

# 2017 Annual Report



## **Carmona Water District**

*Block 8, Lot 8. Joy St. Cityland Subdivision, 4116 Carmona, Cavite, Philippines*

*ISO Certificate No. : 80132/A/0001/UK/En.*



*of quality water service*

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**M LHUILLIER**





# 2017 At a Glance...

**13,686**

Concessionaires



**9001:2015**

ISO Certification



2 New Pumping Stations

**86M**

Increase in Revenue



Decrease in Expenses



**MOLHUILLIER**

Partnership with payment center

## Carmona Water District

**18.46%**

Non-Revenue Water



**POLICY ON ILLEGAL CONNECTION, WATER PILFERAGE, WATER METER TAMPERING, AND ANY OTHER ACTS OF STEALING WATER**

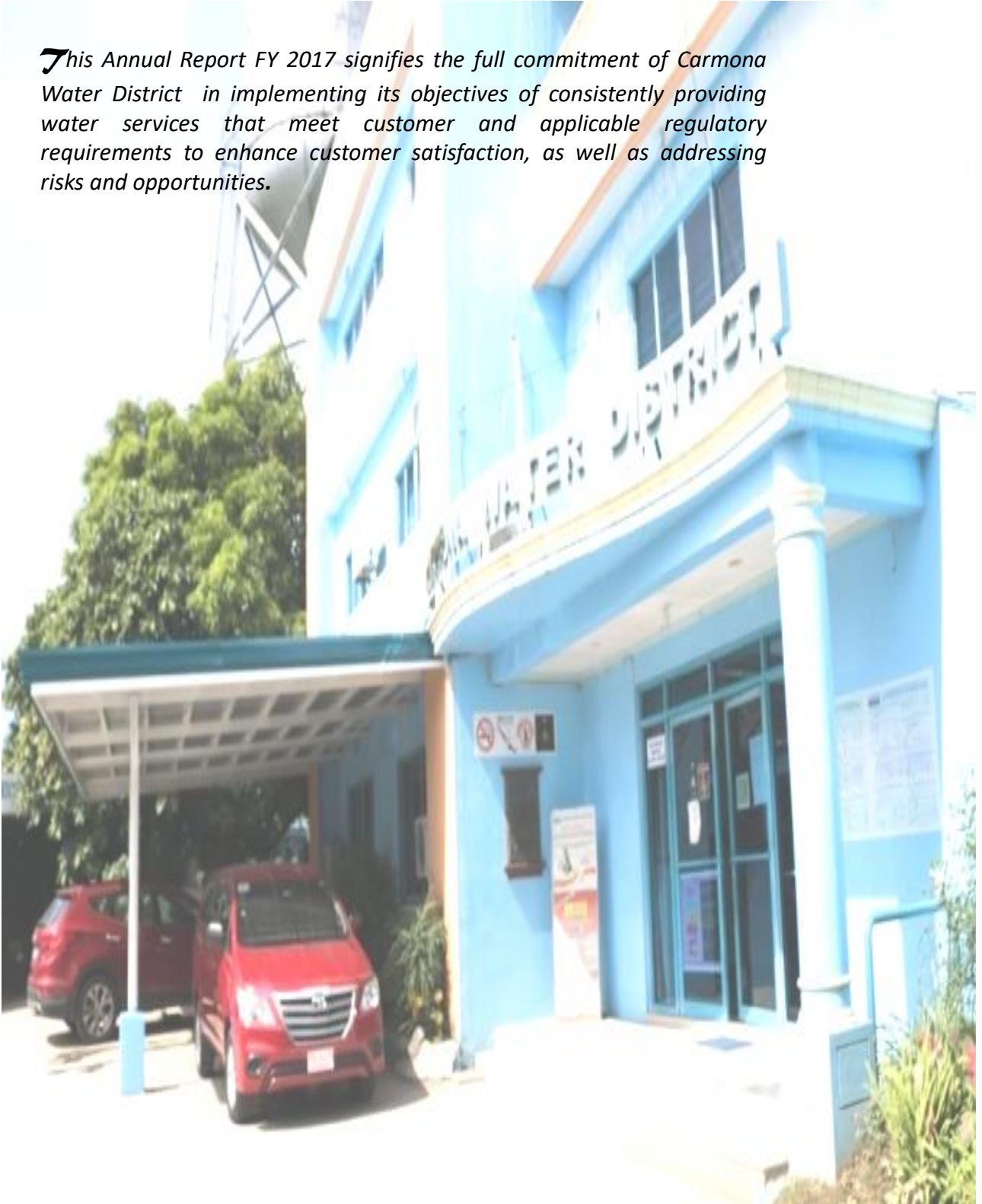


FB page, Freedom of Information



# Introduction

*This Annual Report FY 2017 signifies the full commitment of Carmona Water District in implementing its objectives of consistently providing water services that meet customer and applicable regulatory requirements to enhance customer satisfaction, as well as addressing risks and opportunities.*



## Message

Twenty seventeen (2017) marks the **20<sup>th</sup> year founding anniversary** of Carmona Water District (CWD) as established on April 27, 1997. Two decades of being the sole water utility provider in the Municipality of Carmona, Cavite providing clean, safe, and economical water for thousands of concessionaires.

Likewise, 2017 has been a remarkable year for CWD in terms of development in production, operations, and finances.

To enhance our water supply, our Engineering Division conducted various well rehabilitations to re-invigorate our existing wells. This year, we also acquired **two new pumping stations** located at Brgy. Milagrosa (successfully completed) and another one ongoing construction at Brgy. Bancal that will surely address the insufficient supply experience in the said areas. Accordingly, to reduce non-revenue water (NRW), additional maintenance tools and personnel protective equipment (PPE) were purchased to aid our team in safe and fast repair of leaks.

In terms of commercial operations, successful reclassifications of service connections contributed to a higher billing and collection with 7% and 6% increase respectively. **Positive customer feedbacks** are also reported evidenced by decreasing number of Service Requests which means that our concessionaires are satisfied with our services.

With regards to finances, CWD boasts of more than **P79 million Cash Balance and Net Income of more than P44 million** as of December 31, 2017. This was made possible through our concerted efforts to minimize our expenses and to persistently collect our accounts receivables. Likewise, continued partnership with payment centers, SM Bills Payment and MLhuiller, enabled our concessionaires to pay their bills on time and consequently result to CWD's better collection efficiency of 95.34%.

To top it all, a great year-ender was the passage of the Board Resolution 026-2017 entitled **"Carmona Water District's Policy on Illegal Connection, Water Pilferage, Water Meter Tampering, and Any Other Acts of Stealing Water"**. This policy created by our dedicated Board of Directors, will definitely help us to eradicate illegal connections within the CWD's jurisdiction.

Indeed, success doesn't come to what we do occasionally; it comes from what we do consistently. Hence, as we move onto another year (2018), we pledge to continuously deliver excellent quality of work. Modernization of CWD will then be our top priority in line with our ISO 9001:2015 Certification. Finally, more projects are also lined-up to achieve our target of 100% sufficient water supply and 100% customer satisfaction.

*"Success doesn't come to what we do occasionally; it comes from what we do consistently."*

Engr. Anilene B. Francia  
General Manager



# ● Our History

*"Without continual growth and progress, such words as improvement, achievement, and success have no meaning." - Benjamin Franklin*



## BRIEF HISTORY

Carmona Water District is a non-profit and a government-owned and controlled corporation which was established on April 27, 1997 under the Municipal Resolution No. 002-97 dated January 27, 1997 pursuant to the provisions of Section 27, Title II of Presidential Decree 198 known as the Provincial Water Utilities Act of 1973.

The fact that the Carmona Water District was still a non-self-supporting utility at that time, the Municipality of Carmona provided a monthly subsidy of Ph15,000.00 for a period of one (1) year to help the district operate and implement an improved staffing pattern and operational format.

With CWD growing rapidly, satisfying and producing sufficient clean and potable water to the increasing number of concessionaires has been a challenge. But the district, through the concerted efforts of its employees and through good leadership and sound management, had surpassed these challenges. Back in August 2006, the District had been categorized by LWUA from Small Category to Big Category, having reached a remarkable 5,000 service connections that year. This has been a big leap for the district

going straight to Big Category from just Small Category.

After twenty (20) years in public service providing clean, safe, and potable water and services to the town of Carmona, CWD had greatly improved from just starting with a single well. Now, Carmona Water District has thirteen (14) pumping stations presently servicing more than 13,000 concessionaires.

Through the years, Carmona Water District has continuously meet its objective of supplying safe, clean, and potable water to all the constituents of Carmona and will continue doing so supporting the District's vision and mission.

Carmona Water District's 100% supply of water comes from groundwater sources. With the 14 depth-well, the operations extends from water pump motors, simultaneously with the chlorinator, to reservoir and pipelines to concessionaires.

## WATER SOURCES

Carmona Water District served a total of is 3,494,116 in cubic meters water production in 2017 or an average per capital consumption of 17.18 liters per day in every connection, 4% higher than the water production of 3,353,344 cubic meters in 2016.

In early 2018, CWD intends to successfully take over the pumping station and water system of Monte Carlo Town Homes Subdivision and plans to construct one new pumping station in Brgy. Cabilang Baybay and Brgy. 8 for additional water supply on its adjacent areas.

Water supply from 14 groundwater pump stations are strategically built within Carmona to efficiently serve the concessionaires.



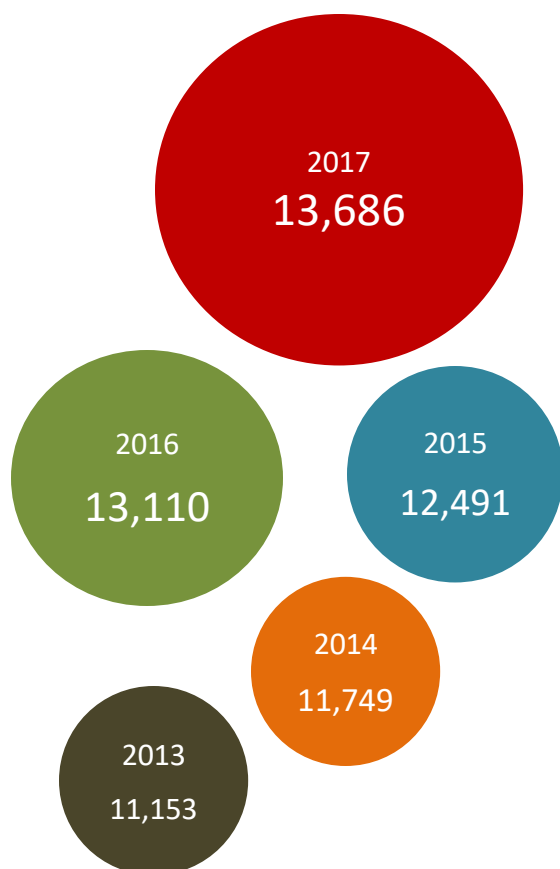
# Our History

## SERVICE CONNECTIONS

With the 1.39% growth rate of population in the Philippines, Municipality of Carmona increased its households by 1,828. Carmona Water District from a non-self-supporting utility of the Carmona into being a Category “B” Water District, is now serving a total of 13,686 concessionaires from 13,110 last 201; 57% of Carmona’s total population\*\*.

However, Carmona Water District still has a long way to go to achieve 100% household water service coverage, which is mainly one of the goals of the agency.

### TOTAL CONCESSIONAIRES SERVED 2013-2017



\*\* as of December 31, 2017 excluding the subdivisions in Carmona

## ACCOMPLISHMENTS

This year 2017, Carmona Water District has surpassed itself in accomplishments. With the increase of service connections, infrastructures, and competent work forces, the agency has been one of the pillars in the economic development and progress of Carmona.

With a service of 24 hours a day, 7 days a week, and with the dedication of its employees, the productivity of water exceeds its supplies that give concessionaires' satisfaction. Apart from it, Carmona Water District's accomplishments are:

- Completion of 1 new pumping station for more sufficient water supply in the Barangay of Milagrosa and its adjacent areas.
- Well rehabilitation of various pumping stations.
- On going Well Drilling Project of Bancal Pumping Station No. 5 at Brgy. Bancal, Carmona, Cavite.
- Purchase of additional PPE and various maintenance tools; Demolition Hammer for engineering use, and additional Chlorinator Machine.
- Replacement of Gate Valves at Governor's Drive, Brgy. Bancal and Villa Sorteo Subdivision.
- Relocation of Main Pipe Line at J.M. Loyola St., Corner Sugar Road, Brgy. Mabuhay, Carmona, Cavite.
- Implementation of Carmona Water District – Freedom of Information Manual, Pursuant to E.O. No. 2, series of 2016.
- Finalizing the Recategorization of Carmona Water District from Category “C” to Category “B”.
- Procurement of L-300 for Engineering Division Service.

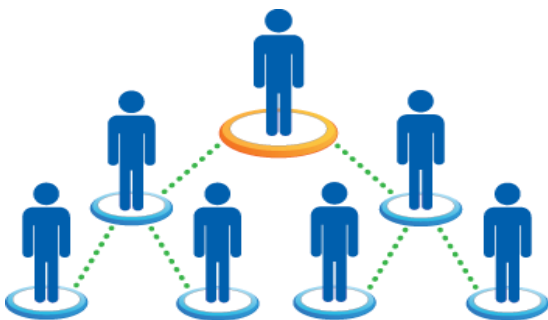
# ● Corporate Structure

“Coming together is a  
beginning  
Keeping together is  
progress  
Working together is  
success.”

As per denotation, corporate structure is a grouping of different positions and departments within a company, which all have separate tasks but work together. And thus Carmona Water District, knows that upholding its mission of providing safe, adequate and economical water and deliver quality services to its concessionaires, is a concerted effort not just by the top management but up to the bottom line of its hierarchy.

Likewise, on top of CWD's corporate structure is the Board of Directors who are the policy-making and goal-setting body of the agency. The Board members of Carmona Water District come from the different sectors of society and are appointed by the local chief executive to a renewable six-year term.

Implementation of the policies and directing the company's day-to-day activities is the Management Team headed by General Manager subordinated by the four Division Heads, each leading a staff of enthusiastic and hardworking individuals.



## BOARD OF DIRECTORS

**DIR. ATTY. FREDERICK S. LEVARDO**  
Chairman.

**DIR. HURRY M. HEBRON**  
Vice Chairman

**DIR. ADELINA M. DIEGO**  
Secretary

**DIR. JULIA C. DIAGO**  
Member

**DIR. PATRICK A. DOLOROSO**  
Member

## MANAGEMENT TEAM

**ENGR. ANILINE B. FRANCIA**  
General Manager

**ENGR. ARLAN R. IBE**  
OIC - Engineering Division

**MS. ROCELISA G. MAULANIN**  
Commercial Division Head

**MR. JOEMAR G. CUNANAN**  
Finance Division Head

**MS. LANI O. MANGUIT**  
OIC – Admin/HR Division



# ● Access to Safe and Potable Water

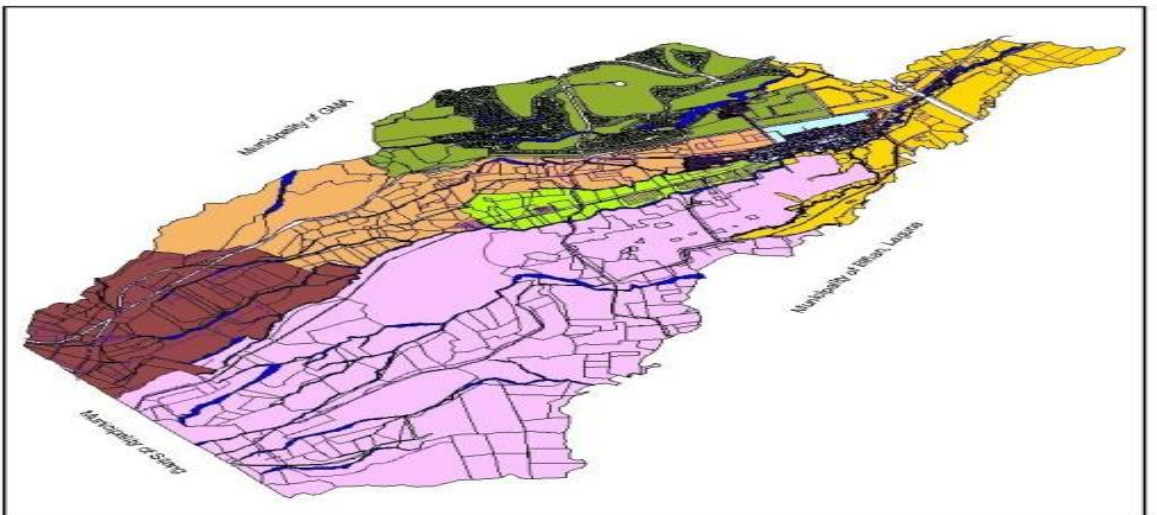
*"Carmona Water District shall provide safe, adequate, economical water..."*

A line taken from the mission of Carmona Water District, a duty the agency is continuing to achieve. Indeed, water is life and clean water is health and so Carmona Water District extends its effort to provide concessionaires as well as the entirety of Carmona, access to safe and potable water.

## SERVICE COVERAGE

Carmona is a first class urban municipality located on the south-eastern part of Cavite, approximately 36 kilometers south of Manila. Topography of Carmona is generally flat to strongly rolling or sloping, partly lowland and partly hill.

With a total land area of 3,092 hectares or 30.02 square kilometers, Carmona represented 2.17% of the total land area of Cavite. These areas are currently occupied by 14 barangays. Likewise, as of 2017, Carmona Water District prides in itself for serving all these 14 barangays garnering 100% barangay coverage.



## CONNECTIONS

As of 2017 year-end, Carmona Water District has a total of 13,686 existing connections and 12,455 or 91% of it are active connections or regularly billed by the district. Of the total number of connections, 576 were installed in 2017, 15.2% higher than the expected or targeted increase of 500 per year, though it's lower than that of 2016.

In terms of classification, more than 90% of Carmona Water District's service connections are residential with concentration on Brgy. 11 (Mabuhay) and Brgy.12 (Milagrosa). Meanwhile, the remaining 10% commercial class accounts has a great numbers in Brgy.9 (Maduya) where several business establishments such as Paseo de Carmona are to be found.

## DISCONNECTIONS

To aid in increasing collection efficiency, Carmona Water District doubled its efforts to monitor and ensure on time disconnections of delinquent accounts. In as of December 31, 2017, the district has a total of 1,231 inactive service connections. Bigger part of it or 90% was due to non-payment of water bills beyond due dates, whereas the remaining 16% was voluntary requests for temporary disconnections for reasons like apartments without tenant yet or concessionaires going on vacation for a long period of time.

## ● Water Quality

Carmona Water District ensures that the water it serves conforms to the standard prescribed by the Philippine National Standards for Drinking Water.

Groundwater is used as water source, deep-wells with depth ranging from 160 to 200 feet are drilled and with the use of modern chlorinator that runs simultaneously with the pump, the water produced is disinfected.

Everyday, Carmona Water District conducts chlorine residual testing from each

pumping station. Once a month, water samples are submitted to Department of Health (DOH) accredited laboratories for bacteriological testing and twice a year for physical and chemical analysis..

For 2017, Carmona Water District sent bacteriological test samples and results to Local Water Utilities Administration (LWUA) and 13 samples for physical and chemical testing. Thus, Carmona Water District manages to meet the Philippine National Standards for Drinking Water set by the DOH.

## ● Water Safety Plan

A Water Safety Plan (WSP) is created to ensure that water meets the regulatory water standards relating to human health and of maintaining a safe supply of drinking water to the public and one of Carmona Water District's keystones in the delivery of services.

Carmona Water District has always providing a safe adequate and potable economical water twenty-four seven a day to every concessionaires in Municipality of Carmona. In order to achieve this, the district's workforce is diligent giving public service to meet the demand and improve the quality of its services.

In compliance on Presidential Decree No. 198, for improvement of services and for standard operation procedure, Carmona Water District with it's WSP Team is formed to assess and develop Water Safety Plan for the entire system.

The Water Safety Plan is concentrated on the quality and the safety of water provided right from the source up to tap of the concessionaires. It incorporates the policies on its process from source, water treatment, storing, distribution and also consumer premises for better service. Water Safety Plan is focus to:

- Guarantee the quality and safety of water that is distributed to the concessionaire of Municipality of Carmona.
- Prevent water contamination by detailed assessment of processes to identify the hazards and risk in all operations and facilities.
- Establish operational barriers to control hazardous events and set out contingency and mitigating measures to respond to adverse events.
- Provide an organized and structured system to minimize the chances of failure of its services caused by oversight or lapses in management decisions and identifies responsible parties.

The CWD WSP sets out how the district can ensure that safe drinking water is available to its customers at all times through sound water supply practices.

# ● Access to Economical Water

## EXISTING WATER RATES

Below is the table of water rates implemented by Carmona Water District since 2006:

Category	Minimum Charge	Commodity Charges			
		11-20 cu.m	21-31cu.m	31-40cu.m	41-50cu.m
Residential/Government	P238.60	26.20	29.00	32.60	37.00
Commercial ½"	477.20	52.40	58.00	65.20	74.00
Commercial ¾"	763.50	52.40	58.00	65.20	74.00
Semi-Commercial A	417.55	45.85	50.75	57.02	64.75
Semi-Commercial B	359.90	39.30	43.50	48.90	55.50
Semi-Commercial C	298.25	32.75	36.25	40.75	46.25
Wholesale/Bulk	715.80	78.60	87.00	97.80	111.00

## CLASSIFICATIONS OF SERVICE CONNECTIONS



### Residential

- Purely for domestic purposes



### Government

-Government offices, facilities  
Ex. Mun. hall, police station, brgy. hall



### Commercial

-Business directly using water in operations  
Ex. restaurants, laundry, water refilling



### Semi-Commercial A

-Business indirectly using water  
Ex. Offices, groceries



### Semi-Commercial B

-Small business w/ capitalization P10,000 & below  
Ex. Sari-sari stores, repair shops



### Semi-Commercial C

-Apartments using 1 central meter

*based from Local Water Utilities Administration Manual on Water Rates and other practices*



# ● Non-Revenue Water Reduction

*“No business can survive for long if it loses a significant portion of its marketable product.”*

Non-revenue water (NRW) is water that has been produced and lost before it reaches the customer. Losses can be real losses (through leaks, sometimes referred to as physical losses) or apparent losses such as through theft or meter inaccuracies. High levels of NRW are detrimental to financial viability of water utilities, as well as the quality of water itself.

In this light, Carmona Water District aims to reduce NRW with the Engineering Division and Commercial Division taking the lead. Likewise for 2017, Carmona Water District registered 18.46% non-revenue water, comparatively low to the industry average for NRW which is 20%.

**Table 1. Percentage of CWD's Non-Revenue Water**

ITEM	VALUE	UNIT
Production (Volume)	3,494,116	Cubic Meter (cu.m)
Billed Consumption	2,848,958	cu.m.
Number of Service Connection as of June 2017	13,686	Service Connection
Average Daily Consumption per Household	17.18	cu.m./Household/month
Non Revenue Water (Volume)	645,158	cu.m.
% NRW to Total Production	18.46	%

## LEAK DETECTION AND REPAIR

Minimizing water leaks, both obvious and invisible, is an important part of Carmona Water District's fight against NRW. Hence, the district continuously encourages its concessionaires to report sightings of leak within the service distribution lines. In addition, vigorous efforts of the district's maintenance personnel in roving areas to check for unreported leaks also greatly contributes in early detection and repair of water leakages.

Consequently, for 2017, approximately 2,926 repair leaks service requests were processed by Carmona Water District. This leak reports were received via phone call, text message, email, or office visit. Repair of these leaks were then immediately done within the date of receipt or the succeeding day. Meanwhile, for leak repairs beyond the working hours or during weekends and holidays, Carmona Water District also responds right away through the “on-call” maintenance staff.

## WATER PILFERAGE

Water pilferage or water theft is likewise detected by Carmona Water District through constant monitoring of water consumption patterns in cases of abnormal changes in water use. With the Billing Section taking the lead role, seven (7) culprits of illegal connection were penalized who were all disconnected concessionaires found to have destroyed the padlocks.

## INSTALLATION OF FLOW METER

Complementing the efforts of Carmona Water District in reducing NRW is the installation of flow meter in fire hydrants located at Carmona Public Market (CPM) and near Iglesia ni Cristo church at Brgy. 7. These hydrants utilize water which are not billed and so with the use of flow meter, water used can be accounted and monitored.

# ● Targets for 2018

- ❑ Acquisition of new vehicles for HR and Admin. Commercial and Engineering Division
- ❑ Procurement of two (2) Generator Sets 55 KVA
- ❑ Procurement of Test Bench
- ❑ Construction of two (2) Pumping Station at Brgy. Cabilang Baybay and Carmona Elementary School, Brgy. 8
- ❑ Approval of Recategorization from Category “C” to Category “B”
- ❑ Procurement of new Heavy Duty Jack Hammer and Concrete Cutter with Generator Set for Engineering Division
- ❑ To achieve P7.5 million monthly water sales
- ❑ To reach P100 million cash balance on the 1<sup>st</sup> semester of 2018 (financial milestone)
- ❑ Closing of bank account in a Non-Government Authorized Depository Bank in compliance with COA



# Policy Setting Resolution



## **POLICY ON ILLEGAL CONNECTION, WATER PILFERAGE, WATER METER TAMPERING, AND ANY OTHER ACTS OF STEALING WATER**



### *Excerpts from Board Resolution 026 - 2017*

- If the volume of stolen or pilfered water can be determined through meter reading, the administrative penalty/fine to be imposed shall be **double the amount or peso value** based on present water rate, of the stolen or pilfered water, regardless of classification of connection or the penalties/fines stated above, whichever is higher.
- If the illegal connection, theft or pilferage shall be from any of the **main water lines**, the administrative penalty/fine to be imposed shall be **Php 100,000.00** coupled with the immediate filing of the necessary **civil and/or criminal action** as stated in PD 198 and RA No. 8041.
- Water services will be restored within a **period of 3-5 working days upon payment** of the administrative fines mentioned above, **except** if the illegal connection, theft or pilferage shall be from any of the **main water lines**.

The administrative penalties/fines imposable are as follows:

CLASSIFICATION	FINE
Residential	Php 20,000.00
Government	Php 20,000.00
Commercial	Php 50,000.00
Semi-Commercial A	Php 30,000.00
Semi-Commercial B	Php 30,000.00
Semi-Commercial C	Php 25,000.00
Industrial	Php 100,000.00

As stated in **Section 8 of RA No. 8041**, any person who shall commit any acts of constituting stealing or pilferage of water shall upon conviction be punished by **imprisonment of 6mos. – 2yrs.** and a fine not exceeding double the amount of the value of the water stolen or the value of the damage facilities. If the offender is assisted in the commission of the crime by a plumber, officer or employee of the water utility concerned, he/she shall be punished upon conviction by **imprisonment of 2 – 6yrs.** If the water is stolen for profit or resale, the offender shall be punished upon conviction by **imprisonment from 6 to 12yrs.**



**NOTE:** Destruction of the meter protection and other metering accessories such as padlock, boltlock, coinplug and others, **WITHOUT THE CONSENT of Carmona Water District** are also considered **ILLEGAL CONNECTION**.

**Section 5. Incentives.** – In order to implement this policy effectively, incentives/rewards will be given as follows:

Informer	10% of the penalty/fine to be paid
CWD Apprehending Team	10% of the penalty/fine to be paid
Barangay/Police Officer	10% of the penalty/fine to be paid





# ● Programs and Activities

## CWD CELEBRATES 20<sup>TH</sup> YEAR ANNIVERSARY

April 27, 2017 marks the 20<sup>th</sup> year founding anniversary of Carmona Water District. Accordingly, on May 8, 2018, CWD employees departed to Shercon Resort and Ecology Farm, Brgy. Mataas na Kahoy, Batangas to celebrate the milestone. The program started with a seminar followed by teambuilding activities. In the afternoon, employees enjoyed their free time to wander, swim, and relax.



## NATIONAL WOMEN'S MONTH 2017

In participation of worldwide observance of the International Women's Day, Philippine Commission for Women (PCW) lead the annual National Women's Month Celebration with the theme of *"WE Make Change for Women"*. In line with this, Carmona Water District celebrated the National Women's Month by hanging the 2017 NWMC Streamer and by posting the National Women's Month logo and advocacy video in its website.

## TIE-UP WITH MLHUILLER

On May 23, 2017, CWD Bills payment are officially accepted at MLhuillier Branches not just within Carmona but Nationwide. This successful partnership with a huge payment facility paved way to more convenient and accessible payment locations for CWD concessionaires.



## TAKE OVER OF MONTE CARLO TOWNHOMES

Carmona Water District Commercial Division headed by Ms. Rocelisa G. Maulanin together with her staff conducted an orientation on New Service Connection to the residences of Montecarlo Townhomes in line with the upcoming turnover of their water system.

The orientation included the history of CWD, sources of water, documents needed for new service connection application, classification of water connections, policies and procedures on billing and reconnection, payment centers and CWD general rules and regulations. The event started 2:00 in the afternoon and ended at 5:00 last July 1, 2017.

## CWD HOSTS CAWD CONSULTATIVE MEETING

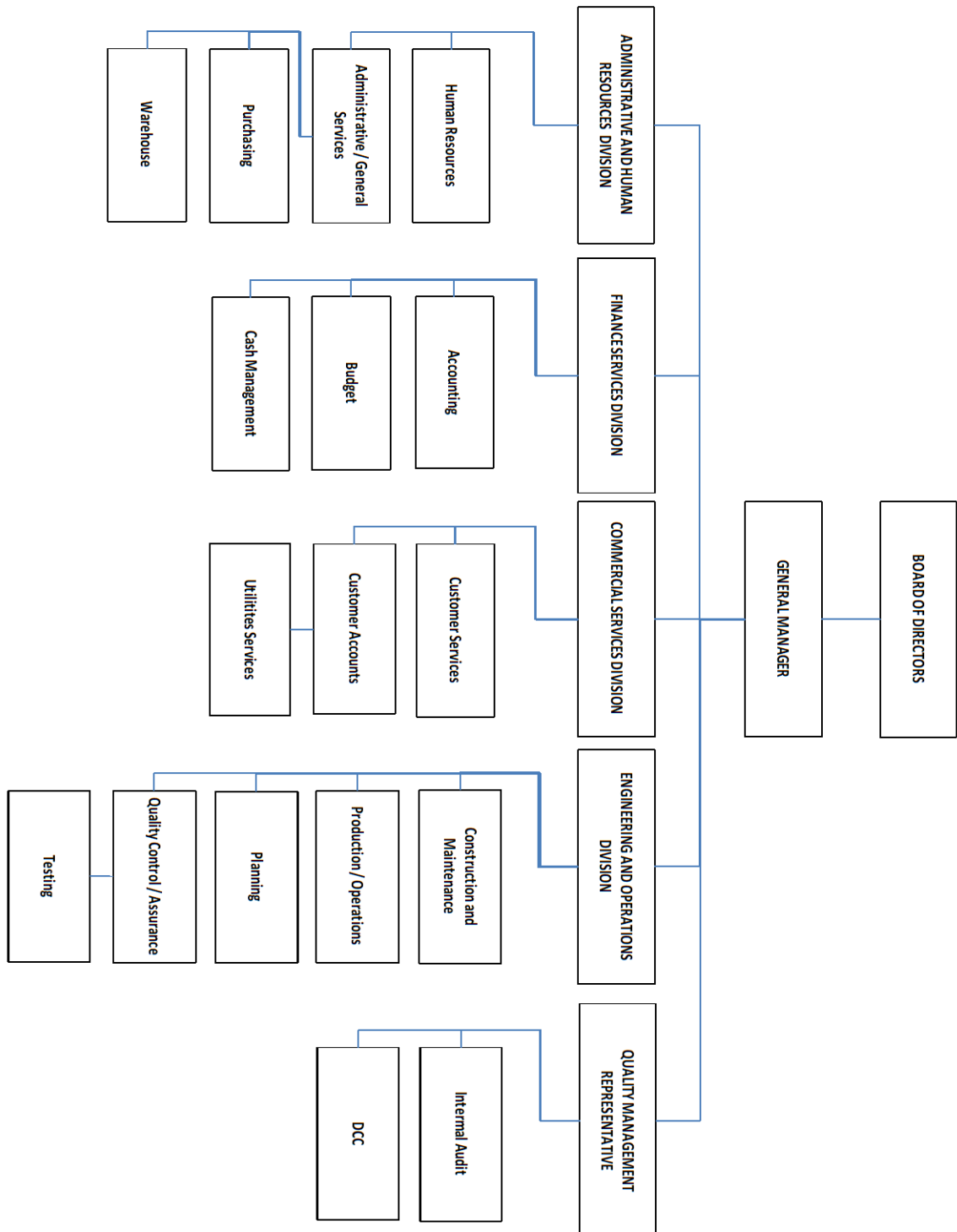
Carmona Water District hosted Cavite Association of Water Districts (CAWD) General Manager's monthly consultative meeting with CAWD Information Council (CIC).

The association discussed Freedom of Information Manual and the establishment of CAWD Disaster Management Council. The meeting started with a prayer 10:00 in the morning and ended at 3:00 in the afternoon last August 16, 2017.



# Organizational Structure

Below is the approved organization chart of Carmona Water District as of 2017. The functional type chart shows the unit broad functions of the district.



# Committees

Carmona Water District empowers its people by making use of committees to improve interactions within the agency and cultivate harmony between its divisions. Committees as formed are under the regulations of the Civil Service Commission.

## BIDS AND AWARDS COMMITTEE

For procurement of goods and services exceeding the P500,000.00 limit, the procurement process goes through the Bidding and Awards Committee (BAC) whose 6 members are appointed by the General Manager.

In compliance with RA 9184 also known as the Government Procurement Reform Act, invitations to bid are published in general circulation and posted on the website of Philippine Government Electronic Procurement System or PhilGEPS.

For 2017, CWD's BAC processed a total of 34 requests for procurement of different goods and services ranging from request for procurement of goods such as chlorine, water meter and fitting materials, as well as services like security services and subcontractor of pumping stations.

## COMMITTEE ON DECORUM AND INVESTIGATION

To ensure proper decorum and work ethic is observed across all the departments of Carmona Water District, a five member committee called Committee on Decorum and Investigation (CODI) is founded.

For 2017, CODI has issued warning letters or suspension to those violating employees.

## PERSONNEL SELECTION BOARD

Helping the management in selecting the person most suitable for a vacant position is a seven member Personnel Selection Board (PSB). The members of PSB are appointed by the General Manager and is subject to change only upon the members' will.

In 2017, PSB gathered together for 3 times to conduct panel interviews and draw the shortlist for vacancies and promotions.



## INCENTIVES AND AWARDS SYSTEM

Recognizing that the employees are its most valuable assets, Carmona Water District continues to design programs that will motivate the employees to perform better and stay within the company. To attain this end, a six member committee is assigned to evaluate and improve existing incentives system of CWD in line with its current Program on Awards and Incentives for Service Excellence (PRAISE)

In 2017, Carmona Water District acknowledged its Outstanding Employee of the Year, and also those Special Awardees who are employees with exemplary service willing to work beyond their specific duties. The recognitions was held during the Year-End Assessment on December 23, 2017.

## GENDER AWARENESS DEVELOPMENT

Promoting gender equality and sensitivity is the task of Gender Awareness Development (GAD) Committee. Accomplishments of GAD for 2017 includes the construction of new pumping stations for concessionaires as well as active participation during Women's Month in March and Violence Against Woman Free PH campaign or #VAWFreePH last December.

## OTHER COMMITTEES

Other vital committees in Carmona Water District includes the Disciplinary Board who handles the administrative cases of the employees; Employees Grievance Committee where employees can air their work-related grievances; Personnel Development Committee (PDC) in charge in trainings; Performance Management Team; and the Anti-Red Tape Act (ARTA) Committee for evaluation of employee's service vis-à-vis the rules of ARTA.



# ● Logistics and Personnel Support

Likewise, the success of any organization is mainly dependent on the people behind it, its greatest asset, its human resources. Likewise, Carmona Water District prides itself of enthusiastic and competent employees who are ready to work beyond their specific duties.

## LOGISTICS AND PERSONNEL SUPPORT



CWD employs 73 young, enthusiast and competent workers and staff, working in a drug-free work environment. Out of the 73, 47 were permanent and 8 were casual employees while 18 were job orders.

Meanwhile, the top management is duly organized to handle and look for the needs of the workers to uphold and maintain good workers and management relationship.

## LEAVE AND BENEFITS ADMINISTRATION



Carmona Water District grants its employees 15 days of vacation leave, 15 days of sick leave and 3 days of special privilege leave every year in accordance with Civil Service Commission rules. A mandatory leave of five days is also imposed among employees scheduled by the head of the agency. which can be continuous or intermittent.

In the year, CWD processed a total of 272 variety of leave requests. While vacation and sick leaves are cumulative, monetization of it is strongly discouraged. Fourteen (14) requests for leave monetization was approved in 2017.

Other monetary benefits authorized by law were also enjoyed by all employees and released on time including 13<sup>th</sup> and 14<sup>th</sup> month pay, rice allowance and Productivity Incentive Bonus.

## TRANSPORTATION MANAGEMENT



Means of transportation plays an important role in delivering prompt service to CWD's concessionaires. To achieve this, CWD invested and now have 15 company owned utility vehicles.

The 15 vehicles is composed of 3 cars used in official business travels by key personnel; 2 truck, 1 Utility Vehicle, 3 tricycles and 1 motor utilized by the Engineering Division in conducting fieldwork such as maintenance of service connections, leak repairs and installation of new connections; and 1 tricycle and 4 motors driven by the Commercial Division staff for during meter reading, delivery of water bills, as well as disconnections and reconnections.

## PROCUREMENT AND SUPPLIES MANAGEMENT



For 2017, Carmona Water District processed a total of 438 variety of purchase requests ranging from procurement of office supplies, furniture and equipments, forms and other stocks that the agency needs. The district also conducted twice inventory of materials and equipments one done on the mid-year and another on the year-end.

# Financial Highlights

Under the management of General Manager Engr. Aniline B. Francia, some of the financial highlights of Carmona Water District for the fiscal year 2017 are as follows:



## DECREASE IN EXPENSES

- Office Supplies Expense decreased by 27.82%
- Other Supplies Expense decreased by 50.01%
- Advertising Expenses reduced by 98.92%
- Representation Expenses decreased by 48.40%
- Donations decreased by 100%
- Miscellaneous Expense decreased by 40.45%
- Maintenance Expenses decreased by 40.45%
- Fidelity Bond Premiums decreased by 26.43%



## BUDGET OUTLAY

For the year 2017, Carmona Water District has an approved budget of **P78,134,903.93** with Personnel Services Expenses getting the biggest part followed by Maintenance and Other Operating Expenses (MOOE).



## INCREASE IN REVENUE

- Total operating revenues increased to 93.2 million from 87.6 million of the year 2016
- Net income increased by 24.78% from 35.8 million to 44.6 million.
- Gross Operating Revenues increased by 6.42%



## OTHER SIGNIFICANT HIGHLIGHTS

- An overwhelming cash to debt ratio of 2.67 : 1
- Achieved Current Ratio of 17.83:1 vs. benchmark of 2:1
- Investment of P 25,000,000.00 million to time deposit thru Land Bank of the Philippines

# Statement of Income and Expense

For the Year Ended December 31, 2017  
(With Comparative Figure for CY 2016)

	2016	2017
Total Operating Revenues	P 87,627,158.55	P 93,248,464.73
<b>Less:</b>		
Personnel Expenses	23,194,995.22	22,958,711.81
Operating Expenses	18,340,302.93	17,964,145.20
Maintenance Expenses	3,247,291.85	1,933,788.86
Depreciation Expenses	6,863,784.41	5,963,800.23
<b>Add:</b>		
Other Income	134,317.81	251,657.47
<b>Less:</b>		
Other Expenses	354,466.96	59,030.96
<b>NET INCOME</b>	<b>P 35,760,635.00</b>	<b>P 45,620,645.14</b>

# Statement of Financial Position

For the Year Ended December 31, 2017  
(With Comparative Figure for CY 2016)

<b>ASSETS</b>		<b>2016</b>	<b>2017</b>
<b>Current Assets</b>			
Cash and Cash Equivalents	P	42,130,086.17	P 54,853,823.42
Other Investments		-	25,000,000.00
Receivables		17,706,434.96	16,215,385.34
Inventories		3,467,292.31	6,072,853.87
Other Current Assets		569,205.77	717,611.28
<b>Total Current Assets</b>		<b>63,873,019.21</b>	<b>102,859,673.91</b>
<b>Non-Current Assets</b>			
Other Investments	P	3,484,736.64	P 6,960,683.22
Property, Plant and Equipment		83,180,889.59	85,543,029.78
Other Non-Current Assets		790,987.01	790,987.01
<b>Total Non-Current Assets</b>		<b>87,456,613.24</b>	<b>93,294,700.01</b>
<b>TOTAL ASSETS</b>	<b>P</b>	<b>151,329,632.45</b>	<b>P 196,154,373.92</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Financial Liabilities	P	4,359,469.74	P 4,442,357.93
Inter-Agency Payables		1,109,675.98	1,159,672.43
Trust Liabilities		145,460.10	211,892.00
<b>Total Current Liabilities</b>		<b>5,614,605.82</b>	<b>5,813,922.36</b>
<b>Non-Current Liabilities</b>			
Financial Liabilities	P	6,005,042.09	P 7,194,893.00
Deferred Credits/Unearned Income		1,509,690.44	1,930,238.10
Other Payables		3,273,269.40	1,674,641.52
<b>Total Non-Current Liabilities</b>		<b>10,788,001.93</b>	<b>10,799,772.62</b>
<b>TOTAL LIABILITIES</b>	<b>P</b>	<b>16,402,607.75</b>	<b>P 16,613,694.98</b>
<b>EQUITY</b>			
Government Equity	P	32,607,806.07	P 32,607,806.07
Retained Earnings/(Deficit)		102,319,218.62	146,932,872.87
<b>Total Equity</b>		<b>134,927,024.69</b>	<b>179,540,678.94</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>P</b>	<b>151,329.632.45</b>	<b>P 196,154,373.92</b>

## Quality Policy



*Carmona Water District is committed to ensuring the provision of quality water services and strict monitoring of the governing body standards to meet and exceed the customers' expectations.*

*We give focus on the services we deliver, and aim to maintain open communications with our concessionaires and to respond actively and properly to customer feedback.*

*We aim to continually improve the quality of water we supply to our concessionaires through the acquisition of most appropriate technology.*

*The agency shall maintain and continuously improve quality objectives and relevant functions and effectiveness of the quality management systems in accordance with **ISO 9001:2015** requirements.*

## Core Values

**Accountability.** Our employees take responsibility for our own actions. We perform duties required by our job functions in an efficient, fair, and transparent manner.

**Leadership.** We work in an environment where the management values group motivation and team work, thus creating a vision that motivates and inspires all employees.

**Ecologically Aware.** We realize the important need to preserve the environment and natural resources. We strongly support this advocacy through different activities within the agency.

**Reliability.** Our dependability and consistent good service reflect our commitment to our valued concessionaires.

**Timelessness.** As a public servant, we are always at your service going above and beyond our regular job duties.







## Vision

*The premier Water District in Cavite highly recognized for excellence in providing service and quality water for the welfare of the concessionaires and waste water industry.*

## Mission

*Carmona Water District shall provide safe, adequate, economical water and deliver services to address the needs of the concessionaires thereby actively participating in the environmental protection program of the community.*





*Carmona Water District*

Blk 8 Lot 8 Joy St. Mabuhay, Carmona, Cavite

Ang Tubig ay Buhay,  
Gamitin ng Buong  
Husay!



SAVE WATER FOR THE FUTURE



(046) 430-0832



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