

A close-up photograph of a water tap with water flowing out, creating a dynamic splash and bubbles. The background is a soft, light blue gradient.

2018 Annual Report



Carmona Water District

Blk 8 Lot 8 Joy St. Cityland Subd.
Brgy. Mabuhay, Carmona, Cavite



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● Message from the Chairman

Twenty-eighteen (2018) was a momentous year for Carmona Water District!

Out of 520 water districts all over the Philippines, we were nominated for and was considered as the strongest contender to bag the Nominee for Most Outstanding Water District Award. This is such a great achievement for a relatively small water district.

Although, Carmona Water District was not the one granted the most outstanding water district award, we were recognized as the Outstanding Performer for Lowest Operating Ratio. One of the major awards given during the LWUA-WD Forum and Awards 2018.

These recognitions are both source of pride and a reminder for all of us at Carmona Water District. As we enjoy the honor that were given to us, we are also reminded that there are still a lot of work to be done.

Before I conclude, let me extend my heartfelt gratitude to the men and women of Carmona Water District, headed by our dedicated and hardworking General Manager, Engr. Aniline B. Francia, for delivering quality services at all times. MARAMING, MARAMING SALAMAT PO SA INYONG LAHAT! Keep up the good work! I know that your commitment, coupled by your continuous hard-work and our support as Members of the Board, will bring our water district to a much greater glory.

Together, let us move forward and set our eyes to a much brighter future for our Carmona Water District.

"I know that your commitment, coupled by your continuous hard-work and our support as Members of the Board, will bring our water district to a much greater glory."



Atty. Frederick S. Levardo
Chairman of the Board

● Message from the General Manager

From its humble beginnings in April 27, 1997, 2018 marked the **21st year founding anniversary** of Carmona Water District (CWD). More than two decades of being the sole water utility provider in the Municipality of Carmona, Cavite providing sufficient, potable and economical water for thousands of concessionaires.

Indeed, 2018 has been another incredible year for CWD in terms of progress in productions, operations, and most of all, finances.

To augment our water supply, we established **two new pumping stations** located at Brgy. Cabilang Baybay (fully completed) and Brgy. 8 (ongoing construction). This will surely address the low water supply experienced in the said areas. Meanwhile, to re-invigorate our existing sources, our Engineering Division successfully conducted three well rehabilitations and three elevated tank rehabilitations.

In terms of Human Resource and Administrative aspect, CWD's application for **Recategorization from Category "C" into Category "B"** Water District was successfully approved by the Department of Budget and Management (DBM). This created better opportunities for our employees in terms of remuneration, promotion and regularization.

With regards to Commercial operations, the successful take-over of Monte Carlo Subdivision's water system has added more than **700 new concessionaires**. This likewise contributed to a higher billing and collection this year. Also, successful partnership with renowned payment facility, Meralco Bayad Center, enabled our concessionaires to pay their bills more conveniently. This helped increase CWD's collection efficiency at 96.15%.

Aiming to continuously strengthen our Financial Position, we invested in high yield **Retail Treasury Bond (RTB) and Time Deposit**. We also availed the Deposit Pick-up Services of the Development Bank of the Philippines – Bacoor Branch, which enabled us to safely deposit our collection without going to the bank.

Another achievement we could all be proud is CWD's realization of its very first **P100 million Cash Balance**, as of April 24, 2018. A few days even before its 21st Anniversary celebration. Certainly, a milestone achieved through our concerted efforts in minimizing our expenses and persistently collecting our accounts receivables.

To top it all, this year has been very remarkable as we had **received various awards and recognitions** from different agencies, to wit:



- **Outstanding Performance Award for Lowest Operating Ratio**
2017 from the Local Water Utilities Administration (LWUA)

● Message from the General Manager



- **Nominee for Most Outstanding Water District** FY 2017 given by LWUA

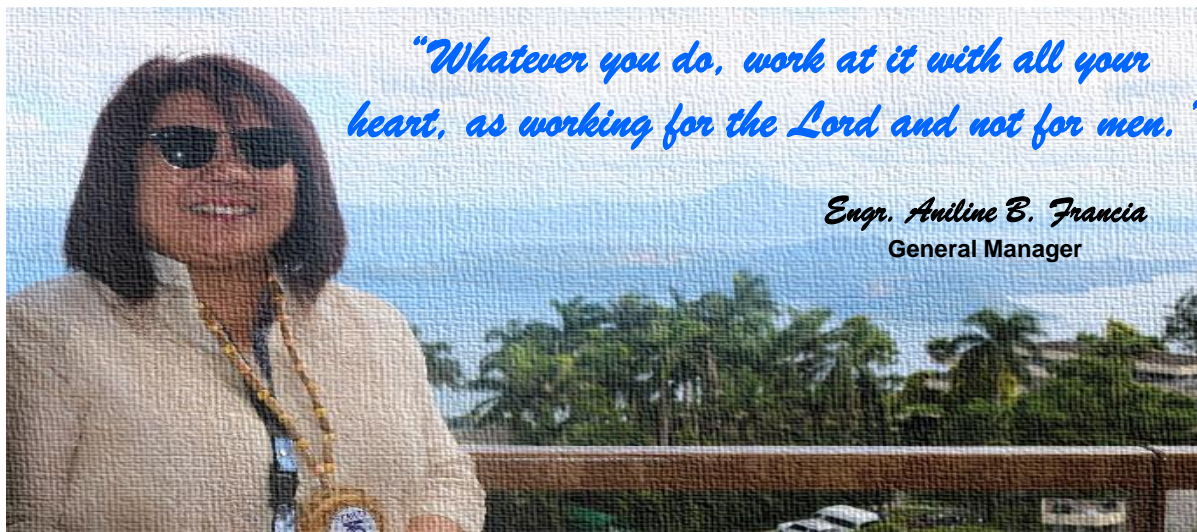


- **Recognition for Government Organizations with ISO 9001:2015 Certifications** FY 2017 given by the Department of Management (DBM) – Government Quality Management Committee



- The only Water District in Cavite with “**Unqualified Opinion**” **Audit Status** for FY 2016-2017 given by the Commission on Audit

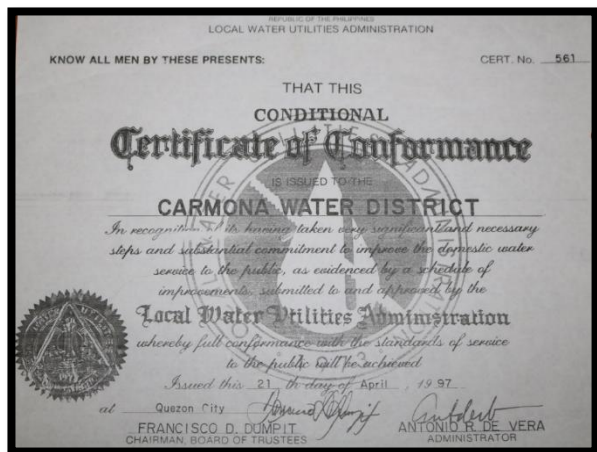
As the Bible says, “Whatever you do, work at it with all your heart, as working for the Lord and not for men” – Col.3:23. Therefore, as we go onto another year (2019), we promise to continuously deliver excellent quality of water service. Our stakeholders could expect more projects to come, as we adhere to our target of 100% sufficient water supply and 100% concessionaires’ satisfaction.



Engr. Aniline B. Francia
General Manager

Our History

"There are no secrets to success, it is the result of preparation, hardwork and learning from failures." - Colin Powell



BRIEF HISTORY

Carmona Water District is a non-profit and a government-owned and controlled corporation which was established to provide water services under Level III System to all cities and municipalities outside Metro Manila with more than 20,000 population.

Municipal Resolution No. 077-96 dated October 14, 1996 gave way to the birth of Carmona Water District (CWD). Under this resolution, CWD shall have exclusive power to raise revenues and promulgate rules and regulations to run and manage the water utility pursuant to the provisions of Section 27, Title II of Presidential Decree 198 known as the Provincial Water Utilities Act of 1973.

Later on, the Sangguniang Bayan of Carmona amended this resolution on January 20, 1997 under Municipal Resolution No. 002-97 creating CWD and designating its Board of Directors. CWD was still a non-self-supporting utility at that time, so the Local Government of Carmona provided a monthly subsidy of Php15,000.00 for a period of one (1) year. It was to help the district implement an improved staffing pattern and operational format.

On April 27, 1997, the Local Water Utilities and Administration (LWUA)—an agency

created to assist provincial urban water-users through loans, training and other forms of assistance, awarded a Certificate of Conditional Conformance Number 561 to CWD. This marked the inception of CWD with its first General Manager Engr. Teddy Medina. He had served the district for two (2) years and was succeeded by Mr. Edison L. Sarmiento, Jr., who served from the year 2000 until October 2015.

Consequently, starting November 2015, Engr. Aniline B. Francia assumed the position. From thereon, Engr. Francia has been bringing positive changes to the District.

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

In 2012, CWD was successfully recategorized by LWUA from Category "C" into Category "B" Water District having reached a more than 13,000 concessionaires. This was ratified by the Department of Budget and Management (DBM) in February 2018.

After twenty (21) years in public utility service to the town of Carmona, CWD has greatly improved from just starting with a single well. Now, the district has sixteen (16) Pumping Stations located within the fourteen (14) Barangays being served.

Through the years, Carmona Water District has continuously met its objective of supplying clean, sufficient and economical water to all the constituents of Carmona.

Our History



Water Sources

Carmona Water District's 100% water supply comes from groundwater sources. Its sixteen **(16) deep-wells** operate using water pump and motors. Water is being treated through chlorination to make it potable. Pumped water is either stocked into elevated tanks or flows directly to the main distribution lines up to the concessionaires faucets.

This year, Carmona Water District produced a total of 4,041,490 cubic meters of water, **13.52% higher** than the **water production** of 3,494,116 cubic meters in 2017. This had been achieved because of the newly constructed Pumping Stations at Brgy. Bancal and Brgy. Cabilang Baybay as well as the successful take-over of Monte Carlo Subdivision's water system.

In early 2019, CWD plans to finish the construction of another pumping station in Carmona Elementary School, Brgy. 8 with provision for an elevated tank. The management also prospects to take over other private subdivisions' water system such as Carmona Estates. This would be a great opportunity to widen CWD's market.



Our History

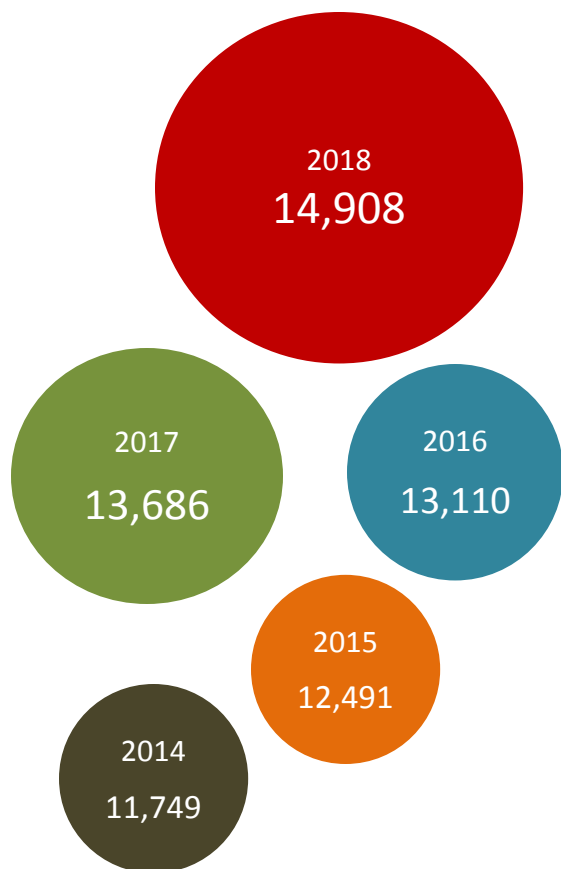
SERVICE CONNECTIONS

Based on Carmona Municipal Planning and Development Coordination's (MPDC) December 2018 population census, the Municipality has a total of 95,338 population and 19,068 household population.

Relative to this, Carmona Water District is now serving a total of 13,693 active concessionaires. This is 72% of Carmona's total household population.

Nevertheless, CWD intends to achieve 100% household water service coverage.

TOTAL CONCESSIONAIRES SERVED 2014-2018



** Source MPDC Office Carmona

ACCOMPLISHMENTS

For 2018, Carmona Water District has surpassed itself in accomplishments.

With a water service of 24 hours a day, 7 days a week, coupled with the dedication of its employees, the production of water exceeded its demand that give concessionaires' satisfaction. Apart from it, CWD's achievements are as follows:

- Completion of **2 new pumping stations** for more sufficient water supply in Brgy. Bancal and Brgy. Cabilang Baybay.
- Well rehabilitation of 3 pumping stations (Cabilang Baybay PS1, Maduya PS, and Villa Alegre PS).
- On going Well Drilling Project of Carmona Elementary School (CES) Pumping Station at Brgy. 8 and take over of Cityland Pumping Station 3 from the LGU.
- Purchase of additional submersible pumps, generator sets, chlorinator machines, motorcycles, bicycles, pocket colorimeter, heavy duty jack hammer and concrete cutter.
- Rehabilitation of 3 elevated water tanks at Cityland PS1, Carmona Public Market PS, and Villa Sorteo PS.
- Relocation of water service connections along Phase 4, Brgy. Milagrosa.
- Implementation of Carmona Water District's Policy on Replacement of Water Meter promulgated by the Board of Directors thru Board Resolution 015-2018.
- Approval of Recategorization of Carmona Water District's Organizational Chart from Category "C" into Category "B" Water District.
- Partnership with Meralco Bayad Center as additional payment facility for CWD water bills.

● Corporate Structure

“Great things in business
are never done by
one person.
They’re done by a
team of people.”

As per denotation, corporate structure is a grouping of different positions and departments within a company , which all have separate tasks but work together.

Carmona Water District knows that upholding its mission is a combined effort of its entire corporate hierarchy.

On top of CWD’s corporate structure is the Board of Directors who is the policy-making and goal-setting body of the agency. Each of the Board Members came from different sectors of society namely: Civil, Business, Professional, Education, and Women. Each is appointed by the local chief executive to a renewable six-year term.

Consequently, implementation of the policies and supervision of company’s day-to-day activities are vested on the Management Team. It is headed by the General Manager subordinated by three (3) Division Heads for Engineering, Commercial, Administrative and Finance.



BOARD OF DIRECTORS

DIR. ATTY. FREDERICK S. LEVARDO
Chairman

DIR. PATRICK A. DOLOROSO
Vice Chairman

DIR. ADELINA M. DIEGO
Secretary

DIR. JULIA C. DIAGO
Member

DIR. BERNARD M. LEDESMA
Member

MANAGEMENT TEAM

ENGR. ANILINE B. FRANCIA
General Manager

MR. JOEMAR G. CUNANAN
Admin/Finance Division Manager

ENGR. MA. NIEVES C. MAÑABO
OIC - Engineering Division

MS. ROCELISA G. MAULANIN
Commercial Division Head

● Access to Potable Water

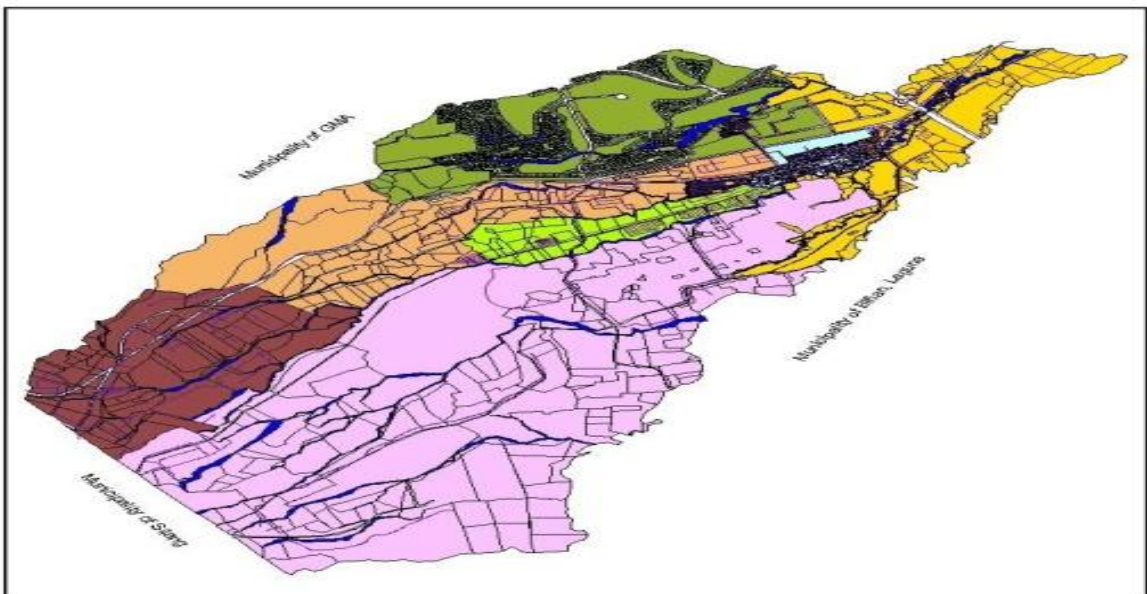
“Carmona Water District shall provide safe, adequate, economical water...”

A line taken from the mission of Carmona Water District. Indeed, water is life and clean water is health. Hence, CWD extends its effort to provide concessionaires as well as the entirety of Carmona, access to safe and affordable 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 land area of 3,092 hectares or 30.02 square kilometers, Carmona represented 2.17% of the total land area of Cavite. This area is 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 2018 year-end, Carmona Water District has a total of 14,908 existing connections and 13,693 or 92% of it are active connections or being regularly billed. Of the total number of connections, 1,244 were installed in 2018, 67% higher than the expected or targeted increase of 500 per annum.

In terms of classification, more than 95% of Carmona Water District's service connections are residential with concentration on Brgy. 11 (Mabuhay) and Brgy.12 (Milagrosa). Meanwhile, the remaining 5% 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

Carmona Water District doubled its efforts to monitor and ensure on time disconnections of delinquent accounts. As of December 31, 2018, the district has a total of 1,215 inactive service connections. Majority of disconnection was due to non-payment of water bills beyond due dates. Whereas, others was due to voluntary disconnections requested by the concessionaires.

● Water Quality

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

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 15 bacteriological test results to LWUA and 13 samples for physical and chemical testing. All of these had positive results. Thus, CWD was able to meet the PNSDW 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 commits to continuously provide safe, adequate, potable and economical water twenty-four seven a day to its concessionaires.

In compliance on Presidential Decree No. 198, for improvement of services and for standard operation procedures, Carmona Water District with its WSP Team assessed and developed a Water Safety Plan for the entire system.

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

- Guarantee the quality and safety of water that is distributed to the concessionaires.

- 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 good 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.

In this light, Carmona Water District aims to reduce NRW with the Engineering Division and Commercial Division taking the lead. Likewise for 2018, CWD registered an 23.22% NRW, comparatively low to the industry's average which is 30%.

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

ITEM	VALUE	UNIT
Production (Volume)	4,041,490	Cubic Meter (cu.m)
Billed Consumption	3,096,949	cu.m.
Number of Service Connection as of December 2018	14,908	Service Connection
Average Daily Consumption per Household	17.31	cu.m./Household/month
Non Revenue Water (Volume)	938,433.98	cu.m.
% NRW to Total Production	23.22	%

LEAK DETECTION AND REPAIR

Minimizing water leaks is an important part of Carmona Water District's fight against NRW. Hence, the district continuously encourages its concessionaires to report sightings of leak. In addition, vigorous efforts of the maintenance personnel to check for unreported leaks contribute in early detection and repair.

For 2018, approximately 1,033 repair leak and 1,529 other service requests were processed by CWD. Repair of leaks were then accomplished within 24 hours. Meanwhile, for leak repairs beyond working hours or during weekends and holidays, CWD also responds right away through its “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. With the Billing Section taking the lead role, seventeen (17) culprits of illegal connection were found and penalized.

INSTALLATION OF FLOW METER

Complementing the efforts of Carmona Water District in reducing NRW is the installation of flow meter in its fire hydrants. These hydrants utilize water which are not billed. Thus, through flow meters, water usage can be accounted and monitored. As of 2018, 8 out of the 33 fire hydrants have flow meters. In the succeeding years, CWD plans to install flow meter in every fire hydrant.

● Targets for 2019

- Construction of CWD's own Water Laboratory
- Procurement of Water Filtration and Bottling Equipment
- Construction of one (1) new Pumping Station at Brgy. Mabuhay
- Construction of Elevated Water Tank at CES Pumping Station
- Renovation of Customer Lobby at CWD's Office
- Implementation of "Water Cad" – an advanced water supply monitoring system
- Acquisition of new vehicle (Multi-purpose Van) for Office of the General Manager
- Replacement of pipelines in Brgy. Cabilang Baybay



Policy Setting Resolution

Policy on Replacement of Water Meter

On October 10, 2018, Carmona Water District's Board of Directors headed by its competent and dedicated Chairman, Atty. Frederick S. Levardo, passed the Board Resolution No. 015 – 2018 or the “*Carmona Water District's Policy on Replacement of Water Meter*”. This policy set the guidelines on timely testing of water meters as well as the corresponding fees on its replacement.



CARMONA WATER DISTRICT

(LWUA CCC No. 561)

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

Blk. 8, Lot 8, Joy St., Cityland Subdivision, Bray, Mabuhay, Carmona, Cavite

ANNOUNCEMENT

To our dearest concessionaires,

This is to notify you of our new policy entitled: “CARMONA WATER DISTRICT’S POLICY ON REPLACEMENT OF WATER METER” under Board Resolution No. 015 – 2018 passed by the CWD’s Board of Directors last October 10, 2018.

Section 2 (a) of the said policy states that ***above 5-years or Over-aged water meters*** shall be subject to annual meter testing as preventive measure.

Likewise, Section 4 indicates the **Payment Schemes** in which fees for water meter replacement may vary depending on the reason as follows:

REASON FOR REPLACEMENT	AMOUNT TO BE CHARGED
a.) Defective Meter below 1 year	No Charge
b.) Defective Meter 1 year and above	Full Amount of Water Meter
c.) Damaged Meter due to Negligence	Full Amount of Water Meter
d.) Damaged Meter due to <i>Force Majeure/ Fortuitous Events (e.g. earthquake, flashflood, fire, theft)</i>	Full Amount of Water Meter
e.) Voluntary Request of Concessionaire (but not defective meter)	Full Amount of Water Meter

This is for your information and guidance. To learn more about this policy, please visit our Facebook page www.facebook.com/carmonawd41797 or our website at carmonawd.com.ph.

Thank you for giving us an opportunity to be of service to you.

● Programs and Activities

CWD CELEBRATES 20TH YEAR ANNIVERSARY

April 27, 2018 marks the 21st year founding anniversary of Carmona Water District. Accordingly, on May 28, 2018, CWD employees departed to Palm Beach Resort, Laiya, San Juan, Batangas to May 28, 2018, CWD employees departed to Palm Beach Resort, Laiya, San Juan, Batangas to celebrate through conduct of Seminar and Teambuilding Activities.

The program started with a seminar wherein the Board of Directors and General Manager gave their heart-warming messages. Division Heads then presented their respective accomplishments as well as targets for the year.

In the afternoon, teambuilding activities were conducted and aimed to establish better camaraderie among CWD employees. Thereafter, they enjoyed their free time to wander, swim, and relax.



TIE-UP WITH BAYAD CENTER

Successful Memorandum of Agreement signing between Carmona Water District (CWD) and CIS Bayad Center Inc. (CBCI), popularly known as "Bayad Center" a Meralco Company, was held last July 30, 2018 at the Meralco Lopez Building, Ortigas Ave., Pasig City. This partnership paved way to more convenient and accessible payment outlets for CWD concessionaires.

CWD HOSTS CAWD GENERAL MEMBERSHIP MEETING

For the first time, Carmona Water District (CWD) new management hosted the Cavite Association of Water Districts (CAWD) 3rd General Membership Meeting on September 19, 2018. Headed by its General Manager, Engr. Aniline B. Francia, CWD warmly welcomed the participants. The event was successfully held at the Penthouse of Carmona Municipal Hall, Brgy. 4, Carmona, Cavite.



CWD VISITS BALIWAG WD SEPTAGE FACILITY

In line with the Supreme Court Mandamus mandating all provinces around Manila Bay to implement Septage Management Programs that will clean up, rehabilitate and preserve the Manila Bay; Carmona Water District (CWD) visited the Septage Treatment Plant of Baliwag Water District (BWD) in Bulacan last August 7, 2018. The event started with introduction and insights on how BWD established its Septage Management Program and ended with actual site inspection of the Septage Treatment Facilities.

● Programs and Activities

CWD BAGS AWARDS AT LWUA-WD FORUM & AWARDS 2018

September 17, 2018 marked a new milestone for Carmona WD as it bags two (2) major awards at the LWUA-WD Forum and Awards held at the PICC Complex, Pasay City. Out of the 520 Water Districts in the Philippines, Carmona WD was proclaimed as one of the Nominee for Most Outstanding Water District and was hailed as the Outstanding Performer for Lowest Operating Ratio.



CWD ATTENDS 6TH RECOGNITION CEREMONY FOR GOVERNMENT ORGANIZATIONS WITH ISO 9001:2015 CERTIFICATIONS

October 25, 2018 (Thursday) - Carmona Water District (CWD) received another national level recognition given during the 6th Recognition Ceremony for Government Organizations with ISO 9001:2015 Certifications held at the Philippine International Convention Center (PICC), Pasay City.

STAWD ANNUAL CONVENTION 2018

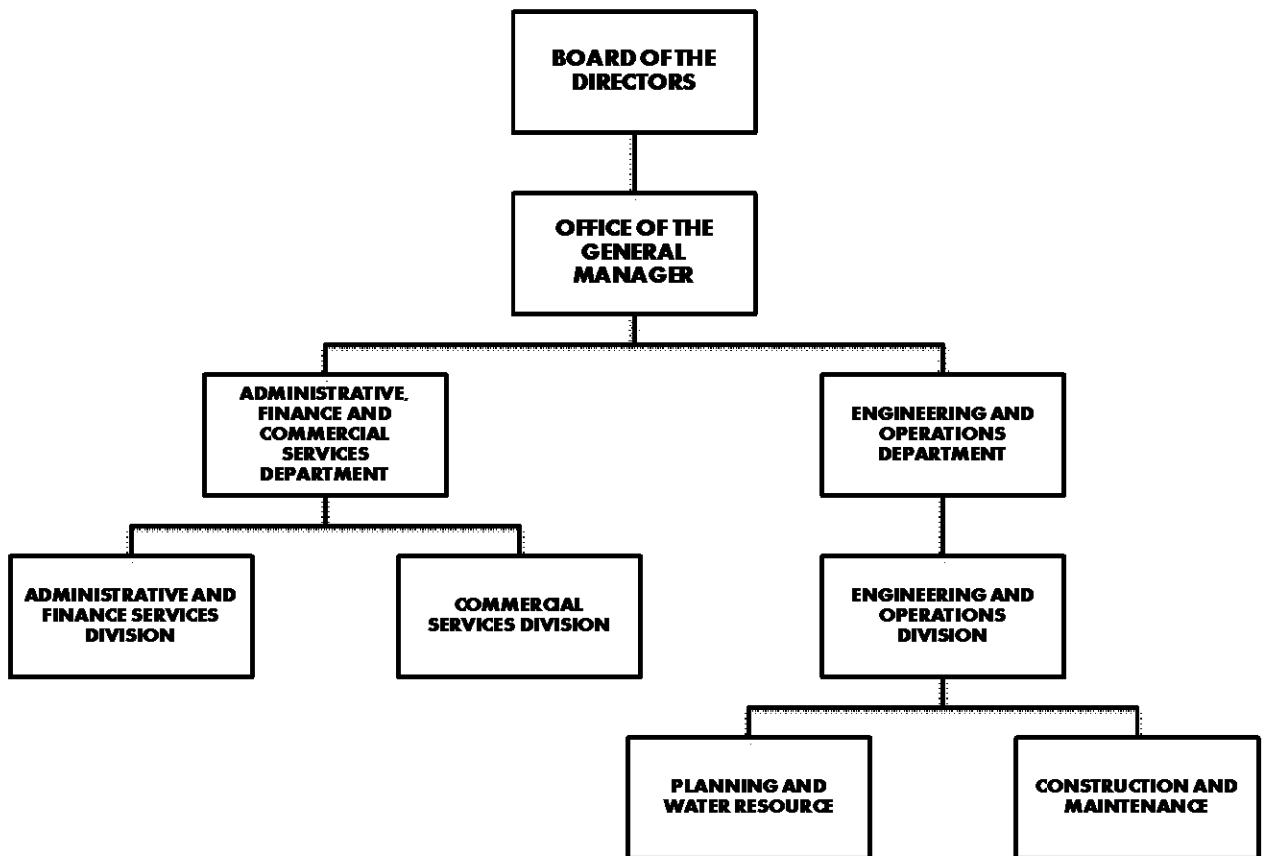
Carmona Water District (CWD) successfully co-organized the recently held Southern Tagalog Association of Water Districts (STAWD) 35th Annual Convention held at the Summit Ridge Hotel Tagaytay City on November 14-16, 2018. This major event was hosted by the Cavite Association of Water Districts (CAWD) with its 12 member water utilities.

With the theme " STAWD Shaping the Future of Water Districts in the Region for Sustainable Water Management and Supply", the convention gathered all the local water districts within the Southern Tagalog Region as well as some prominent personalities in the water industry.



Organizational Structure

Below is the organization chart of Carmona Water District based on the approved Recategorization to Category “B” Local Water District last February 16, 2018 by the Department of Budget and Management. The functional type chart shows the unit broad functions of the district.



The recategorization of organizational structure of CWD was spearheaded by its General Manager, Engr. Aniline B. Francia, as it was already category “B” Local Water District as of March 21, 2012. The service connection of CWD was 13,686 as of December 2017 equivalent to 114 position based on the Staff Productivity Index of 120 (service connection = 1 (plantilla position in LWD)). The District created 19 new position for different unit a total of 93 plantilla position for Category “B” Water District from 74 positions.

From 4 divisions (Admin, Finance, Commercial and Engineering and Operations) and 8 sections (Administrative, Accounting, Budgeting, Customer Accounts, Customer Service, Planning and Design, Water System Maintenance, and Production Operations) organizational structure, the management strategically reorganize its structure into 2 departments (Administrative, Finance and Commercial Services Department and Engineering and Operations Department) with 3 divisions (Admin & Finance Services, Commercial Services and Engineering and Operations) and 2 sections under the EOD are Planning and Water Resource and Construction and Maintenance.

Committees

Carmona Water District empowers its people by making use of committees. It improves interactions within the agency and cultivate harmony among divisions. Committees as formed are under the regulations of the Civil Service Commission (CSC).



BIDS AND AWARDS COMMITTEE

Procurement process goes through the Bids and Awards Committee (BAC) for the purchase of goods/service exceeding P500,000, with six members whom 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 (PhilGEPS).

CWD's BAC accomplished a total of 54 resolutions with regards to the procurement various office supplies, equipments, vehicles and tools for the betterment of the service and operation of the District.

COMMITTEE ON DECORUM AND INVESTIGATION

A five member committee called Committee on Decorum and Investigation (CODI) is founded to maintain proper decorum and work ethics based on CWD Rules and Regulations.

For 2018, CWD's CODI has issued warning letters and suspension to violating employees.

PERSONNEL SELECTION BOARD

A seven member Personnel Selection Board (PSB) is created which members from different section/department are appointed by the General Manager to help the management in the selection process to fill the vacant position.

This year, PSB gathered together for 3 times to conduct panel interviews and draw shortlist for vacancies and promotions and promulgated 3 resolutions.

INCENTIVES AND AWARDS SYSTEM

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

In 2018, CWD acknowledged and recognized the effort of its Employees as the year comes with a blast as the District received and nominated for different agency performance awards. Recognition was held during the Year-End Assessment in December 21, 2018.

GENDER AWARENESS DEVELOPMENT

Promoting gender equality and sensitivity is the task of Gender Awareness Development (GAD) Committee. Accomplishments of GAD for 2018 include construction of new pumping station as well as active participation in Women's Month and Violence Against Woman Free PH campaign or #VAWFreePH last December.

OTHER COMMITTEES

Other vital committees in Carmona Water District includes:

- Disciplinary Board who handles administrative cases of employees;
- Employees Grievance Committee where employees can air work-related grievances;
- Personnel Development Committee (PDC) who is in charge with trainings;
- Performance Management Team; and
- Anti-Red Tape Act (ARTA) Committee who evaluates employees vis-à-vis the rules of ARTA.

● Logistics and Personnel Support

Success of any organization is dependent on the people behind it, their values and skills. Likewise, Carmona Water District has enthusiastic and competent employees who are ready to work beyond their specific duties.

LOGISTICS AND PERSONNEL SUPPORT



CWD employs a total of seventy three (72) man-power, thriving in a drug-free work environment. This 72 consists of 54 permanent; 9 temporary; 9 casual; and has no job order employee in compliance to CSC-COA-DBM JC No. 1, s. 2018.

The top management is duly organized and has a very active Administrative/HR department to handle and look for the needs of the workers. They ensure to maintain good employees-employer relationship.

LEAVE AND BENEFITS ADMINISTRATION



Carmona Water District grants its employees 15 days vacation leave, 15 days sick leave and 3 days special privilege leave, in accordance with Civil Service Commission rules. A mandatory leave of five days are also imposed, which can be continuous or intermittent.

This year, CWD processed a total of 523 leave requests. While vacation and sick leaves are cumulative, monetization of these are strongly discouraged. Twenty Eight (28) leave monetization requests were approved.

Other monetary benefits authorized by law were also enjoyed by all employees and released on time. It includes 13th and 14th month pay; rice allowance; clothing allowance and Productivity Based Bonus (PBB).

TRANSPORTATION MANAGEMENT



Means of transportation play an important role in delivering prompt service to CWD's concessionaires. To achieve this, CWD has invested to have 21 company owned utility vehicles.

The 21 vehicles are composed of 4 cars, 5 utility vehicle, 3 tricycles and 9 motorcycles. These are utilized by the district's different Divisions on official business travels or work related purposes.

PROCUREMENT AND SUPPLIES MANAGEMENT



Carmona Water District processed a total of 477 variety of purchase requests for the procurement of office supplies, furniture and equipment, forms and other stocks for agency's requirement to have continuous operation. The district also conducted annual inventory of materials and equipment.

Financial Highlights

Financial highlights of Carmona Water District for fiscal year 2017 are as follows:



DECREASE IN EXPENSES

- Interest Expense decreased by 10%
- Rent/Lease Expense decreased by 76.05%
- Advertising, Promotional & Marketing Expenses reduced by 100%
- Repairs & Maintenance Expenses decreased by 22.54%
- Communication Expense decreased by 41.39%



INCREASE IN REVENUE

- Total operating revenues increased to 104.34 million from 93.6 million of the year 2017
- Net income increased by 10.39% from 43.3 million to 47.8 million.
- Gross Operating Revenues increased by 11.44%



BUDGET OUTLAY

For the year 2018, Carmona Water District has an approved budget of **P 98,146,450.27** with Personnel Services Expenses getting the biggest part followed by Maintenance and Other Operating Expenses.



OTHER SIGNIFICANT HIGHLIGHTS

- An overwhelming cash to debt ratio of 3.19:1
- Achieved Current Ratio of 14.30:1 vs. benchmark of 2:1
- Investment of P 25,000,000.00 million to time deposit thru Development Bank of the Philippines
- Investment on Retail Treasury Bonds amounting to P 25,000,000.00

Statement of Comprehensive Income

For the Year Ended December 31, 2018
(With Comparative Figure for CY 2017)

	2017	2018
INCOME		
Service and Business Income	P 93,530,194.43	P 104,230,719.56
Other Non-Operating Income	55,125.53	105,094.48
Total Income	93,585,319.96	104,335,814.04
EXPENSE		
Personnel Services	21,578,686.87	24,658,124.37
Maintenance and Other Expenses	22,689,179.77	25,856,521.75
Financial Expenses	59,030.96	8,130.00
Direct Cost	-	-
Non-cash Expenses	5,946,313.33	6,002,158.10
Total Expenses	50,273,210.93	56,524,934.22
NET INCOME/(LOSS)	P 43,312,109.03	P 47,810,879.83

Statement of Financial Position

For the Year Ended December 31, 2018
(with comparative figures FY 2017)

ASSETS		2017		2018
Current Assets				
Cash and Cash Equivalents	P	54,853,823.42	P	71,677,822.91
Financial Assets		-		25,000,000.00
Other Investments		25,000,000.00		25,175,000.00
Receivables		14,240,773.63		14,388,401.56
Inventories		6,711,936.01		7,317,494.94
Other Current Assets		1,883,425.27		3,820,378.71
Total Current Assets		102,689,958.32		147,379,098.11
Non-Current Assets				
Other Investments	P	6,178,560.16	P	9,314,152.32
Property, Plant and Equipment		82,890,737.39		87,553,989.03
Intangible Assets		972,400.00		1,062,400.00
Other Non-Current Assets		4,141,738.70		3,960,477.55
Total Non-Current Assets		94,183,436.25		101,891,018.90
TOTAL ASSETS	P	196,873,394.58	P	249,270,117.01
LIABILITIES				
Current Liabilities				
Financial Liabilities	P	4,474,045.44	P	8,255,787.68
Inter-Agency Payables		1,249,042.46		1,813,342.58
Trust Liabilities		211,892.00		235,920.00
Total Current Liabilities		5,934,979.90		10,305,050.26
Non-Current Liabilities				
Financial Liabilities	P	7,194,893.00	P	7,194,893.00
Deferred Credits/Unearned Income		1,831,251.74		897,260.11
Other Payables		3,430,918.13		4,083,143.30
Total Non-Current Liabilities		12,457,062.87		12,175,296.41
TOTAL LIABILITIES	P	18,392,042.77	P	22,480,346.67
EQUITY				
Government Equity	P	32,607,806.07	P	32,607,806.07
Retained Earnings/(Deficit)		145,873,545.74		194,181,964.29
Total Equity		178,481,351.80		226,789,770.35
TOTAL LIABILITIES AND EQUITY	P	196,873,394.58	P	249,270,117.01

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. Cityland Subd., Mabuhay, Carmona, Cavite

*Ang Tubig ay Buhay,
Gamitin ng Buong
Husay!*



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