

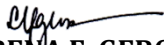
Republic of the Philippines

BULAN WATER DISTRICT

De Vera St., Zone-4, Bulan, Sorsogon

MAJOR FINAL OUTPUT (MFO) AND PROGRAMS ACTIVITY AND PROJECTS (PAP)

Administrative & General Services Division	Finance & Commercial Division	Technical Division
<ul style="list-style-type: none"> ➤ Recruitment and Selection of Personnel ➤ Personnel Development and Other Personnel Actions ➤ Preparation of Staffing Pattern ➤ Information Dissemination for Government related laws and programs (CSC, DBM, LWUA and etc) ➤ Submission of UWP/IPCR ➤ I.T Management ➤ Planning, Assessment and Management of Procurement Activities ➤ Preparation and Submission of APP ➤ Supplies Inventory and Material Management ➤ Innovation on the Working Environment ➤ Inventory of Record Holding s ➤ Compilation of Incoming/Outgoing Communications ➤ Compliance with Reportorial Requirements ➤ Compliance with Transparency Seal ➤ Budget Preparation ➤ Preparation and Consolidation of Reports ➤ Online Remittances on personnel matters (GSIS, PhilHealth, Pag-IBIG, SSS and etc) ➤ Attendance to Trainings, Conferences, Conventions and Seminars ➤ Submission of Coaching Reports ➤ Enhanced Security Measures ➤ Technical Assistance to Walk-In-Clients ➤ Preparation and Management of Internships from Colleges and Senior High Schools ➤ Preparation of Certificate for Withholding Taxes ➤ Preparation of Monthly Remittances ➤ Payroll Preparation ➤ Others: <ul style="list-style-type: none"> • Gender and Development (GAD) and Gender Analysis Report • Sex Disaggregated Data (SDD) • Harmonized Gender and Development Guidelines (HGDG) 	<ul style="list-style-type: none"> ➤ Processing of New Service Connections ➤ Inspection of Re-Connection ➤ Report of Disconnection ➤ Disconnection and Temporary Disconnection ➤ Query/Complaint Management ➤ Application for Senior Citizen Discount ➤ Change Name ➤ Processing Re-connections ➤ Conducting Seminars for New Connection ➤ Billing Adjustment Memo Senior Citizen ➤ Meter Reading ➤ Water Bill Distribution ➤ Billing for the month ➤ Penalty Report for the month ➤ Accounts Receivables Reconciliation ➤ Collection ➤ Attainment of Collection Ratios ➤ On-time Payment ➤ Cash Management ➤ Collection Remittance Report ➤ Submission of UWP/iPCR ➤ Processing and Payment of Disbursement Vouchers; ➤ Reconciliation of Accounts and Preparation of Schedules ➤ Preparation COA Required Reports ➤ Budget Preparation ➤ Preparation of Financial Reports ➤ Preparation and Submission of MDS ➤ Management Information Services ➤ Approval of Government Loans ➤ Preparation and Review of Cash Advances ➤ Others: <ul style="list-style-type: none"> • Gender and Development (GAD) and Gender Analysis Report • Sex Disaggregated Data (SDD) • Harmonized Gender and Development Guidelines (HGDG) 	<ul style="list-style-type: none"> ➤ Installation and Expansion Projects ➤ Installation of New Connection ➤ Construction of Water Pumps ➤ Repair of leakages for transmission/distribution line ➤ Repair of Service Connection ➤ Inspection of SC Water Quality Complaints ➤ Relocation of Water Meter ➤ Mainline Maintenance ➤ Operation of Deep Well Water Source ➤ Treatment of Water Sources (Chlorination) ➤ Daily Report for Chlorine Residual ➤ Update in Water Safety Plan ➤ Preparation of Program of Works ➤ Non-Revenue Water ➤ Production Demand Ratio and NRW ➤ Water Pressure Monitoring ➤ Water Sources Monitoring Consumption Report – Chlorine ➤ Water Sources Monitoring Consumption Report – Electricity ➤ Water Sources Daily Operation Report ➤ Bacteriological Report ➤ Water Quality Analysis (Physical/Chemical) ➤ Line Flushing and Back Wash ➤ Compliance with Reportorial Requirements (NWRB, DENR, LWUA, DOH and others) ➤ Data Collection (Physical/Chemical, BACTI TEST) ➤ Submission of Annual Procurement Plan (APP) ➤ Submission of UWP/IPCR) ➤ Others: <ul style="list-style-type: none"> • Gender and Development (GAD) and Gender Analysis Report • Sex Disaggregated Data (SDD) • Harmonized Gender and Development Guidelines (HGDG)


Ms. LORENA F. GERON A
Administrative Officer A


CARMEN G. ROMAN
Division Manager (Commercial)


Engr. REY DENNIS L. GILBAS
General Manager C


MR. NOEL C. DELMONTE
Technical Head (Designate)