water to water production	15%	20%	PWQD	17.98%	111%	
PI 2 (Quality) potability	Average deviation from PNSDW (chlorine residual requirements) from January 1 to December 31	0.38 ppm	0.30 ppm	PWQD	.30 ppm	100%	
PI 3 (Timeliness) adequacy/reliability of service	Average response time to restore service when there are interruptions based on the Citizen's Charter of Byg-WD proposed for approval by CSC	1-2 hrs	1-3 hrs	CMD	1-2.5 hrs	120%	

MFO's AND PERFORMANCE INDICATORS (1)		FY 2015 ACTUAL ACCOMPLISHMENT (2)	FY 2016 TARGET (3)	RESPONSIBLE DIVISION (4)	FY 2016 ACTUAL ACCOMPLISHMENT (5)	ACCOMPLISHMENT RATE (6)	REMARKS (7)
Support to Operation (STO)							
2016 Budget :							
PI 1Staff Productivity Index	The Staff Productivity Index of one (1) position for every one hundred (100) service connections for Category, and one hundred twenty (120) service connections for Categories A to C, shall be strictly observed in the determination of the total number of positions on an LWD in PI 3	1:129.46	1:130	AFD	1:123	94%	
PI 2 affordability	Reasonableness/Affordability of water rates to consumers with access connections.Water rate for 1st cu.m must not exceed 5% of the average income of LIG	1.67%	5%	AFD	1.67%	299%	
PI 3 Customer Satisfaction	Percentage of Customer Complaints acted upon against received complaints	95%	95%	CMD &CSD	100%	105%	

MFO's AND PERFORMANCE INDICATORS (1)		FY 2015 ACTUAL ACCOMPLISHMENT (2)	FY 2016 TARGET (3)	RESPONSIBLE DIVISION (4)	FY 2016 ACTUAL ACCOMPLISHMENT (5)	ACCOMPLISHMENT RATE (6)	REMARKS (7)
General Administration and Support Services (GASS)							
2016 Budget :							
PI 1 Financial Viability & Sustainability of Byg-WD operations (Collection Ratio, Operating Ratio, Current Ratio) :	- Collection Ratio	95.36%	90%	AFD	90.88%	101%	
	- Operating Ratio	81%	90%	AFD	92%	102%	
	- Current Ratio	2.5:1	2.5:1	AFD	2.8:1	112%	
PI 2 a. Compliance with COA reporting requirements in accordance with content and period of submission	Submission of five financial reports i.e. Balance Sheet, Statement of Income and Expenses, Statement of Cash Flows, Statement of Government Equity, Notes to Financial Statement, Report on Ageing of Cash Advance/ AFD, CSD,CMD, PWQD and OGM						
	- Financial statements (Income statement, Balance Sheet, Cashflow)	Submit to COA approved Financial Statements on January 11, 2016	Submit to COA approved Financial Statements on January 30, 2017	AFD	Submitted to COA approved FS on January 12, 2017	250%	
	- Statement of Government Equity	Submit to COA approved Statements of Government Equity on January 11, 2016	Submit to COA approved Statements of Government Equity on January 30, 2017	AFD	Submitted to COA approved Statement of Government Equity on January 13, 2017	230%	

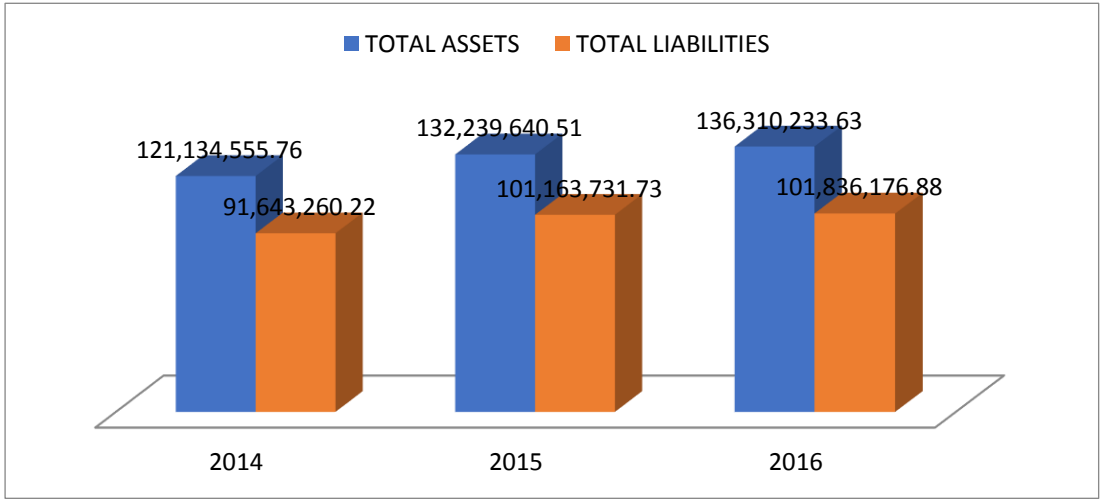
	- Notes to Financial Statement	Submit to COA approved Notes to Financial Statements on January 12, 2016	Submit to COA approved Notes to Financial Statements on January 30, 2017	AFD	Submitted to COA approved Notes to Financial Statement on January 13, 2017	230%	
	- Report on Ageing of Cash Advance	Submit approved Report of Ageing of Cash Advances to COA on January 6, 2016	Submit approved Report of Ageing of Cash Advances to COA on January 15, 2017	AFD	Submitted approved Report on Ageing Cash Advance to COA on January 12, 2017	125%	
b. Compliance with LWUA reporting requirements in accordance to content and period of submission	i.e. Monthly Data Sheet, Balance Sheet, Income Statement, Cash Flow Statement, Microbiological/Physical/Chemical/Chlorine residual report. Approved WD budget w/ Annual Procurement Plan, Annual Report						
	- Monthly Data Sheet	Submits to LWUA Monthly Data Sheet every 4th week of the month	Submits to LWUA Monthly Data Sheet every 4th week of the month	OGM	Submitted to LWUA Monthly Data Sheet every 4th week of the Month	100%	
	- Physical and chemical Water Testing report	Submits to LWUA and DOH on July 2015 and January 2016	Submits to LWUA and DOH on July 2016 and January 2017	OGM	Submitted to LWUA and DOH every July 2016 and January 2017	100%	
	- Microbiological Water Testing report	Submits to LWUA every 4th week of the preceeding month	Submits to LWUA every 4th week of the preceeding month	PWQD	Submitted to LWUA and DOH every July 2016 and January 2017	100%	
	- Chlorine residual report	Submits to LWUA Monthly Data Sheet every 4th week of the month	Submits to LWUA Monthly Data Sheet every 4th week of the month	PWQD	Submitted to LWUA Monthly Data Sheet	100%	

	- Approved WD Budget w/ Annual Procurement Plan	Submitted to DBM/COA last December 15, 2015	Submitted to DBM/COA on December 15, 2016	AFD	Submitted to DBM/COA on December 15, 2016	100%	
	- Annual report	Submits to LWUA on 3rd week of January 2016	Submits to LWUA on 4th week of January, 2017	OGM	Submitted to LWUA of 3rd week of January 2017	150%	

Efficiency and effectiveness of services to its valued concessionaires beget customer satisfaction and the same would definitely draw an increase in financial asset both fixed and current assets.

As of December 31, 2016, Byg-WD operation has recorded a remarkable accomplishment in all areas of concern such as attainment of targeted household connections, projected revenues/ receipts, collections efficiency, and operating ratio resulting to gain high performance rating to organic personnel.

Figure 1. Shows increase in assets for operating years 2014,2015, 2016

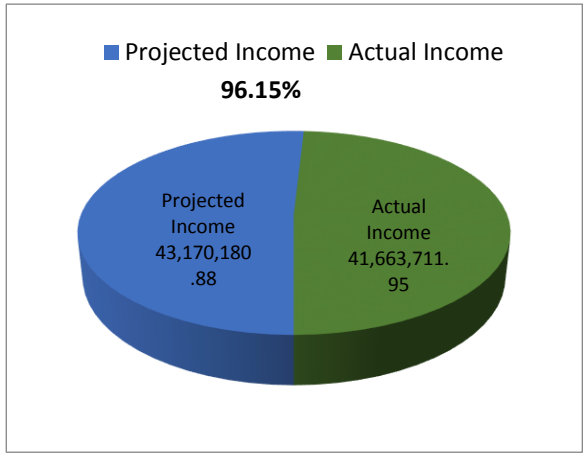


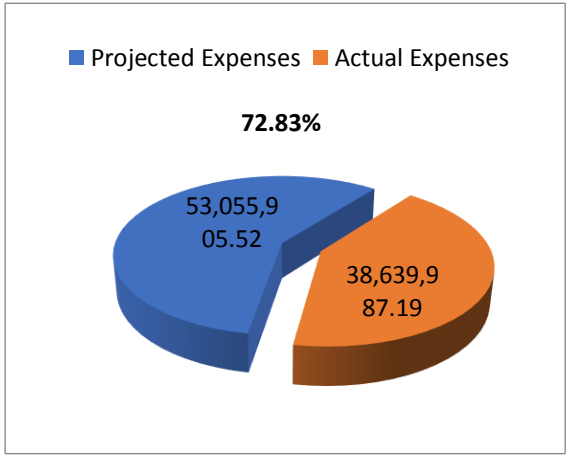
Factors that attributed the increase of financial assets were brought by the construction of additional pumping stations, expansion of service line, acquisition of office equipments, transportation vehicles, cash in bank, inventories, and others.

For the operating year 2016, the Management had attained major significant accomplishments that even surpassed the projected targets.

PPA	TARGET	ACCOMPLISHMENTS	%age
Market Growth(SC)	700	739	105.57%
Non-Revenue Water	20%	17.98%	111.23%
PNSDW Chlorine Res	.3ppm	.3ppm	100%
Collection Ratio	90%	90.88%	101%
Operating Ratio	90%	92%	102%
Current Ratio	2.5:1	2.8:1	112%

Figure 2. Figures on income and expenses for 2016 weigh against projection





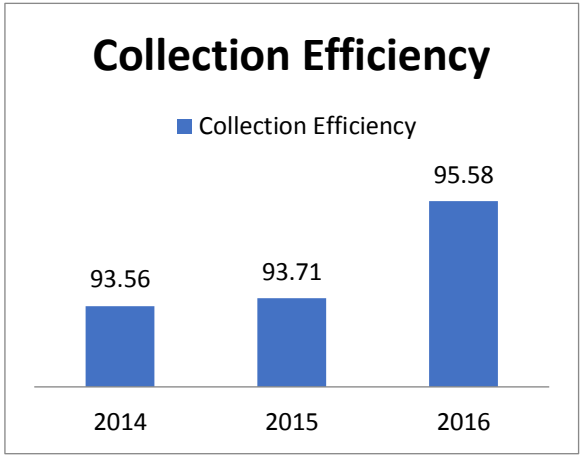


Figure 3. Projected water sales vs actual billing 2016

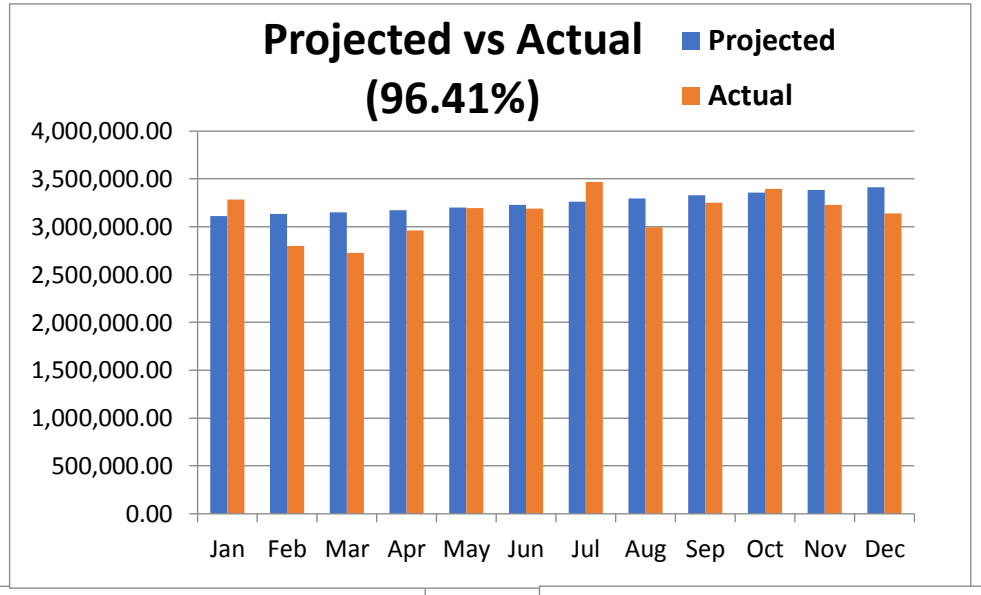
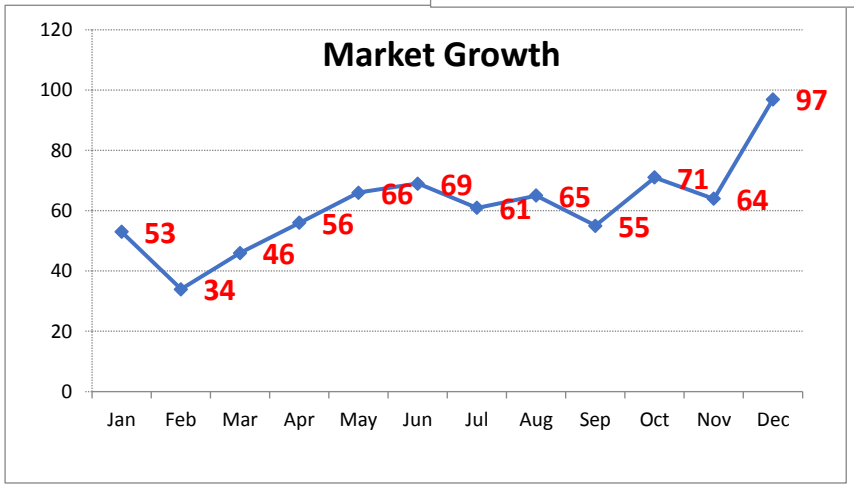


Figure 4. Market Growth January –December 2016



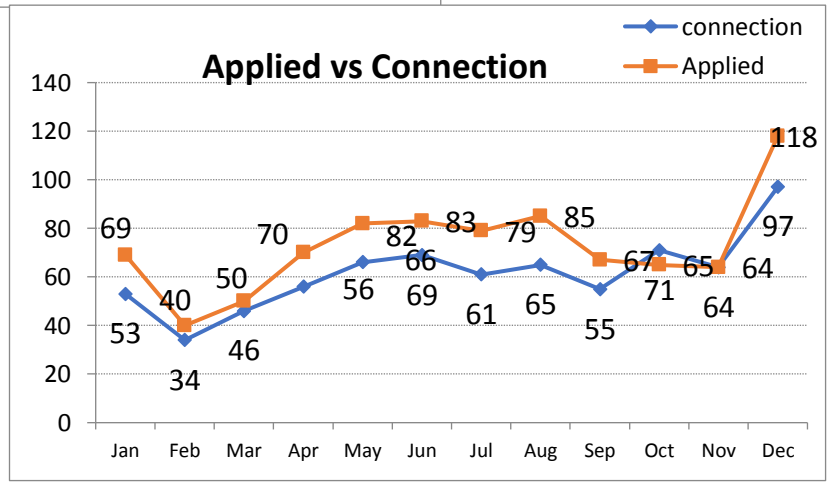


Table 1. Shows the no. of households with access to level 111 water system of BYGWD

Barangays	No of Population	No. of Households	No. of service connections	No. of Population Served
1. Poblacion	19,770	3,295	2831	14,155
2. Taglatawan	14,429	2,405	1,763	8,815
3. Fili	3,884	648	360	1,800
4. Sta. Teresita	1,953	326	164	820
5. Hamogaway	2,104	351	41	205
6.Maygatasan	4,646	775	400	2,000
7. Noli	3,716	620	391	1,955
8. Canayugan	1,649	275	96	480
9. Mabuhay	2,046	341	6	30
10. Sta. Irene	3,557	593	231	1,155
11. Bucac	4,102	684	288	1,440
12. San Isidro	1,228	205	89	445
13. Marcelina	4,043	674	320	1,600
14. Pinagalaan	1,581	264	31	155
15. Cagbas	1,973	329	165	825
16. Salvacion	5,675	945	342	1,710
Total				

Based on the trend of the data presented, it would then be concluded that Byg-WD will expand its service coverage since it is just only 36% percent of the total population of the franchised area is currently served. Thereby, employees are much more abreast to face the reality of the District's inevitable growth while exercising financial management as essential key in ensuring the District's viability and with the end in mind that public service is a lifetime commitment.

CSC
CIVIL SERVICE COMMISSION
Congratulations!
PRIME
PROGRAM TO INSTITUTIONALIZE MERITOCRACY AND
(AWARD PHASE)
Certificate of Recognition
Certificate of Recognition

PRIME-HRM MATURITY LEVEL II

CSC-13 accords PRIME-HRM Maturity Level II Award to Bayugan Water District

The Civil Service Commission of Region 13 (CSC-13) accorded the Bayugan Water District together with other government bodies of CARAGA , with Level II Maturity Award which defines how the agency performs in the four core HR Systems-Recruitment, Selection and Placement; HRD Learning and Development; Performance Management System; and Rewards and Recognition under the PRIME-HRM.

The award was received by GM Felipa M. Asis from CSC-13 Regional Director Resurreccion P. Pueyo together with Provincial Director Harold P. Pareja on September 16, 2016 during the PRIME-HRM Congress at Provincial Learning Center in Prosperidad, Agusan del Sur.

The Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) is a mechanism that aims to continuously capacitate and elevate agencies in the performance of their HRM functions to a level of excellence.

Thus, the District has been set to inspire and transform HRM systems that recognize best practices and serve as an opportunity for exchange and development of proficiency and capability that empowers essential purposes and mandates of the law that promotes excellency in the Human Resource of the Bayugan Water District.

A year of celebration indeed!

DEPED BAYUGAN CITY DIVISION 4TH ANNIVERSARY CELEBRATION

The Department of Education-Bayugan City Division celebrates 4th Founding Anniversary attended by prestige and honored individuals on our locality and the province including GM Asis as she is recognized for the Adopt-A-School Program of Bayugan Water District

REGULAR EMPLOYEES OF BYG-WD TAKE-OATH

Fourteen (14) employees from the Bayugan Water District have pledged commitment to public service during oath-taking ceremony held at the District ground, September 2016. General Manager Felipa M. Asis, who administered the ceremony, congratulated the renewed key personnel and urged them to carry out their duties with dignity. GM Asis also reminded them as government workers to continuously improve their performance and exercise true public service.

HR CORNER: Complying to the Requirements on RCS

Administrative Matters

COA Regional Director Jumao-as as resource speaker during the GAD Plan and Budget Seminar at COA Regional Office, Butuan CIty.

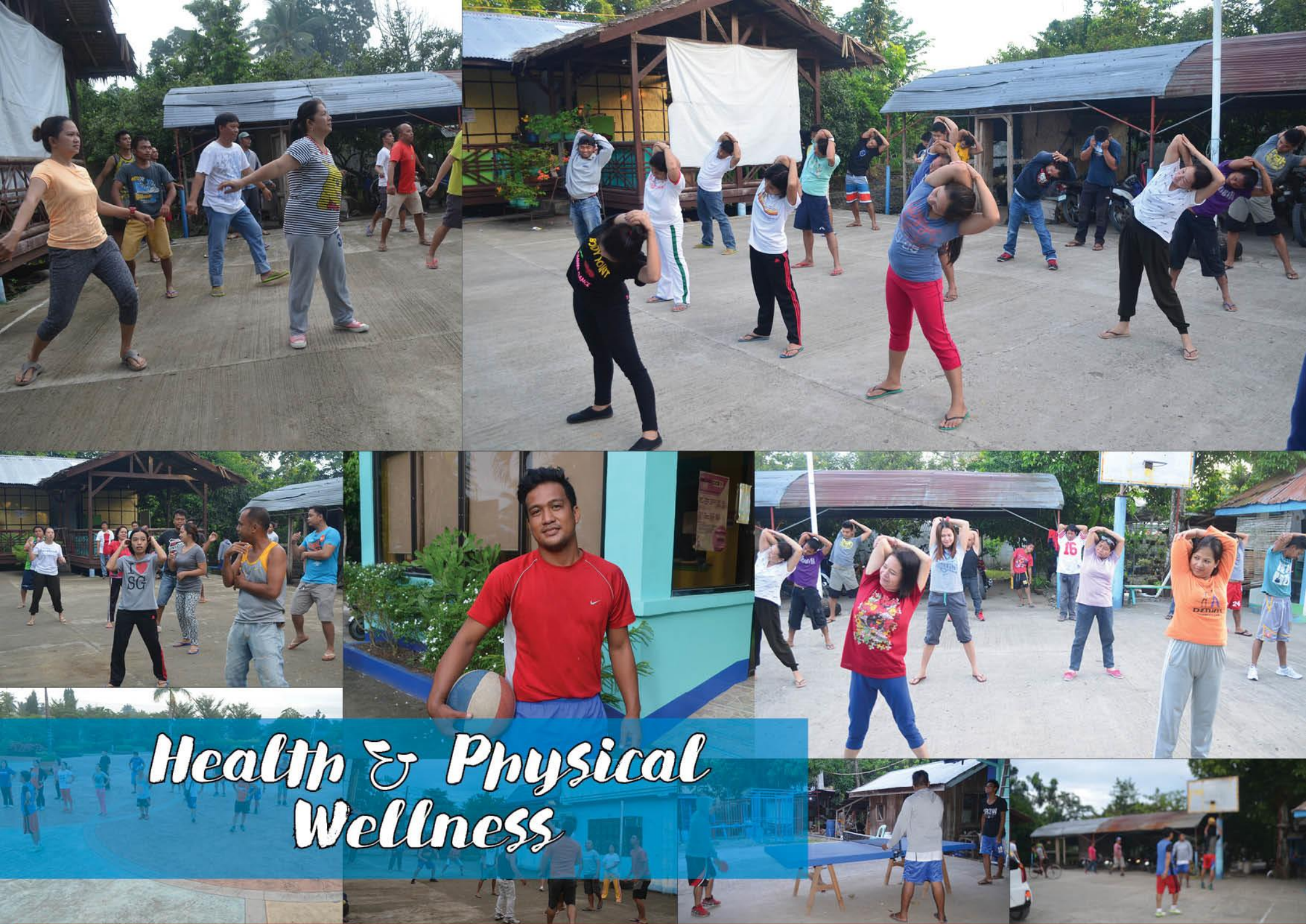
CSC SYMPOSIUM

TITANS
General Cleaning

Mental Hygiene: An HR Intervention

Byg-WD employees undergone a Mental Hygiene Orientation Seminar with Ms. Evangeline Golindang the Resource Person of the said activity. Her discussions includes the definition of Mental Hygiene then sighted specific examples and of course included the participation of all employees to jot down worst personal scenario ever happened in their lives and posted it on the board. It was also discussed one by one and as to what factor it belongs and action taken to cope up certain problem.

The seminar also tackled about the support provided to the units for the recruitment and management of employees, interpretation of the policies and the laws as they affect management and employees, compensation issues and workplace safety.



Health & Physical Wellness

Re-echo on Healing the Heart

Annual Physical Examination

Civil Service Commission Provincial Director Visit

Provincial Director Harold P. Pareja pay a visit to the Byg-WD office in relation to the PRIME-HRM

Re-echo on the orientation of anti-red tape act of 2007

. . . Ms. Tabor successfully shared what she learned from the orientation of ARTA conducted by the Civil Service Commission last Feb. 12 2016 at CARAGA Regional Office

Report Card Survey (RCS)

. . . Ms. Tabor with the evaluator on RCS

DM LADARAN rendered her annual report to the Board re: 2015 accomplishments

Report Card Survey (RCS) Exit Conference

. . . CARAGA Civil Service Commission (CSC) Regional Director, RESURRECCION P. PUEYO visit Bayugan Water District (Byg-WD) for an exit conference on RCS.

The Board

Taken during the 2nd Board Meeting for the month at Morzant Beach Resort, Lawis, Lianga, SDS

Taken during the 1st Board Meeting for the month at Pump Station No.3, Brgy. Sta. Irene

COA pre-Conference

COA resident auditor Ms. Elsa Monton had a healthy discussion with GM Asis and some of the employees that were responsible to the matters rose during the discussion. They tackled about the new billing system of the Disctrict.

Triple birthday celebration of our active BOD members-Dir. Salvan, Dir. Uy & Dir. Sulit.

Board Meeting and COA Exit Conference

First Board Meeting of the month taken at Sta. Irene Pump Station on March 10, 2016

Senior Citizen Renewal

The highlights of the January 2016 is the renewal of the Senior Citizen to continuous availment of the five (5)% discount on their water bills, there are 285 renewed senior citizen including 22 new Senior citizen applicants that adds revenue to the district.

A new implementation for the renewal of the Senior Citizen is to have them captured by the computer in order to monitor of the legitimate Senior Citizen who are availing the discount.

This January 2016 there were 228 senior citizen conscessionaires account availed the five percent (5%) discount amounting to THREE THOUSAND EIGHT

Adopting the "Red & Bill" System

Because of the new program on billing the READ AND BILL implementation, there are so many changes/ erroneous readings / long days of reading because of the check and balance from the old system and conduct bugs scanning for the figures.

The PK Team have difficult times on strategizing the PSION device mastering the computation of reading pad. But with the help of our DC Tech / technical persons any discrepancies and questions regarding the device the in-charge is assisting the proper usage of the device.

On the first week of conducting READ AND BILL the PK Team is given the privileged of printing the bills in the office for any corrective measures of the bills to be delivered.

Billing & Collection

. . . Ms. Galleron monitor and coach the meter reader as well as PK members for strategies on how to increase the water sales

. . . Ms. Galleron appreciated complaint from the concessionaire with the presence of area personnel

. . . Ms. Galleron with Mr. Alabar and Ms. Sulit on their activities on Individual Performance and Commitment Review (IPCR)

. . . Mr. Espinosa during the orientation of applicants for water service

Performance Evaluation on PK Personnel

. . . GM Asis called the attention of Meter Readers who are at the same time, Putol Koneksyon Team Members regarding billing as well as collection for the previous months

. . . Ms. Sulit shared her experiences, what has been done to attain her accomplishments and what strategies to come up with the targets

. . . GM Asis on her rationale why the evaluation was conducted

. . . Mr. Madula on his guidance on how to craft Standard Operating Procedures (SOP) as part of the operational manual

CONSTRUCTION & MAINTENANCE DIVISION

Monitoring & Coaching

. . . Engr. Cabanday on his usual monitoring and coaching

Performance Evaluation

. . . Ms. Tabor explained the questions to be answered before the conduct of the evaluation of accomplishments for the CY 2016

. . . answers of the questions were posted for explanation per participants

. . . Ms. Ladaran on her accomplishment for January – August 2016

. . . area personnel are busy on their preparation for the evaluation

Performance Evaluation

. . . on their service map

. . . Engr. Badato on Water Production Time explaining on water discharge

. . . Engr. Cabanday on his construction & maintenance time even gave some techniques during measurement

. . . Ms. Tabor on her Human Resource Time explaining regarding absences, tardiness and undertimes

. . . Mr. Piasan on water quality time

. . . after collecting pertinent documents from the area personnel, lapses were found out

KAHIMUNAN TU BAYUGAN 2016

VIVA PIT SENYOR! It is indeed a great blessing that God gave Bayuganons another year to celebrate the feast of Patron Sr. Sto. Niño. It is an annual event where we are all gathered in honor to baby Jesus. This event symbolizes how grateful the Bayuganons are with all blessings received throughout a fruitful year.

Bayugan City meets expectation that a massive numbers of people will participate and witness the annual Sto.Niño fiesta celebration dubbed as "Kahimunan Tu Bayugan". The BYG-WD shimmers as it walks with the parade in the festivity popularly known for Bayuganons as "panata". The festival was highlighted by street dancing competition. Colorful costumes together with the beat of the drums and vibrant sound of different musical instruments resonated through the street corners as the street dancers showcased their festival moves. The activity requires only the people to wear their happy faces and extraordinary smile as it signifies support for the celebration.

viva pit senyor!

FIRST STAFF MEETING

... as opener of the year

All employees were gathered for the first time this year for an informational staff meeting as to disseminate significant information. It was a discussion oriented meeting but encourages the employees to offer inputs to address an issue and solve particular problem. So, GM Asis stressed out problems in advance so that the District may come prepared. The meeting also engages the employees so that all the widest range of views and solutions will be collected. Most of the discussions boiled down to organizational concerns which are al so became employee's reminders to responsibly and aggresively improve each performance to have a productive year.t

Source Exploration

GM Asis accompanied by Planning Officer Mr. Madula and Engr. Lao together surveyed the lot for possible exploration at Brgy.Fili, Bayugan City. It has been always the District's priority to develop water sources in aim for quality services to its concessionaires.

ANNUAL REPORT TO THE BOARD

The first ever Annual Report to the Board was conducted last January 8, 2016 during the 1st Board Meeting for 2016. It was GM Asis' idea to undertake the activity so the Board will know how far the District has gone throughout the year. This is also one of the basis of evaluating the accomplishments versus the targets for the year.

The Division Heads effectively delivered their individual presentation on their major activities and accomplishments in their respective Division. They even made it dynamically thru powerpoint presentations. It ended successfully and the Board congratulated each and every one for the job well done.

Preliminary Discussions on PBB Requirements

GM Asis called for a meeting together with the Division Heads and Budget Officer Ms. Godoy, PBB Focal Person, to discuss and be included in their respective action plans the PBB requirements to be accomplished for the year, as mandated.

Performance Evaluation of Targets vs Accomplishments

Before the date of submission of the Performance Accomplishments has come, the key personnel headed by GM Asis sat down to discuss the actual rating as per data reflected in Form A and Form A-1 as one of the requirements of the grant of PBB for the year 2015. It was a healthy discussion then, as it was discussed in the most detailed manner and exchanged of ideas and perspective.

Pre-Valentine Treeplanting Activity

An annual expression of love to mother nature on the Month of February is the District's Tree Planting Activity during Valentines Day where it happened at Purok-7, Barangay Pinagalaan

COA Pre-conference

COA resident auditor Ms. Elsa Monton had a healthy discussion with GM Asis and some of the employees that were responsible to the matters rose during the discussion. They tackled about the new billing system of the Disctrict.

COA INSPECTION

COA Resident Auditors Ms. Go and Ms. Magallen conducted site inspection in the District's Pumping Station at District's Pumping Station at Brgy. Pinagalaan accompanied by GM Asis and DM Ladaran.

Pulong-pulong at Brgy Bucac

The Information Drive regarding on the newly operated Bucac Pump Station was undertaken headed by GM Asis, then Engr. Badato spoke about Technical Aspects and Mr. Madula on the Water Quality and Sanitation. It ended successfully but the Management resort to a field evaluation right after the pulong-pulong.

Pulong-pulong at Brgy Marcelina

The Information Drive regarding on the newly operated Bucac Pump Station was undertaken headed by GM Asis, then Engr. Badato spoke about Technical Aspects and Mr. Madula on the Water Quality and Sanitation. It ended successfully and had a short survey on the said area as per report on leaking was reported by a certain concessionaire.

Adopt-A-School Program

Mass Feeding

Provision of School Supplies & Materials

Pamaskong Handog

Byg-WD Day Care Centers on their Graduation Day

GM Asis personally attended the Graduation Day of Pinagalaan Day Care Centers and Pinagalaan Elementary School and even imparted an Inspirational Message to the young little ones. Indeed it is such an honor as one of the partners of the school and parents in the success of their children.

GM Asis as she received the Certificate of Recognition from the Pinagalaan Day Care Centers for its unconditional support extended to the young ones of Pinaglaan

DM Ladaran received another Certificate of Recognition from Pinagalaan Elementary School during their Recognition Day for the District's constant support extended to the school for the welfare of the schoolchildren. Such a hearwhelming moment when you realized that day that the District became part of the success of the Graduates.

Brigada Eskwela

The Bayugan Water District participates Brigada Eskwela 2016 as partner of the Department of Education-Bayugan City Division. There were personnel assigned in selected schools in Bayugan City to render service and donation.

Women's Month Celebration 2016

Theme: "Kapakanan ni Juana, Isama sa Agenda"

The District's way of honoring the existence of women not only in the society but in the office most specifically. This is celebrated annually to give emphasis on the mandate of the Magna Carta for Women and this is also part of the GAD activities as well.

Dir. Salvan and GM Asis as they gave the Certificate of Appreciation and Token to the resource speaker of the celebration-Ma'am Helen B. Saligan for the time she imparted in sharing the knowledge and awareness to HIV as part of the citizenry of the City of Bayugan.

Naliyagan Tu Binaga 2016

Naliyagan Tu Binaga is one of the highlight activities of Naliyagan Festival of the Province of Agusan del Sur in which all agencies/sectors may be it public and private are present during that time to answer the call of the province to unite on that once a year significant activity of the province.

KALAYAAN 2016

Bayugan Water District joined the Annual Flag Raising Ceremony of the Local Government of Bayugan City to commemorate the Araw ng Kalayaan. GM Asis together with the other agencies of the locality put a smile on their faces as the event just ended.

Charter Day

Taken during the parade of agencies in celebration of the 9th Charter Day of Bayugan City.

Fiesta Celebration

Byg-WD is one of the sponsors of the highlight activities during the City's Fiesta Celebration to name the Matron Queen and Mutya ng Bayugan where one of the Employees Ms. Tabor placed 2nd for the Matron Queen.

Evaluation of Pinagalaan Elementary School

Being committed in addressing the welfare of the pupil's needs at PES, an evaluation was conducted spearheaded by GM Asis in partnership with their School Principal Mr. Gerard Lopez to discuss issues and problems concerning the schoolchildren.

Araw ng Pinagalaan Celebration

Araw ng Pinagalaan celebration was personally attended by GM Asis and Hon. City Mayor Kim Lope A. Asis and blessed to be part of the success of that event.

Hon. City Mayor Asis and GM Asis initiated and assisted respectively the giving Certificate of Appreciation to Brgy. Pinagalaan Purok Presidents in valuable effort for making Araw ng Pinagalaan to be a meaningful one and of course the presence of Hon. Paradero the Brgy. Captain.

GM Asis attended the CARAGA leg of the regional dialogues tackling about the Power Aspects in Mindanao hosted by Mindanao Development Authority.

BroadcasTREEing 2016

The first ever OplanBroadcasTREEing Activity ever attended by various agencies and schools within the locality organized by Kapisanan ng mga Broadcaster ng Pilipinas (KBP) to promote the importance of a tree planting activity in the conservation and preservation of our environment especially of the Pinagalaan Watershed.

National Clean Up Day 2016

In line with the National mandate to the Department of Environment and Natural Resources to undertake National Clean Up Day enjoining Local Government Unit of Bayugan City and other agencies such as Bayugan Water District, the event became successful benefiting our surroundings. The Bayugan Water District in unity conducted the Clean Up Day at Purok 5, Brgy. Pinagalaan (Watershed Area) with personnel from DENR.

Palikuran Project

In relation to sanitation of the Protected Area, Byg-WD undertaken the "Palikuran Project" where toilet bowls are distributed to qualified beneficiaries purposely done to minimize cases of illness to residents most especially the children.

NORMIN FORUM 2016

Who would miss the chance to have at least taken a pose at the stage during the NORMIN Forum 2016 held at Bislig City.

GM Asis as she introduces the Guest Speaker- GM Alma Abrasaldo of Bayawan WD during the Fellowship Night.

GM Asis together with the Chairman and Executive Director of NORMIN-NRMC GM Ensomo and GM Siega as she was recognized being one of the host water district in the NORMIN-NRMC Quarterly Meetings.

ACKNOWLEDGEMENT

What the Bayugan Water District has accomplished throughout the year, we owe this to so many others whose endless supports became the motivation and inspiration to carry-out our mantra-to provide safe potable water and perform the best of our services in improving the lives of the Bayuganons;

To Local Water Utilities Administration through its unwavering guidance and assistance extended to the District;

To PAWD, MAWD and NorMin-NRMC who's been the source of news and updates relative to local water districts operations through quarterly meetings and electronic mails;

To our ever active set of Board of Directors, Chairman Fortunato V. Paway, Dir. Felix P. Uy, Dir. Darlito A. Sulit, Sr., Dir. Abelardo S. Reyes and Dir. Primitiva R. Salvan whose constant guidance and contribution in stimulating suggestions, decisions and encouragements helped abundantly in the operations of the District most importantly the realization of this report;

To the Management and Staff of Bayugan Water District who endlessly putting in priority the utmost safety and quality of water that every Bayugan deserves through unified implementation of certain procedures;

To our valued concessionaires for the continues patronage of the services we provide and has always been the reason for us to make the best of our services to address their need for water and be satisfied as well; and

Above all, to our God Almighty Father, who has always been the singular source of everything in all Bayugan Water District's undertakings.

WD INFORMATION SHEET

GENERAL INFORMATION (CURRENT DATA)

Address	Lanzones St., Brgy. Poblacion, Bayugan City		
	Province of Agusan del Sur		
Tel. No/s.	343-6383		
Fax No/s.	(085) 343-6383	**Category**	C
E-mail	bayugan_wd83@yahoo.com.ph	**CCC No.**	243
Website	Bayuganwaterdistrict1983.org	**Date CCC Issued**	April 4,1983

MANAGEMENT & BOARD COMPOSITION

General Manager	FELIPA M. ASIS	**Mobile number/s**		09399062573	
No. of Employees	61	**Permanent**	17	**Co terminous**	N/A

BOARD OF DIRECTORS

Name	Sector	Term of Office (Inclusive Dates)	Position
FORTUNATO V. PAWAY	Education	1/1/13-12/31/16	Chairman
FELIX P. UY	Professional	1/1/13-12/31/18	Vice Chairman
PRIMITIVA R. SALVAN	Women	1/1/14-12/31/20	Secretary
ABELARDO S. REYES	Business	1/1/14-12/31/20	Member
DARLITO A. SULIT, SR.	Civic	1/1/13-12/31/18	Member

SERVICE CONNECTION DATA AS OF DECEMBER 31, 2016

Total Service Connections	8,801	**Total Active Service Connections**	7,503
		Total Metered	7,503
		Customer in Arrears	4,005
Population Served	**Total population within area of jurisdiction**	119,637	
	Population served by WD	44,005	
	Population served by other service providers within WD jurisdiction	N/A	

Total no. of barangays within jurisdiction	43	**Total no. of barangays served**	16
No. of City/ies Served (Pls. identify)	1	Bayugan City	
No. of Municipality/ies Served (Pls. identify)			

No. of Water Sources	**Ground**	**Wells** 7	
		Springs 5	
	Surface	**Rivers, Streams, etc.** N/A	

www.bayuganwaterdistrict1983.org
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