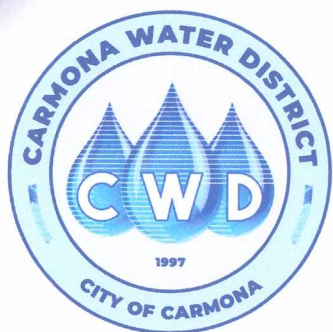


# 2023

# Annual REPORT



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## ANNUAL REPORT

For the period Januar 1, 2023 to December 31, 2023

### I. GENERAL

#### A. ADMINISTRATIVE

1. Attach approved organizational charts in effect as year's end.

a. Functional Chart

See Annex A

b. Position/Organizational Chart (Key employees only) – showing Permanent positions and incumbents

See Annex B

- 2.

Attach list of employed personnel with pertinent information.  
(List of Plantilla of Personnel for the Fiscal Year 2023)

See Annex C

The following summarizes the District's staffing

a. Total number of employees

77

b. Number of permanent employees

57

c. Number of casual/temporary employees/laborers

20

d. Number of employees meeting minimum qualifications per Job Description adopted by the District

57

e. Number of employees not classified as casual/temporary who do not meet the minimum qualifications established by the District

0

3. Has the District adopted a policy prohibiting hiring of personnel related up to the fourth degree by affinity or consanguinity?

Yes

If not, how many of the employees are related to other employees of officials with the fourth degree by affinity of consanguinity?

N/a

4. Has the District adopted rules and regulation?

a. Personnel Matters

Yes

b. Utility Customer Relations

Yes

c. General Utility Operations

Yes

During the year, in how many instances (or how many times) have exemption to these rules and regulations has been in special cases?

None

5. Attach list of policy – setting resolutions adopted, repealed or amended by the District Board including those adopting LWUA guidelines (Summary of Policy – Setting Resolutions)

See Annex D

6. Has the District written and properly updated, reliable records of





## ANNUAL REPORT

For the period Januar 1, 2023 to December 31, 2023

the following? (A field check may be undertaken, if necessary. Yes or No)

a. Customer Complaints	Yes
b. Billing and Collection	Yes
c. Delinquencies in Payment of Water Bills	Yes
d. Meter Histories	Yes
e. Service Connections	Yes
f. Equipment Histories	Yes
g. Equipment Downtime	Yes
h. Bacteriological Tests	Yes
i. System Pressure	Yes
j. Leak Reports	Yes
k. Unaccounted for Water	Yes
l. Pump Efficiencies	Yes
m. Water Production	Yes
n. Water Production	Yes
o. Valve and pipeline location	Yes
p. General Accounting	Yes
q. Stock Inventory	Yes
r. Stores Usage	Yes
s. Employees Record	Yes
t. Minutes and Board Meetings	Yes

7.

For this year, Auditing has been done by the Commission on Audit?

*Audit FY 2023 transactions has not been conducted as of the date of this report*

8.

Attach list of reports prepared regularly by the District on a monthly basis as required in the Commercial Practice Manual (Omit this item if the District has not yet installed the Commercial Practices System in which case, indicate that the said system has not yet been installed yet. (List of Reports Prepared Regularly)

*See Annex E (FS, MDS, Water Quality)*

## B. FINANCIAL/COMMERCIAL

1. 1. Attach the District's financial statements for the report year including a comparison of the immediate past year

*See Annex F*

2. 2. For the year under report, the District's total budgetary outlay was broken down into: (Source: Approved Corporate Budget fy 2023)



## ANNUAL REPORT

For the period Januar 1, 2023 to December 31, 2023

a. Operating Outlay	<u>P 55,571,592.35 (MOOE)</u>
b. Capital Outlay	<u>P 20,536,000.00</u>
c. Special budgets, if any (additional budget) – Contingency	<u>P 6,316,000.00 (DRRM Fund)</u>
d. Debt Service	<u>P 0.00</u>
e. Reserves	<u>P 3,263,864.61 (LWUA Reserve)</u>
3. For this same one-year period, the District's Gross Revenue was broken down into: (Source: Financial Report)	
a. Revenue from water sales	<u>P 121,798,344.98</u>
b. Other water revenues	<u>P 11,626,563.06</u>
c. Other non-operating income	<u>P 135,249.02</u>
d. Proceeds from LWUA loan to finance new service connections	<u>P 0.00</u>
4. For this same one-year period, the District's expenditures was broken down into: (Source: Financial Report)	
a. Operational (operation & maintenance expenses, including depreciation)	<u>P 97,259,746.27</u>
b. Capital Outlay	<u>P 33,591,340.00</u>
c. Annual Debt Servicing ( Annex G - Summary of Loan Payments to LWUA)	<u>No loan payment to LWUA</u>
5. For this same one-year period, the total salaries, wages & other emoluments paid for the District's employees where broken down into:	
a. For permanent employees	<u>P 17,648,832.52 (Salaries and Wages)</u>
b. For casual/temporary	<u>P 3,114,450.98 (Salaries and Wages)</u>
c. Allowance, Benefit & emoluments	<u>P 17,221,539.26 (Total PS less S&amp;W)</u>
6. Expenses for power/fuel for pumping during the year (Acct. #726, if Commercial Practices Accounts are in effect):	<u>P 24,333,759.08</u>
7. Total amount billed during the year is broken down into:	
a. Total Billings (Current and Old Accounts)	<u>P 121,764,485.50</u>
b. Old Accounts	<u>Undetermined</u>
8. Total amount collected (water sales only during the year is broken down into:	
a. Current Billings	<u>P 120,303,292.82</u>



## ANNUAL REPORT

For the period Januar 1, 2023 to December 31, 2023

b. Arrears	<u>P 3,575,188.44</u> <i>(previous years arrears)</i>
9. Total amount uncollected (delinquent) at year's end excluding Bad Debts	<u>P 3,478,053.16</u>
10. Total reserves at year's end	<u>P 183,501,784.92</u>
11. Complaints filed, processed and settled during the year	
a. Total number filed, processed and settled during the year	<u>4,517</u>
b. Number dismissed for lack of merit/withdrawn	<u>0</u>
c. Number investigated	<u>100%</u>
d. Number settled to the satisfaction of complaints	<u>100%</u>
e. Number elevated to the District Board of directors	<u>0</u>
f. Number settled by the Board	<u>0</u>
g. Number elevated to the higher authorities	<u>3</u>
12. At year's end, the following water charges were in force:	<u>See Annex H (LWUA Approved Water Rates Effect Jan. 1, 2006)</u>
Had these rates been submitted to LWUA for review? (Yes or No)	<u>Yes</u>

## C. TECHNICAL

1. Has the District adopted by Board Resolutions, a set of design and construction standard? (Yes or No)	<u>No</u>
If so, who prepared it?	<u>N/a</u>
Is it being adhered to strictly?	<u>N/a</u>
2. Does the District undertake bacteriological test of its water (Yes or No)	<u>Yes</u>
How often are these test made per year?	<u>216</u>
Is LWUA being furnished copies of these test reports? (Yes or No)	<u>Yes</u>
For the report year, how many such reports were submitted to LWUA?	<u>12 Monthly Water Test Result</u>
3. State the method of water treatment employed by the District, if any	<u>Chlorination</u>
4. Does the District undertake regular pump efficiency test? (Yes or No)	<u>Yes</u>
How many of these pumps does the District have in its system?	<u>18</u>
How many of these pumps are operational?	<u>16</u>





## ANNUAL REPORT

For the period Januar 1, 2023 to December 31, 2023

### D. OPERATIONAL

1.	Total water production during the year in cubic meters (Annex I -Summary of Water Production and Consumption; Ref: MDS for Dec 2023)	4,637,950
	Total water billed in cubic meters	3,717,980
	Average per capita consumption in lpd	105.42
2.	Attach list of Water Sources (WD Water Sources)	See Annex J
3.	Is the District provided with measuring devices to measure their water production? (Yes or No) If yes, what type? If not, how do you measure productions?	Yes Calibrated Flow Meter N/a
4.	As of year's end, the District has the following existing service connection and related information. (Annex K-Service Connection Growth)	See Annex K
	a. Total number of existing connections (Active & Inactive Connection)	17,568
	b. Number of Active Connections	15,977
	c. Number of Metered Connections	15,977
	1. With functioning meters	15,977
	2. With non-functioning meters	0
	d. Number of flat rate connections	0
	e. Number of connections regularly billed	15,977
	f. Number of delinquent concessionaires	2102
	g. Average number of customers per connections (HH)	5
5.	Estimated population of district service areas (14 barangays)	112,275
	a. Estimated population served by utility whether fully or partially	79,885
6.	Because of inadequate facilities, the District had to provide partial service in accordance with the following average length of time each 24-hours day:	
	a. Less than 6 hours service	N/a
	b. 7-12 hours service	N/a
	c. 13-18 hours service	N/a
	d. 19-24 hours service	N/a
	(Note: You may vary the number of hours as may be necessary to suit actual conditions)	




## ANNUAL REPORT

For the period Januar 1, 2023 to December 31, 2023

- |  |                    |
|--|--------------------|
| 7. Attach list of major equipment and machinery (with an initial cost of at least P 10,000.00 including pertinent information).<br>(List of Major Equipment) | <u>See Annex M</u> |
| <br>   |                    |
| 8. Does the District keep written record of request for service? (Yes or No)   | <u>Yes</u>         |
| <br>   |                    |
| a. Does the record show the date when such requests were made and the nature of the service requested (Yes or No)  | <u>Yes</u>         |
| <br>   |                    |
| b. On the average, how long (in days) does it take the District to respond and attend such requests?   | <u>1 day</u>       |
| <br>   |                    |
| c. How many such reports were received during the year?  | <u>4,517</u>       |
| <br>   |                    |
| d. How many of these reports attended to during the year?  | <u>4,517</u>       |

Submitted by:

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



## ANNUAL REPORT

For the period January 1, 2023 to December 31, 2023

### II. PROFILE

#### 1. THE WATER DISTRICT & ITS PHYSICAL SYSTEM'S FACILITIES

##### A. ORGANIZATION

1. Date Formed	<u>April 27, 1997</u>	Age (months) as of 12/31/2023	<u>320 months</u>
2. Date CCC was issued	<u>April 27, 1997</u>	CCC No.	<u>561</u>
3. Personnel	<u>77</u>		

Comments: (adequacy, qualification, performance, & others) \_\_\_\_\_

##### B. EXISTING SYSTEM'S FACILITIES

#### 1. Service

1.1 Service Area	<u>Carmona, Cavite (14 barangays)</u>
1.2 Population of Service Area (Latest)	<u>112,275 estimate</u>
1.3 No. of Households	<u>22,455 estimate</u>
1.4 No. of Persons/Household	<u>5</u>
1.5 Service Time (hrs/day)	<u>24/7</u>

#### 2. Structure and Equipment

##### 2.1 Administration Building

Office Area	<u>Donated by LGU</u>
Office Equipment (see list of major equipment)	<u>See Annex L</u>

2.2 If rented, how much per month	<u>N/a</u>
-----------------------------------	------------

2.3 Type of Water Source	<u>Deep Wells</u>
Rated Capacity per day (cu.m/day)	<u>16,382.73</u>

2.4 Reservoir (description, built, dimension, and capacity)	<u>See Annex J</u>
---	--------------------

2.5 Water Sources (Annex J - WD resources)	<u>See Annex J</u>
--	--------------------

##### 2.6 Service Connections

Type	Flat	Metered	Total
Residential	0	14,073	14,073
Government	0	96	96
Commercial	0	1,808	1,808
Bulk	0	0	0
Total	0	15,977	15,977





## ANNUAL REPORT

For the period January 1, 2023 to December 31, 2023

### 2.7 Production

Average Monthly Production

386,496

a. Booster/Pumping (cu.m)

386,496

b. Bulk Water (cu.m)

0

Production Efficiency% (average/month)

100.00%

(Total Water Utilized/Total Production)

80.06%

NRW%( 19.94% ) YTD

## 2. CURRENT OPERATION / FINANCIAL HIGHLIGHTS

a. Existing Water Rates (Annex H - Water Rates Schedule)

*Approved Water Rates  
effective Jan. 1, 2006*

b. Operating Income/Expenses

Average Water Sales (average/mo.)

₱10,149,862.08

Average Collection (average/mo.)

₱11,118,742.34

Average Expenses - O & M for the year (average/mo.)

₱3,834,979.17

c. Financial Highlights (rate & status)

Current Ratio =  $\frac{\text{Current Assets}}{\text{Current Liabilities}}$  38.33

Long Term Debt/Equity Ratio

.04:1

Monthly Billing (average/mo.)

₱10,051,495.70

Collection Efficiency - % of On-time Payment (YTD)

97.80%

## 3. COMMUNITY ECONOMIC PROFILE

a. Total Population (covered by the Water Districts)(14 barangays)

112,275 estimate

b. Average Monthly Family Income in the Area

P 12,454.00 (P 479x26  
working days)

c. Major Source of Income

Employment

## 4. OTHER INFORMATION

1. The District has implemented the Meter Clustering System to help alleviate water pilferage.
2. The District has regularly monitors the Residual Chlorine in various strategic points of its water supply system.
3. The District has maintained its established safety programs and standard operating procedure.
4. The District has continued implementing the 5% discount for water bill of Senior Citizens.



REPUBLIC OF THE PHILIPPINES  
**CARMONA WATER DISTRICT**  
( LWUA CCC NO. 561 )  
ISO CERTIFICATE NO. 80132/A/0001/UK/En  
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City of Carmona, Cavite  
Tel. No. (046) 430-0832 loc. 101-112, Fax No. (046) 430-1705  
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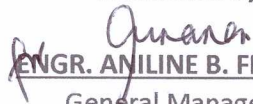


## ANNUAL REPORT

For the period January 1, 2023 to December 31, 2023

5. The District has approved the Gender and Development Budget for CY 2023 in compliance with RA 9710.
6. The District has adopted and implemented the CSC-approved Strategic Performance Management System (SPMS).

Submitted by:

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