

**MAJOR FINAL OUTPUT (MFO) AND PROGRAMS ACTIVITY AND PROJECTS (PAP) 2021**

<b>Administrative Division</b> (General Services, Property/Supply, Human Resources Management Section)	<b>Finance &amp; Commercial Division</b> (Accounting & Budget Section, Billing & Commercial Section)	<b>Technical Division</b> (Engineering & Constructions, Repair & Maintenance, Water Sources & Water Quality)
<ul style="list-style-type: none"> <li>➤ Recruitment and Selection of Personnel</li> <li>➤ Personnel Development and Other Personnel Actions</li> <li>➤ Preparation of Staffing Pattern</li> <li>➤ Information Dissemination for Government related laws and programs (CSC, DBM, LWUA and etc)</li> <li>➤ Submission of UWP/IPCR</li> <li>➤ I.T Management</li> <li>➤ Planning, Assessment and Management of Procurement Activities</li> <li>➤ Preparation and Submission of APP</li> <li>➤ Supplies Inventory and Material Management</li> <li>➤ Innovation on the Working Environment</li> <li>➤ Inventory of Record Holdings</li> <li>➤ Compilation of Incoming/Outgoing Communications</li> <li>➤ Compliance with Reportorial Requirements</li> <li>➤ Compliance with Transparency Seal</li> <li>➤ Budget Preparation</li> <li>➤ Preparation and Consolidation of Reports</li> <li>➤ Online Remittances on personnel matters (GSIS, PhilHealth, Pag-IBIG, SSS and etc)</li> <li>➤ Attendance to Trainings, Conferences, Conventions and Seminars</li> <li>➤ Submission of Coaching Reports</li> <li>➤ Enhanced Security Measures</li> <li>➤ Technical Assistance to Walk-In-Clients</li> <li>➤ Preparation and Management of Internships from Colleges and Senior High Schools</li> <li>➤ Preparation of Certificate for Withholding Taxes</li> <li>➤ Preparation of Monthly Remittances</li> <li>➤ Payroll Preparation</li> <li>➤ Others:                             <ul style="list-style-type: none"> <li>• Gender and Development (GAD) and Gender Analysis Report</li> <li>• Sex Disaggregated Data (SDD)</li> <li>• Harmonized Gender and Development Guidelines (HGDG)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Processing of New Service Connections</li> <li>➤ Inspection of Re-Connection</li> <li>➤ Report of Disconnection</li> <li>➤ Disconnection and Temporary Disconnection</li> <li>➤ Query/Complaint Management</li> <li>➤ Application for Senior Citizen Discount</li> <li>➤ Change Name</li> <li>➤ Processing Re-connections</li> <li>➤ Conducting Seminars for New Connection</li> <li>➤ Billing Adjustment Memo Senior Citizen</li> <li>➤ Meter Reading</li> <li>➤ Water Bill Distribution</li> <li>➤ Billing for the month</li> <li>➤ Penalty Report for the month</li> <li>➤ Accounts Receivables Reconciliation</li> <li>➤ Collection</li> <li>➤ Attainment of Collection Ratios</li> <li>➤ On-time Payment</li> <li>➤ Cash Management</li> <li>➤ Collection Remittance Report</li> <li>➤ Submission of UWP/iPCR</li> <li>➤ Processing and Payment of Disbursement Vouchers;</li> <li>➤ Reconciliation of Accounts and Preparation of Schedules</li> <li>➤ Preparation COA Required Reports</li> <li>➤ Budget Preparation</li> <li>➤ Preparation of Financial Reports</li> <li>➤ Preparation and Submission of MDS</li> <li>➤ Management Information Services</li> <li>➤ Approval of Government Loans</li> <li>➤ Preparation and Review of Cash Advances</li> <li>➤ Others:                             <ul style="list-style-type: none"> <li>• Gender and Development (GAD) and Gender Analysis Report</li> <li>• Sex Disaggregated Data (SDD)</li> <li>• Harmonized Gender and Development Guidelines (HGDG)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Installation and Expansion Projects</li> <li>➤ Installation of New Connection</li> <li>➤ Construction of Water Pumps</li> <li>➤ Repair of leakages for transmission/distribution line</li> <li>➤ Repair of Service Connection</li> <li>➤ Inspection of SC Water Quality Complaints</li> <li>➤ Relocation of Water Meter</li> <li>➤ Mainline Maintenance</li> <li>➤ Operation of 5000 CMD WATER TREATMENT FACILITY @BRGY. LAJONG</li> <li>➤ Treatment of Water Sources (Chlorination)</li> <li>➤ Daily Report for Chlorine Residual</li> <li>➤ Update in Water Safety Plan</li> <li>➤ Preparation of Program of Works</li> <li>➤ Non-Revenue Water</li> <li>➤ Production Demand Ratio and NRW</li> <li>➤ Water Pressure Monitoring</li> <li>➤ Water Sources Monitoring Consumption Report – Chlorine</li> <li>➤ Water Sources Monitoring Consumption Report – Electricity</li> <li>➤ Water Sources Daily Operation Report</li> <li>➤ Bacteriological Report</li> <li>➤ Water Quality Analysis (Physical/Chemical)</li> <li>➤ Line Flushing and Back Wash</li> <li>➤ Compliance with Reportorial Requirements (NWRB, DENR, LWUA, DOH and others)</li> <li>➤ Data Collection (Physical/Chemical, BACTI TEST)</li> <li>➤ Watershed Management (Mini Watershed)</li> <li>➤ Submission of Annual Procurement Plan (APP)</li> <li>➤ Submission of UWP/IPCR )</li> <li>➤ Others:                             <ul style="list-style-type: none"> <li>• Gender and Development (GAD) and Gender Analysis Report</li> <li>• Sex Disaggregated Data (SDD)</li> <li>• Harmonized Gender and Development Guidelines (HGDG)</li> </ul> </li> </ul>

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