



**LOCAL WATER UTILITIES ADMINISTRATION**  
Katipunan Avenue, Balara, Quezon City

### ACKNOWLEDGMENT RECEIPT

The Local Water Utilities Administration hereby acknowledges receipt of your letter/request which has been routed to the appropriate office/s with the following information:

#### **Letter/Request**

**Sender** Engr Aniline B. Francia, GM, Carmona Water District, Block 8, Lot 8, Joy St.,  
Cityland Subdivision, Brgy Mabuhay, Carmona, Cavite

**Sent Through:** HC

**Subject:** Form A; Form A-1; Form 1.0

**Date Received:** 30 January 2019

**Received by:** Mayette Arriola

**Routed to:** OAD

**Total No. of Pages Received:** w/attachments

  
**AGNES G. FRANCISCO**  
Acting Division Manager  
Records and Communication Division  
General Services Department/Administrative Services



# 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 29, 2019

**MR. JECI A. LAPUS**

Administrator  
Local Water Utilities Administration  
Balara, Quezon City



ATTENTION: **ENGR. ROSIE POLICARPIO**

Dear Sir/Mam:

Warm Greetings!

This is to respectfully submit the following documents as one of the requirements for the grant of Performance Based Bonus (PBB) FY 2018:

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 and Individuals

For your guidance and reference.

Thank you and Regards,

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

**FORM A**  
**PERFORMANCE TARGETS**  
**FY 2018**

**CARMONA WATER DISTRICT**

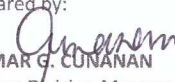
| MFOs AND PERFORMANCE INDICATORS (1)                               |   | FY 2017 ACTUAL ACCOMPLISHMENT (2) | FY 2018 TARGET (3)    | RESPONSIBLE OFFICE/UNIT (3) | FY 2018 ACTUAL ACCOMPLISHMENT (5)  | ACCOMPLISHMENT RATE (6) | REMARKS (7)                                   |
|---|---|-----------------------------------|-----------------------|-----------------------------|--|-------------------------|---|
| <b>A. Water Facility Service Management</b>                       |   |                                   |                       |                             |  |                         |   |
| <b>2018 BUDGET:</b>   |   |                                   |                       |                             |  |                         |   |
| PI 1 (Quantity) <b>access to potable water</b>                    | Percentage of household with access to potable water against the total number of households within the coverage of the LWD  | 14/14 (100%)                      | 14/14 (100%)          | ENGINEERING / COMMERCIAL    | 14/14 (100%)   | 100%                    | All barangays are covered by CWD              |
| PI 2 (Quality) <b>reliability of service</b>                      | Percentage of household connections receiving 24/7 supply of water  | 100%                              | 100%                  | ENGINEERING / COMMERCIAL    | 100%   | 100%                    | CWD operates 24/7                             |
| PI 3 (Timeliness) <b>adequacy (should not be less than 1.2:1)</b> | Source capacity of CWD to meet demands for 24/7 supply of water. To compute adequacy, se formula below: Rated Capacity of Sources (cu.m./yr)/ Demand (cu.m./yr) ; Demand = No. of active connections x 5 (ave. household size) x 100-130 (liters per capita per day) x 365 days x 1L/1000 | 3,494,116 cu.m.                   | 1.2:1                 | ENGINEERING / COMMERCIAL    | Demand = 13,633 x 5 x 130 x 365 x 1/1000 ; Rated Capacity as per MDS = 4,041,490<br>1.25 : 1 | 100%                    |   |
| <b>B. Water Distribution Service Management</b>                   |   |                                   |                       |                             |  |                         |   |
| <b>2018 BUDGET:</b>   |   |                                   |                       |                             |  |                         |   |
| PI 1 (Quantity) <b>non-revenue water (shoulde not exceed 30%)</b> | Percentage of unbilled water to water production  | 19.55%                            | 30%                   | ENGINEERING                 | 28.31%   | 100%                    | NRW = (production-billing)/production         |
| PI 2 (Quality) <b>potability</b>                                  | Daily chlorine residual requirement should be at least 0.3 rpm at the farthest point. In case the LWD is using chlorine dioxide, the allowable level should be at least .2 to .4 ppm.   | 0 deviation (100%)                | 0 deviation (100%)    | ENGINEERING                 | 0 deviation (100%)   | 100%                    | Based on Chlorine Residual Monitoring Reports |
| PI 3 (Timeliness) <b>adequacy/reliability of service</b>          | Average response time to restore service (major and minor repair) when there are interruptions due to line breaks and/or production equipment or facility breakdown as reflected in the CSC-approved Citizen's Charter of the LWD   | 1 day for restoration             | 1 day for restoration | ENGINEERING                 | 1 day for restoration  | 100%                    |   |
| <b>C. Support to Operations (STO)</b>                             |   |                                   |                       |                             |  |                         |   |
| <b>2018 BUDGET:</b>   |   |                                   |                       |                             |  |                         |   |




| MFOs AND PERFORMANCE INDICATORS (1)   |   | FY 2017 ACTUAL ACCOMPLISHMENT (2)   | FY 2018 TARGET (3)  | RESPONSIBLE OFFICE/UNIT (3)                   | FY 2018 ACTUAL ACCOMPLISHMENT (5)  | ACCOMPLISHMENT RATE (6) | REMARKS (7)  |
|---|---|---|---|---|--|-------------------------|--|
| PI 1 Staff Productivity Index   | Categories A, B, C - 1 staff for every one hundred twenty (120) service connections. Category D = 1 staff for every one hundred (100) service connections.  | 1:249   | 1:120   | HR/ADMINISTRATIVE                             | 1:207  | 100%                    |  |
| PI 2 Affordability  | LWUA approved water rates   | P 238.60 for first ten (10) cubic meter (100%) ; P340.50 minimum wage*  | P 238.60 for first ten (10) cubic meter (100%) ; P340.50 minimum wage | COMMERCIAL                                    | P 238.60 for first ten (10) cubic meter (100%) ; P340.50 minimum wage*                             | 100%                    | *based on National Wages and Productivity Commission       |
| PI 3 Customer Satisfaction  | 1. Ease of doing business compliance to CSC Memo No. 14-2016 ; 2. Percentage of Customer Complaints acted upon against received complaints. Complaints through hotline #8888 acted upon within 72 hours. Complaints received through WD customer service unit within the prescribed period by ARTA and other issuances. | 3049/3049   | 100%  | COMMERCIAL                                    | 10/10 complaints resolved  | 100%                    | Based on Customer Service Unit                             |
| D. General Administration and Support Services (GASS)   |   |   |   |   |  |                         |  |
| 2018 BUDGET:  |   |   |   |   |  |                         |  |
| PI 1 Financial Viability and Sustainability   | 1.) Collection Efficiency $\geq$ 90% ; 2.) Positive Net Balance in the Average Net Income for twelve (12 months) ; 3.) Current Ratio $\geq$ 1.5:1   | (1) 95.34% ; (2) 45.96% ; (3) 17.83:1 ; (4) Positive Balance of Net Income = 12 months (refer to Certification) | (1) 90% ; (2) Positive Net Balance ; (3) 1.5:1                        | FINANCE                                       | (1) 96.15% ; (2) Positive Balance of Net Income = 12 months (refer to Certification) ; (3) 14.30:1 | 100%                    | Based on MDS and FS FY ended December 31, 2018             |
| PI 2 a.) Compliance with COA Requirements ; b.) Compliance with LWUA Reporting Requirements in accordance to content and period of submission | In accordance with the prescribed 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 Aging of Cash Advances)                                | Submitted to COA last February 2018   | On or before February 15, 2019  | FINANCE                                       | To be submitted on or before February 15, 2019   | 100%                    |  |
|   | 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   | MONTHLY   | FINANCE/ENGINEERING/ADMINISTRATIVE/COMMERCIAL | MONTHLY  | 100%                    | Budget FY was submitted to LWUA and DBM last November 2018 |

| MFOs AND PERFORMANCE INDICATORS (1) |  | FY 2017 ACTUAL<br>ACCOMPLISHMENT (2) | FY 2018 TARGET (3) | RESPONSIBLE OFFICE/UNIT<br>(3) | FY 2018 ACTUAL<br>ACCOMPLISHMENT (5) | ACCOMPLISHMENT RATE (6) | REMARKS (7) |
|-------------------------------------|--|--------------------------------------|--------------------|--------------------------------|--------------------------------------|-------------------------|-------------|
| PI 3 Compliance to COA AOM          | Resolve at least 30% of COA findings stated in the COA AOM issued to the agency for prior years as of December 31, 2017. | 83.33% (refer to Certification)      | 30%                | FINANCE                        | 69% (refer to Certification)         | 100%                    |             |
| PI 4 Budget Utilization Rate (BUR)  | Actual Disbursement on CAPEX. Approved CAPEX budget for the current year should be at least 85%                          | 99.47% (refer to Certification)      | at least 85%       | FINANCE                        | 86% (refer to Certification)         | 100%                    |             |

Prepared by:

  
JOEMAR G. CUNANAN  
Finance Division Manager  
Date: 11-25/19

Noted by:

  
ENGR. ANILINE B. FRANCIA  
General Manager  
Date:

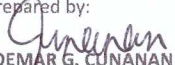
## FORM A-1

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|               |   |  |  |  |                                |  |   |         |         |  |
|---------------|---|--|--|--|--------------------------------|--|---|---------|---------|--|
| ALL DIVISIONS | 1.) Collection Efficiency $\geq$ 90% ; 2.) Positive Net Balance in the Average Net Income for twelve (12 months) ; 3.) Current Ratio $\geq$ 1.5:1 | (1) 90% ; (2) Positive Net Balance ; (3) 1.5:1 | (1) 96.15% ; (2) Positive Balance of Net Income = 12 months (refer to Certification) ; (3) 14.30:1 | In accordance with the prescribed 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 Aging of Cash Advances) | On or before February 15, 2019 | To be submitted on or before February 15, 2019 | 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 | MONTHLY | MONTHLY |  |
| ALL DIVISIONS | Resolve at least 30% of COA findings stated in the COA AOM issued to the agency for prior years as of December 31, 2017.                          | 30%  | 69% (refer to Certification)   | Actual Disbursement on CAPEX. Approved CAPEX budget for the current year should be at least 85%.   | at least 85%                   | 86% (refer to Certification)                   |   |         |         |  |

Prepared by:
 



JOEMAR G. CUNANAN  
 Finance Division Manager  
 Date:

Noted by:
 



ENGR. ANILINO FRANCIA  
 General Manager  
 Date:



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(LWUA CCC No. 561)

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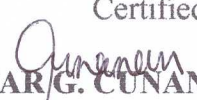
January 29, 2019

## CERTIFICATION OF BUDGET UTILIZATION RATE

This is to certify that Carmona Water District's Budget Utilization Rate on Capital Expenditures (CAPEX) as sourced from its general fund were 86% on utilization and actual disbursement (please refer to the attachment for the computation).

This certification is issued as supporting documents for the District's application for Performance Based Bonus for CY 2018.

Certified by:

  
**JOEMAR G. CUNANAN**  
Finance Division Manager

Noted by:

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



**CARMONA WATER DISTRICT**  
**CAPITAL EXPENDITURES (SOURCED FROM GENERAL FUND)**  
**FOR THE CALENDAR YEAR 2018**

| PARTICULARS |  | BUDGET UTILIZATION |              | DISBURSEMENT |              | BALANCE  |            |
|-------------|--|--------------------|--------------|--------------|--------------|----------|------------|
|             |  | Qty                | Amount       | Qty          | Amount       | Qty      | Amount     |
|             | Cabilang Baybay PS   | 1 lot              | 4,578,000.00 | 1 lot        | 4,158,815.88 | 1 lot    | 419,184.12 |
|             | One Unit Multicab  | 1 unit             | 240,000.00   | 1 unit       | 206,038.00   | 1 unit   | 33,962.00  |
|             | Cityland PS2   | 1 lot              | 1,353,000.00 | 1 lot        | 1,353,000.00 | 1 lot    | -          |
|             | Supply and Delivery of Two Unit Generator Set  | 2 units            | 1,500,000.00 | 2 units      | 880,000.00   | 2 units  | 620,000.00 |
|             | Supply and Delivery of Two units of motorcycles  | 2 units            | 111,800.00   | 2 units      | 101,222.00   | 2 units  | 10,578.00  |
|             | Purchase of one unit Multi-Functional Photocopying Machine   | 1 unit             | 55,000.00    | 1 unit       | 40,000.00    | 1 unit   | 15,000.00  |
|             | Purchase of ten (10) units chlorinator metering pump and accessories   | 10 units           | 250,000.00   | 10 units     | 240,500.00   | 10 units | 9,500.00   |
|             | Supply and Delivery of Labor, Tools, Equipment and Materials for the Drilling of One (1) Unit Production Well and Pump House Construction at Carmona Elementary School | 1 lot              | 4,233,000.00 | 1 lot        | 4,000,000.00 | 1 lot    | 233,000.00 |
|             | Supply and Delivery of Panel Boards for Carmona Elementary School Pumping Station  | 1 lot              | 55,000.00    | 1 lot        | 46,285.00    | 1 lot    | 8,715.00   |
|             | Supply and Delivery of Materials for Pipeline Interconnection of Carmona Elementary School Pumping Station   | 1 lot              | 111,000.00   | 1 lot        | 80,169.42    | 1 lot    | 30,830.58  |
|             | Supply and Delivery of Materials, Equipment , Labor and Installation of One (1) Set Closed – Circuit Television System   | 1 lot              | 128,000.00   | 1 lot        | 117,069.96   | 1 lot    | 10,930.04  |
|             | Supply and Delivery of One (1) Set Water Meter Accuracy Test Bench   | 1 unit             | 2,500,000.00 | 1 unit       | 2,030,000.00 | 1 unit   | 470,000.00 |
|             | Supply and Delivery of Materials for the Construction of Concrete Fence for Carmona Elementary School Pumping Station  | 1 lot              | 199,000.00   | 1 lot        | 116,582.00   | 1 lot    | 82,418.00  |
|             | Meralco Application for CES  | 1 lot              | 545,000.00   | 1 lot        | 212,463.61   | 1 lot    | 332,536.39 |

|                                |         |                      |         |                      |         |                     |
|--------------------------------|---------|----------------------|---------|----------------------|---------|---------------------|
| Generator Sets                 | 2 units | 890,000.00           | 2 units | 890,000.00           | 2 units | -                   |
| Variable Frequency Drive       | 2 units | 400,000.00           | 2 units | 315,000.00           | 2 units | 85,000.00           |
| Two (2) Submersible Motor Pump | 2 units | 630,000.00           | 2 units | 425,291.00           | 2 units | 204,709.00          |
| Pick up Type Vehicle           | 1 unit  | 1,500,000.00         | 1 unit  | 1,400,000.00         | 1 unit  | 100,000.00          |
| <b>TOTAL</b>                   |         | <b>19,278,800.00</b> |         | <b>16,612,436.87</b> |         | <b>2,666,363.13</b> |

Budget Utilization Rate =

$$\frac{\text{Cash + Non-Cash}}{\text{Budget Utilization}}$$

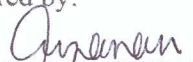
Budget Utilization Rate =

$$\frac{16,612,436.87}{19,278,800.00}$$

Budget Utilization Rate =

86%

Prepared by:

  
**JOEMAR G. CUNANAN**  
 Finance Division Manager

Noted by:

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



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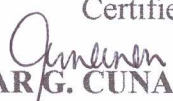
## CERTIFICATION OF POSITIVE NET BALANCE IN NET INCOME

This is to certify that Carmona Water District has attained positive balance in Net Income for CY 2018 as follows:

| MONTH     | NET INCOME (in Php) |
|-----------|---------------------|
| January   | 4,478,120.06        |
| February  | 4,234,655.73        |
| March     | 3,188,739.21        |
| April     | 4,083,493.62        |
| May       | 3,476,448.10        |
| June      | 5,090,818.63        |
| July      | 4,646,476.70        |
| August    | 4,398,654.24        |
| September | 4,823,361.88        |
| October   | 3,717,705.53        |
| November  | 4,041,763.63        |
| December  | 1,630,642.50        |

This certification is issued as supporting documents for the District's application for Performance Based Bonus for CY 2018.

Certified by:

  
**JOEMAR G. CUNANAN**  
Finance Division Manager C

Noted by:

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





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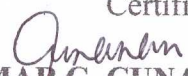
## CERTIFICATION OF COMPLIANCE TO AOM

This is to certify that Carmona Water District has fully resolved the following as of December 31, 2018:

- Of the 62 audit recommendations embodied in the preceding Annual Audit Report, 43 or 69% were fully implemented, 14 were partially implemented and five remained not implemented by the CWD.

This certification is issued as supporting documents for the District's application for Performance Based Bonus for CY 2018.

Certified by:

  
**JOEMAR G. CUNANAN**  
Finance Division Manager

Noted by:

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



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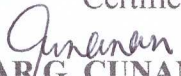
January 29, 2019

## CERTIFICATION ON CSC MEMO. NO. 14-2016


This is to certify that Carmona Water District has complied with the CSC Memorandum Circular No. 14-2016 or the "Ease of Doing Business".

This certification is issued as supporting documents for the District's application for Performance Based Bonus for CY 2018.

Certified by:

  
**JOEMAR G. CUNANAN**  
Admin/Finance Division Manager

Noted by:

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