



CARMONA WATER DISTRICT

(LWUA CCC No. 561)

Block 8, Lot 8, Joy street, Cityland Subd. Brgy. Mabuhay, Carmona, Cavite

Tel: (046) 430-0832 Loc. 101-112 Fax No. (046) 430-1705

Email Ad.: carmonawd@yahoo.com

January 12, 2017

MR. ANDRES F. IBARRA

Administrator
Local Water Utilities Administration
Balara, Quezon City

ATTENTION: ENGR. ROSIE P. POLICARPIO

Dear Mam/Sir:

In line with the requirements for the grant of Performance Based Bonus (PBB) FY 2016, we are respectfully submitting the following reports:

1. Form A – Performance Targets
 2. Form A-1 – Details of Delivery Unit/Office Performance Indicators and Targets
 3. Form 1.0 – Report on Ranking of Delivery Units
 4. Letter of Confirmation – ISO Compliance
 5. Report on Ageing of Cash Advances (As of November 15, 2016)
 6. Annual Procurement Plan FY 2017
 7. System of Ranking of Delivery Units and Individuals
 8. SALN Compliance
 9. ARTA Compliance
- 10. PBB & PA (Oct & Sept. 2016) pm*

For you information and guidance

Thank you and Regards,

Joemar G. Cunanan
JOEMAR G. CUNANAN

Finance Division Manager C

Noted:

Antiline B. Francia
ENGR. ANILINE B. FRANCIA

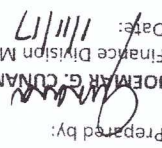
General Manager

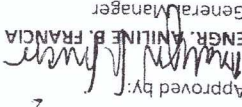


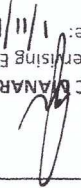
FORM A
PERFORMANCE TARGETS
FY 2016

CARMONA WATER DISTRICT

MFOs AND PERFORMANCE INDICATORS (1)						FY 2015 ACTUAL ACCOMPLISHMENT (2)	FY 2016 TARGET (3)	RESPONSIBLE OFFICE/UNIT (3)	FY 2016 ACTUAL ACCOMPLISHMENT (5)	ACCOMPLISHMENT RATE (6)	REMARKS
A. Water Facility Service Management											
2016 BUDGET:											
PI 1 (Quantity) access to potable water	Percentage of barangay with access to potable water against the total number of barangays within the coverage of the CWD	14/14 (100%)	14/14 (100%)	ENGINEERING / COMMERCIAL	14/14 (100%)	100%	100%	100%	100%	100%	
PI 2 (Quality) reliability of service	Percentage of household connections receiving 24/7 supply of water	100%	100%	ENGINEERING / COMMERCIAL	100%	100%	100%	100%	100%	100%	
PI 3 (Timeliness) adequacy	Source capacity of CWD to meet demands for 24/7 supply of water	3,185,443.26 cu.m. (100%)	3,275,645.20 cu.m.	ENGINEERING / COMMERCIAL	3,338,077.12 cu.m.	100%	100%	100%	100%	100%	
B. Water Distribution Service Management											
2016 BUDGET:											
PI 1 (Quantity) non-revenue water	Percentage of unbilled water to water production	27.93%	20%	ENGINEERING	20.27%	98.67%					
PI 2 (Quality) potability	Average deviation from PNSDW (chlorine residual requirements from Jan. 1 to Dec. 31	0 deviation (100%)	0 deviation (100%)	ENGINEERING	0 deviation (100%)	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 CWD as approved by CSC	1 day for restoration	1 day for restoration	ENGINEERING	1 day for restoration	100%					
C. Support to Operations (STO)											
2016 BUDGET:											
PI 1	Staff Productivity Index (SPI) The SPI of one (1) position for every one hundred twenty (120) service connections for Category B shall be strictly observed in the determination of the total # of positions	1:219	1:120	HR/ADMINISTRATIVE	1:252						
PI 2 affordability	Reasonableness/Affordability of water rates to consumers with access connections. Water rate for the 1st cu.m. must not exceed 5% of the average income of LG.	P 238.60 for first ten (10) cubic meter (100%)	P 238.60 for first ten (10) cubic meter (100%)	COMMERCIAL	P 238.60 for first ten (10) cubic meter	100%					

Prepared by: 
 JOEMAR G. COMANAN
 Finance Division Manager C
 Date: 1/11/17

Approved by: 
 ENGR. ANILINE B. FRANCIA
 General Manager
 Date: 1/11/17


 ERIC MANARIN
 Supervising Engineer
 Date: 1/11/17

P1 3	Customer Satisfaction, Percentage of Customer Complaints acted upon against received complaints	2193/2101 (95.80%)	100%	COMMERCIAL	3042/2890	95%
D. General Administration and Support Services (GA55)						
2016 BUDGET:						
P1 1	Financial viability & sustainability of CWD operations: Collection Ratio (1) ; Operating Ratio (2) ; Current Ratio (3)	84.30% (1) ; 79.17% (2) ; 5.07:1 (3)	82% (1) ; 80% (2) ; 2.5:1 (3)	FINANCE	56.57% (1) ; 85.53% (2) ; 12.08:1 (3)	Exceeding the target
P1 2	a. Compliance with COA reporting requirements in accord with content and period of submission. Submission of 5 Financial Reports: Balance Sheet, Statement of Income & Expenses, Statement of Cash Flows, Statement of Government Equity, Notes to Financial Statement (1) ; Report on Aging of Cash Advance (2)	4/5/2016 (1) ; 1/21/2016 (2)	3/31/2017 (1) ; 12/1/2016 (2)	FINANCE	on-going (1) ; 12/1/2016 (2)	Preparation of Annual Report 2016 - on going
P1 3	b. Compliance with LWUA reporting requirements in accord to content and period of submission. Monthly Data Sheet (1) ; Income Statement (2) ; Cash Flow Statement (3) ; Microbiological/Physical/Chemical/Chlorine Residual Report (4) ; Approved CWD Budget With Annual Procurement Plan (5) ; Annual	MONTHLY	MONTHLY	FINANCE/ENGINEERING/ADMINISTRATIVE/COMMERCIAL	Monthly (1) ; Monthly (2) ; Monthly (3) ; Monthly (4) ; 11/29/2016 (5) ; on-going (6)	

FORM A-1
DETAILS OF DELIVERY UNIT/OFFICE PERFORMANCE INDICATORS AND TARGETS
FY 2016

CARMONA WATER DISTRICT

MAJOR FINAL OUTPUT/RESPONSIBLE BUREAUS (1)	PERFORMANCE INDICATOR	FY 2016 TARGET FOR	PERFORMANCE INDICATOR	FY 2016 TARGET FOR	PERFORMANCE INDICATOR	FY 2016 TARGET FOR	PERFORMANCE INDICATOR	FY 2016 TARGET FOR	REMARKS (
A. Water Facility Service Management									
ENGINEERING/COMMERCIAL	Percentage of barangay with access to potable water against the total number of barangays within the coverage of the CWD	14/14 (100%)	14/14 (100%)	Percentage of household connections receiving 24/7 supply of water	100%	100%	Source capacity of CWD to meet demands for 24/7 supply of water	3,275,645.20 cu.m. 3,338,077.12 cu.m.	
B. Water Distribution Service Management									
ENGINEERING	Percentage of unbilled water to water production	20%	20.27%	Average deviation from PNSDW (chlorine residual requirements from Jan. 1 to Dec. 31	0 deviation (100%)	0 deviation (100%)	Average response time to restore service when there are interruptions based on the Citizen's Charter of CWD as approved by CSC	1 day for restoration	1 day for restoration
C. Support to Operations (STO)									
HR/ADMINISTRATIVE/COMMERCIAL	Staff Productivity Index (SPI) The SPI of one (1) position for every one hundred twenty (120) service connections for Category B shall be strictly observed in the determination of the total #	1:120	1:252	Reasonableness/Affordability of water rates to consumers with access connections. Water rate for the 1st cu.m. must not exceed 5% of the average income of LG.	P 238.60 for first ten (10) cubic meter (100%)	P 238.60 for first ten (10) cubic meter (100%)	Customer Satisfaction, Percentage of Customer Complaints acted upon against received complaints	100%	95%
D. General Administration and Support Services (GASS)									
Financial viability & sustainability of CWD operations: Collection Ratio (1) ; Operating Ratio (2) ; Current Ratio (3)	82% (1) ; 80% (2) ; 2.5:1 (3)	56.57% (1) ; 85.53% (2) ; 12.08:1 (3)	a. Compliance with COA reporting requirements in accord with content and period of submission. Submission of 5 Financial Reports: Balance Sheet, Statement of Income & Expenses, Statement of Cash Flows, Statement of Government Equity, Notes to Financial Statement (1) ; Report on Aging of Cash Advance (2)	3/31/2017 (1) ; 12/1/2016 (2)	on-going (1) ; 12/1/2016 (2)	b. Compliance with LWUA reporting requirements in accord to content and period of submission. Monthly Data Sheet (1) ; Income Statement (2) ; Cash Flow Statement (3) ; Microbiological/Physical/Chemical/Chlorine Residual Report (4) ; Approved CWD Budget with Annual Procurement Plan (5) ; Annual Report (6)	MONTHLY	Monthly (1) ; Monthly (2) ; Monthly (3) ; Monthly (4) ; on-going (6)	

Prepared by: *Joemar G. Cunanan*
 Finance Division Manager C
 Date: 1/11/17

ERIC MANARIN
 Supervising Engineer
 Date: 1/11/17

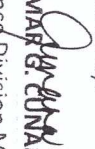
Approved by: *Engr. Anilve B. Francia*
 General Manager
 Date: 1/11/17

FORM 1.0
REPORT ON RANKING OF DELIVERY UNITS AND INDIVIDUALS

CARMONA WATER DISTRICT

1.0	Summary of Information Required	
1.1	Total No. of Delivery Units	4
1.2	Total No. of Delivery Units that achieved at least 90% of performance targets	4
1.3	Total No. of Filled Positions as of November 30, 2016	52
1.4	Total No. of Officials and Employees Entitled to PBB	56
1.5	Total Amount Required for Payment of PBB	Php 588,401.18

Prepared by:


JOEMAR G. CUNANAN

Finance Division Manager C

Date: 1/11/17

Approved by:


ENGR. JANILINE B. FRANCIA
General Manager

Date:

REPORT ON RANKING OF OFFICES/DELIVERY UNITS

CARMONA WATER DISTRICT

Details for Head of Agency									
Name		Salary Grade		Months in Service in 2016		Amount of PBB			
Francia, Aniline Brion		26		12		Amount of PBB			
Ranking	Names of Bureaus/Offices/Attached Agencies/Delivery Units	Rate of Accomplishment of targets (in%)	Name of Employee	Salary Grade	Months in Service	Amount of PBB			
2.1 Best (10%)									
TOTAL BEST									
Ranking	Names of Bureaus/Offices/Attached Agencies/Delivery Units	Rate of Accomplishment of targets (in%)	Name of Employee	Salary Grade	Months in Service	Amount of PBB			
2.2 Better (25%)*						588,401.18			
* please see attached Schedule									
TOTAL BETTER									
588,401.18									
Ranking	Names of Bureaus/Offices/Attached Agencies/Delivery Units	Rate of Accomplishment of targets (in%)	Name of Employee	Salary Grade	Months in Service	Amount of PBB			
2.3 Good (65%)									
TOTAL GOOD									
Ranking	Names of Bureaus/Offices/Attached Agencies/Delivery Units	Rate of Accomplishment of targets (in%)	Name of Employee	Salary Grade	Months in Service	Amount of PBB			
2.4 Did not meet targets (No PBB)									
TOTAL									
Ranking	Names of Bureaus/Offices/Attached Agencies/Delivery Units	Rate of Accomplishment of targets (in%)	Name of Employee	Salary Grade	Months in Service	Amount of PBB			
2.5 Did not submit SALN									
TOTAL									
Ranking	Names of Bureaus/Offices/Attached Agencies/Delivery Units	Rate of Accomplishment of targets (in%)	Name of Employee	Salary Grade	Months in Service	Amount of PBB			
2.6 Did not liquidate Cash Advance within									
TOTAL									
Ranking	Names of Bureaus/Offices/Attached Agencies/Delivery Units	Rate of Accomplishment of targets (in%)	Name of Employee	Salary Grade	Months in Service	Amount of PBB			
2.7 Did not submit SPMS Forms									
TOTAL									

Prepared by: **JOSEPH E. CONANAN**
Finance Division Manager C
Date: 1/11/17

Approved by: **MARY M. FRANCIA**
ENGR. ANILINE B. FRANCIA
General Manager
Date: