



**LEMERY WATER DISTRICT**  
Carnero Subd., Barangay Sangalang  
Lemery, Batangas

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**2020 ANNUAL REPORT**

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**BRIEF HISTORY**

The Lemery Water District (LEWAD) is a government- owned and controlled corporation established on August 08, 1981 by virtue of PD 198, as amended, otherwise known as the Provincial Water Utilities Act of 1973.

On November 17, 1981, a Conditional Certificate of Conformance No. 169 was issued by Local Water Utilities Administration (LWUA) to promote the development of water districts.

LEWAD was categorized by LWUA as Category “C” Water District effective March 30, 2012.

The LEWAD has entered into a Contractual Joint Venture Agreement with PrimeWater Infrastructure Corporation (Primewater) for the Financing, Development, Rehabilitation, Expansion, Improvement, Operation and Maintenance of the Water Supply System of Lemery, which commenced on April 1, 2014. The undertaken aimed improve the water supply system of the Municipality, is in consonance with the Public Private Partnership (PPP) program being espoused by the national government.

The New Organizational Structure of LEWAD is composed of Four (4) members of the Board of Directors as of November 22, 2020 due to sudden death of Dir. Alicia G. Mangubat and Five (5) members of the Contract Monitoring Unit (CMU).

The present members of the Board of Directors are:

Board Chairman	:	Dr. Ferdinand M. Macababbad
Vice Chairman	:	Mr. Ricarte A. Punzalan
Board Secretary	:	Mrs. Hide Malabanan-Aguila
Board Member	:	Mr. Casimiro A. De Guia, Jr.

The Contract Monitoring Unit is composed of the following:

General Manager	:	Engr. Hydee Dela Luna-Ramirez
Member	:	Maria Cecilia M. Mendoza
Member	:	Aldwin O. Bandalaria
Member	:	Josephine S. Manabat
Member	:	Christopher O. Serrano



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Considering that revision of the structure cannot yet be acted upon by the Department of Budget and Management (DBM), LEWAD still operates under its last approved POP and structure for Category C water district.

The policy-making functions remains with the Board of Directors, and the general supervision and control with the General Manager. The Contract Monitoring Unit (CMU), per JVA, as its name suggests, monitors the adherence of the Primewater to the Joint Venture Agreement, compliance with the service obligations stipulated thereto, conducts detailed review, impose compliance measures upon PrimeWater to make good its obligation with respect to the management of the JV assets, and to resolve customer concerns/complaints.

### **OUR VISION**

A more progressive self-reliant, independent, economically, stable water district, committed to provide safe, potable, adequate, dependable and affordable water supply for economic and social progress.

### **OUR MISSION**

The Lemery Water District is committed to provide safe and potable, adequate, affordable, reliable, sustainable piped water supply to domestic, commercial, industrial, agricultural and other uses within the boundaries of Lemery, Batangas.

### **OUR CORE VALUES**

**Lemery Water District** embraces this phrase to encourage its employees maintain their momentum towards its growth and development.

Also, the phrase is an acronym for the following core values that LEWAD employees shall possess:



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**LEWAD**

***Listening to Every WAtEr Drop...***

***"We give hope"***

***Many people depend on us; Let us work  
hand in hand for them.***

-  *Citizen Centric*
-  *People Oriented*
-  *Citizen focused and Citizen driven*
-  *High priority for Customer Service and Customer Satisfaction*
-  *Officer's staff easily accessible and willing to listen.*

**PERFORMANCE PLEDGE**

We, the Officials and employees of Lemery Water District (Batangas), pledge to carry out our duties and responsibilities with efficiency, effectiveness, enthusiasm, and genuine concern to service. As such, we commit promptly, courteously, compassionately, and adequately act on your request, comments, suggestions and complaint through our Public Assistance Counter (PAC) available from Monday to Friday starting 8:00 AM to 5:00 PM, no noon break and on your very urgent concerns through our "ON CALL SKELETAL FORCE" available 24/7."

**ANNUAL REPORT**

**For the period January 1 to December 31, 2020**

**I- GENERAL**

**A. ADMINISTRATIVE**

1. Attached approved organizational charts in effect as of year's end
  - a. Position/Organizational Chart Annex A
2. Attached list of employed personnel with pertinent information  
(List of Plantilla of Personnel for the Fiscal Year 2020) Annex B



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The following summarizes the District' staffing:

a. Total number of employees	<u>5</u>
b. Number of permanent employees	<u>5</u>
c. Number of casual/temporary employees/laborers	<u>0</u>
d. Number of employees meeting	<u>5</u>
e. Number of employees not	<u>0</u>

3. Has the District adopted a policy prohibiting hiring of personnel related up to the fourth degree by affinity of consanguinity? (Yes or No) Yes

if not, how many of the employee are related to other employees of officials with the fourth degree by affinity of consanguinity? None

4. Has the District adopted rules and regulations regarding the following:

a. Personnel Matters	<u>Yes</u>
b. Utility Customer Relations	<u>Yes</u>
c. General Utility	<u>Yes</u>

During the year, in how many instances Seventeen (17)

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

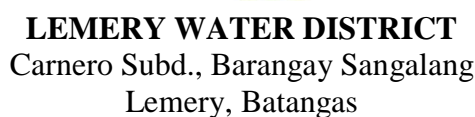
6. Has the District monitored the written and reliable records properly updated of the following:

a. Customer Complaints	<u>Yes</u>
b. Billing and Collection	<u>Yes</u>
c. Delinquencies in payment of water bill	<u>Yes</u>
d. Meter Histories	<u>Yes</u>
e. Service Connections	<u>Yes</u>
f. Equipment Histories	<u>Yes</u>



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g. Equipment Downtime	<u>Yes</u>
h. Bacteriological Tests	<u>Yes</u>
i. System Pressure	<u>Yes</u>
j. Leak Reports	<u>Yes</u>
k. Unaccounted for Waters	<u>Yes</u>
l. Pump Efficiencies	<u>Yes</u>
m. Water Production	<u>Yes</u>
n. Water Consumption	<u>Yes</u>
o. Valve and Pipeline Locations	<u>Yes</u>
p. General Accounting	<u>Yes</u>
q. Stock Inventory	<u>Yes</u>
r. Stores Usage	<u>Yes</u>
s. Employees Record	<u>Yes</u>
t. Minutes of Board meetings	<u>Yes</u>
7. For this year, auditing has been done by the COA	<u>No</u>
8. Attached list of reports being prepared regularly by the district on monthly basis.	<u>Annex D</u>
a. Monthly Data Sheet	
b. Income Statement (Condensed and Detailed)	
c. Cash Flow Statement	
d. Statement of Changes in Equity	
e. Bank Reconciliation Statement	
<b>B. FINANCIAL</b>	
1. Attach the District's financial statements for the report year including a comparison of the immediate past year.	<u>Annex E</u>
2. For the year under report, the District's total budgetary outlay were broken down into:	
a. Operating Outlay	<u>Php9,656,115.82</u>
b. Capital Outlay	<u>2,520,000.00</u>



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8. Total amount collected (water sales only) during the year  
Php79,796,533.50

This is broken down into:

- |                     |                         |
|---------------------|-------------------------|
| a. Current Billings | <u>Php59,813,015.53</u> |
| b. Arrears          | <u>Php19,983,517.97</u> |

9. Total amount uncollected (delinquent) at year's end excluding  
Bad Debts Php 0.00

10. Total Reserve at Year's end Php 3,792,865.28

11. Complaints filed, processed and settled during the year 0

a. Total number filed 0

b. Number dismissed due to lack of merit/withdrawn 0

c. Number investigated 0

d. Number settled to the satisfaction of complaints 0

e. Number elevated to the District's Board of Directors 0

f. Number settled by the Board 0

g. Number elevated to the higher authorities 0

12. At year's end, the following water rate charges were enforced:

Yes

Had these rates been submitted to LWUA for review? Yes or No

Yes

**C. TECHNICAL**

1. Has the district adopted, by Board Resolution, asset of design and  
construction standard? (Yes or No) Yes

If so, who prepared it? LEWAD

Is it being adhered to strictly? (Yes or No) Yes



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2. Does the District undertake bacteriological tests of its water? (Yes or No)

Yes

How often are these tests made per year?

Monthly

Is LWUA being furnished copies of these test reports? (Yes or NO)

Yes including Lemery Municipal Health Office

For the report year, how many such reports were submitted to LWUA? 12

3. State method of water treatment employed by the district, if any?

Chlorination

4. Does the district undertake regular pump efficiency tests? (Yes or No) Yes

**D. OPERATIONAL**

1. Total water production during the year in cubic meters 4,024,680

Total water billed in cubic meters 2,913,337

Average in capita consumption in cubic meter 18.9

2. Attach list of Water Sources **Annex F**

3. Is the district provided with measuring devices to measure water production? (Yes or No) Yes

If yes? What type? Flow meter

4. As of year's end, the district has the following existing service connections and related information:

(See Annex G-Service Connection Growth) **Annex G**

a. Total number of existing connections 14,181

b. Number of Active Connections 11,911

c. Numbered of Metered Connections 11,953

1. With functioning meters

2. With non-functioning meters 0

d. Number of flat rate connections 0

e. Number of connections regularly billed 11,911

f. Number of delinquent concessionaires 227

g. Average number of customers per connection (HH) 5

5. Estimated population of the District's service area 93,157



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- a. Estimated population served by 59,555
6. The following operational hours is observed:
- a. 7-12 hours service
  - b. 13-18 hours of service
  - c. 19-24 hours of service
- (Note: You may vary the number)
7. Attach List major equipment and machinery **Annex H**
8. Does the District keep written record of request for services? (Yes or No)
- Yes
- a. Do the record show the date when such requests were made and the nature of the service requested? Yes
  - b. On the average, how long does it take the district to respond and attend of the service requested?  
Maintenance  $\frac{1}{2}$  to 1 day  
Service Connection/Installation 3-7 days
  - c. How many such reports were received during the year?  
\_\_\_\_\_
  - d. How many of these reports were attended during the year?  
\_\_\_\_\_

Prepared by:

Checked by:

**JOSEPHINE S. MANABAT**  
ASA-A

**MARIA CECILIA M. MENDOZA**  
Admin Chief C

Approved by:

**HYDEE DELA LUNA\_RAMIREZ, CE, DPA, AER**  
General Manager



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## II. PROFILE

### I. THE WATER DISTRICT & ITS SYSTEM FACILITIES

#### A. ORGANIZATION:

1. Date Formed	<u>August 08, 1981</u>	Age (months )	<u>39</u> <u>(468)</u>
2. Date CCC was Issued	<u>November 17, 1981</u>	CCC No.	<u>169</u>
3. Personnel	<u>Five (5)</u>		

Comments: (adequacy, qualification, performance & others)

#### B. EXISTING SYSTEM FACILITIES

##### I. Service

1.1 Service Area	<u>36 brgys.</u>
1.2 Population of Service Area (Latest Census)	<u>93,157</u>
1.3 Number of Persons/Household	<u>5</u>
1.4 Service Time (hours/day)	<u>24</u>

##### 2. Structure and Equipment

2.1 Administrative Building	
Office Area	<u>431sq. m.</u>
Parking Area	<u>434sq. m.</u>
2.2 Type of Water Source	<u>Deepwells</u>
Rated capacity per day (cu m/day)	<u>10,5000 cu</u>

m/day

##### 2.3 Reservoir (description, built, dimension and capacity)

1 unit	5,000	Gals	Elevated Steel Tank reservoir at Barangay Dita, Lemery, Batangas
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**2.5 Water Sources - (LEWAD Water Sources)**

**2.6 Service Connection**

Type	Flat	Metered	Total
Residential/Govt.	N/A	10,738	10,738
Commercial/Industrial	N/A		
Full Commercial	N/A	222	222
Semi-Commercial A	N/A	619	619
Semi-Commercial B	N/A	25	25
Semi-Commercial C		306	306
Bulk		1	1
<b>Total</b>		<b>11,911</b>	<b>11,911</b>

**2.7 Production**

**Average Monthly Production**

a. Booster / Pumping Station (cu m) 335,390

b. Bulk Water (cu m) 0

Production Efficiency % (average per month) 72.4%  
(Total water utilized/total production)



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NRW% YTD 27.6%

**C. CURRENT OPERATION/FINANCIAL HIGHLIGHTS**

- A. Existing water rates (Water Rates Schedule) ANNEX I  
 B. Operating Income / Expenses (LEWAD)  
     Average Fixed Revenue Share (ave. Per month ) Php917,124.69

Average Expenses - O & M for the year  
(ave. Per month) Php546,759.85

**C. Financial Highlights for LEWAD (rate %status)**

a.	Operating Ratio				
	<u>Operating Expenses</u>	=	<u>6,561,118.21</u>	=	0.60
	<u>Operating Revenues</u>		11,005,496.24		
b.	Net income Ratio				
	<u>Net Income</u>	=	<u>661,586.02</u>	=	0.06
	<u>Operating Revenue</u>		11,005,496.24		
c.	Current Ratios				
	Current Assets	=	<u>23,428,964.62</u>	=	3.94
	Current Liabilities		5,944,349.81		

**Financial Highlights for Primewater Lemery (rate %status)**

a.	Collection Efficiency				
	<u>Total Collections</u>	=	<u>79,796,533.50</u>	x 100 =	92.5%
	<u>Total Billing</u>		86,259,227.71		
b.	Collection Ratio				
	<u>Total Collection</u>	=	<u>79796533.5</u>	x 100 =	91%
	<u>Total Billing + Accounts</u>		86,259,227.71 +		
	<u>Receivable (beginning</u>		1,456,312.50		
	<u>of the year)</u>				



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**D. COMMUNITY ECONOMIC PROFILE**

(Based on the latest MPDC data)

A. Total Population (covered by the Water District)	<u>93,157</u>
B. Average Monthly Family Income in the Area	
C. Major Source of Income	<u>Fishery &amp; Agriculture</u>
D. Average Monthly Family Expenditure in the Area (2011)	
E. Municipal Revenue (CY 2012)	<u>142,118,902.65</u>
F. Average Rate of Mortality per 100,000 population	
due to water borne	<u>0</u>
G. average Rate of Morbidity per 100,000 population	
due to water borne	<u>0</u>
H. Major Agricultural, Industrial & Commercial Activities	
	Coconut/fruit/Vegetable production

Prepared by:

Checked by:

**JOSEPHINE S. MANABAT**  
ASA-A

**MARIA CECILIA M. MENDOZA**  
Admin Chief C

Approved by:

**HYDEE DELA LUNA\_RAMIREZ, CE, DPA, AER**  
General Manager





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**MAJOR ACCOMPLISHMENTS TO DATE:**

**A. PIPE REPLACEMENT OF EXISTING 2.7 KM X 10" Ø TRANSMISSION LINE FROM BUCAL TO POBLACION (PHASE 1)**



**Objectives of the Project:**

1. Increase the pipe carrying capacity of transmission line going to Poblacion to meet the looming increase in water demand;
2. To improve the reliability and efficiency of water facilities by replacing the existing pump and motor;
3. Decommissioning of remaining asbestos cement pipe.

**Components:**

- Pipe laying of 2.5km x 12" Ø uPVC
- Pump and motor replacement at San Isidro PS 8A and 8B

**Beneficiaries:** Barangay Poblacion and adjacent barangays

**KPIs**

1. Increase in Average Consumption by 0.6cum/ month
2. Increase in Water Supply Pressure
3. Energy Savings of 3.27M annually





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## **B. 2020 NATIONAL WOMEN'S MONTH CELEBRATION**



The Philippine Commission on Women (PCW) spearheads the Women's Month Celebration (NWMC) which is conducted annually in recognition of women's significant contributions in nation-building. This celebration is part of the worldwide observance of the International Women's Day.

The following issuances serve as legal bases for the annual national activity:

- Proclamation No. 224, s. of 1988 declaring the first week of March each year as Women's Week and March 8 as Women's Rights and International Peace Day;
- Proclamation No. 227, s. of 1988 providing for the observance of the Month of March as Women's Role in History Month; and
- Republic Act (RA) 6949 declaring March 8 of every year as National Women's Day.

Thus, under the banner theme, **"We Make Change Work for Women,"** the 2020 NWMC shall celebrate and take stock of the progress made to advance GEWE in the country. In line with the global multi-generational campaign of UN Women, **"Generation Equality: Realizing**



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*women's rights for equal future,”* the celebration shall also endeavor to bring together women and girl leaders from various generations towards a collective agenda of empowering all women and girls.

Government agencies including water districts are strongly encouraged to get the youth involved in their women's month activities.

**C. HEALTH KIT DISTRIBUTION**



The LEWAD-GAD pursuant to this year themed, **“We Make Change Work for Women,”** distributed Fifty (50) pieces Personal Health Kit to the first 50 walk-in consumers on March 2020 in commemorating the women's month celebration. The adapted kit contains baby soap, cotton, cotton buds, powder, alcohol, toothpaste, toothbrush, oil and feminine napkin.





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**D. WARM-UP EXERCISE AND ZUMBA FITNESS DURING WOMEN'S MONTH CELEBRATION**



LEWAD and PRIMEWATER employees participated for a one-day ZUMBA ACTIVITY on first Monday of March 2020 which aimed to promote good camaraderie and bonding among employees.



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#### **E. TREE PLANTING ACTIVITY**







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The **Tree Planting Activity** aims to raise awareness to the society in the importance of **planting** and **saving trees**, express our concern to the environment, and diminish the unfavorable effects of climate change. To be aware of the importance of tree planting and its impact on the protections and increasing the growth and reproduction index of trees.

On October 20, 2020, the Lemery Water District conducted its annual Tree Planting Activity at its pumping stations in Bucal, Cahilan and San Isidro. Employees were also instructed to strictly observe social distancing and strictly wear their facemask during planting time.

**F. COASTAL CLEAN-UP**





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Every September, the Lemery Water District and Primewater Lemery participated in the Coastal Cleanup (ICC) organized by the Municipal Government of Lemery, Lemery, Batangas which provides opportunity to make a difference in the deterioration of our oceans.

The Coastal Clean-up was participated by LEWAD and Primewater along the coastline of Barangay Sambal Ibaba, Lemery, Batangas, which aims to further protect ocean waters, marine wildlife and habitat, human health and safety.

The Coastal Clean-up in order to get rid of trash, provide information and raise environmental awareness. It is expected to have an output that involves local stakeholders to have a better appreciation on the importance of dedicating efforts to have a trash free-seas, coasts, and other significant water bodies.

Furthermore, its objectives are to involve various sectors within the municipality for the protection of rivers, coasts and waterways; to campaign for clean waterways, rivers and coastal areas; to support the worldwide campaign to beat plastic pollution; and more importantly to encourage the participation of the people.

**G. OTHER LEWAD ACTIVITIES IN RELATION TO COVID-19  
PANDEMIC AND THE ADOPTATION OF CSC, DOH AND DOLE  
JMC NO. 1, S. 2020**



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1. Procurement of Air Purifier
2. Procurement of LEWAD Personal Protective Equipment (PPE)
3. Procurement of LEWAD Health Kit
4. Provision for Shuttle Service to all LEWAD officers and employees

**LEGAL BASES for the Adaptation and Implementation:**

1. CSC, DOH and DOLE JMC No. 1, s. 2020
2. PCW Memorandum Circular No. 2020-03 dated April 27, 2020
3. CSC MC No. 10, s. 2020

**A. CSC, DOH and DOLE JMC No. 1, s. 2020**

The Occupational Safety and Health Standards for the Public Sector is aimed at protecting all government employees from the dangers of injury, sickness or death in the workplace through the adoption of safe and healthy working conditions to ensure the preservation of human lives and resources and prevent loss/damage of properties.

This shall also guide the government agencies in the development, implementation, monitoring and evaluation of Occupational Safety and Health for government employees.

Section V of the said JMC which is the Provision for Reasonable Working Conditions elaborated the following:

**(1) Workplace**

(a) Building premises shall have adequate fire, emergency or danger signs, Globally Harmonized System (GHS) pictograms and safety instructions of standard colors and sizes visible at all times, in accordance with the "Standard colors of signs for safety instruction and warnings in building premises"

(b) Facilities for persons with disabilities should be provided for their safe and convenient movement within the establishment/agency.

(c) Good housekeeping shall be maintained at all times, e.g. cleanliness of building, premises, machines, equipment, eradication of stagnant water that serves as breeding ground of mosquitoes and other insects, regular





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waste disposal, and orderly arrangement of processes, operations, storage and filing of materials.

(d) Sanitary Facilities, e.g. adequate comfort rooms and lavatories separate for male and female workers/employees, among others must be provided and maintained.

(e) Building construction and maintenance, space requirement, walk way surface, floor and wall openings, stairs, window openings, fixed ladders, among others, must conform to the provisions of Rule 1060 of the OSH Standard<sup>12</sup>.

**(f) Indoor air quality management program shall be instituted to ensure prevention of exposure of employees to hazardous environment and/or conditions.**

**(g) Provisions for personal protective equipment and devices must conform to Rule 1080 of the OSH Standard**

(h) Handling, use and storage of hazardous materials must be addressed accordingly pursuant to Republic Act No. 6969 (Toxic Substances and Hazardous and Nuclear Wastes Control Act of 1990), Rule 1090 of the OSH Standard<sup>14</sup> and DOLE Department Order 136 -14, Series of 2014.

(i) There shall be provision for health clinics or treatment room.

**(2) Emergency Preparedness**

(a) A Risk Reduction Management System and a Crisis Management Plan and Contingency Program in an emergency situation within the agency must be established as provided for by the Philippine Disaster Risk Reduction and Management Act of 2010.

(b) Trainings and drills on Disaster Risk Reduction Management must be conducted to ensure employees and staff are prepared during emergencies.

**(c) Emergency supplies such as fire extinguishers, medical first aid kits, etc. among others, must be adequate and ensured to be available all the time.**





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(d) A first aider trained and duly certified or accredited by the Philippine National Red Cross or by any authorized organization qualified shall administer first-aid during emergencies.

(e) A Memorandum of Understanding/Memorandum of Agreement with the nearest government health facility for emergency medical services for occupational accidents and injuries must be establish, to ensure medical services will be available during emergency.

**B. Memorandum Circular 2020-03: Adjustment and/or Implementation of the FY 2020 GAD Plan and Budget in view of the Coronavirus Disease 2019 Situation**

In accordance with Section 36(a) of Republic Act No. 9710 or the “Magna Carta of Women” (MCW), and the guidelines set under PCW-NEDA-DBM Joint Circular 2012-01 and PCW Memorandum Circular 2019-02, national government agencies and instrumentalities have prepared and are implementing their FY 2020 Gender and Development (GAD) Plans and Budgets (GPBs). The cost of which shall be at least five percent (5%) of the agency’s total budget appropriations.

Due to the Coronavirus Disease 2019 (COVID-19), the President issued Proclamation Nos. 922 and 929 declaring a State of Public Health Emergency and, consequently, a State of Calamity throughout the Philippines. Section 2 of Proclamation No. 922 and Section 3 of Proclamation No. 929 enjoin all government agencies “to render full assistance to and cooperation with each other and mobilize the necessary resources to undertake critical, urgent, and appropriate disaster response aid and measures in a timely manner to curtail and eliminate the threat of COVID-19.”

Section 4 of Republic Act No. 11469 or the “Bayanihan to Heal As One Act” authorizes the President to exercise powers to adopt temporary emergency measures to respond to the crisis brought about by the pandemic. National government agencies have been identified and mandated to implement emergency measures outlined in the law and those deem necessary by the President.



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National Budget Circular No. 580, dated 22 April 2020, provides the possible measures for the discontinuance of appropriated programs, activities and projects (PPAs) of the National Government, including State Universities and Colleges (SUCs), and Government-Owned or –Controlled Corporations (GOCCs) receiving budgetary appropriation authorized under the FYs 2019 and 2020 GAAs, to fund the operations and response measures related to the COVID-19 emergency situation.

This Memorandum Circular covers the FY 2020 GPBs of departments, agencies and operating units of the National Government, including SUCs and GOCCs; constitutional offices; bodies under the Legislative and Judiciary Branches; and local water districts (LWDs).

To provide guidance on the revision and/or implementation of the FY 2020 GPB to implement GAD PAPs that address gender issues and concerns related to the COVID-19 situation.

## **GUIDELINES**

1. All national government agencies and instrumentalities are enjoined to review and revise, as necessary, their FY 2020 Gender and Development (GAD) Plan and Budget (GPB) to implement measures to address gender issues and concerns arising from the unequal status of their women and men stakeholders due to the COVID-19 situation. Such measures should be in line with their respective agency mandates, Republic Act No. 9710 or the Magna Carta of Women and the Bayanihan to Heal as One Act. Relative thereto, agencies shall observe the following measures:
  - a. Disaggregate data related to the COVID-19 situation such as deployed personnel, program/project beneficiaries and stakeholders by sex, age, disability and other relevant status to be able to analyze gendered differences and inform decision-making and program implementation;
  - b. Identify and implement policies and measures to prevent discrimination against women and gender-based violence in the implementation of programs and projects;
  - c. Ensure that women and men stakeholders are informed of the measures instituted or programs offered by the agency to prevent and respond to the COVID-19 situation;



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- d. Strengthen the leadership and participation of women in decision-making and program/project implementation;
- e. For agencies with mandates related to addressing gender-based violence, ensure victim-survivors' access to legal and various support services by adapting existing mechanisms to the crisis context (e.g., dedicated hotlines for reporting gender-based violence cases, online counseling, and repurposing spaces to expand shelters for gender-based violence survivors);
- f. For agencies mandated to address the health impacts of COVID-19:
  - Pay attention to the health, psychosocial needs and work environment of frontline female health workers, including midwives, nurses, community health workers, as well as facility support staff (e.g., essential hygiene and sanitation items such as sanitary pads, availability of personal protective equipment that are appropriate to the size for women, and mechanisms to prevent harassment and other forms of violence in the performance of their duty);
  - Ensure the continuous provision of standard health services, especially for sexual and reproductive health care (e.g., access to family planning supplies and services; antenatal, postnatal care and delivery services, including emergency obstetric and newborn care; and HIV treatment access);
  - For agencies mandated to provide economic response and recovery, institute measures to avoid reversing gains in terms of women's participation in the labor force, and ensure that financial support and access to credit are equally available to women and men;
  - For infrastructure agencies, ensure access to sufficient and affordable water, sanitation, and hygiene services for vulnerable groups of women, including in informal settlements, rural areas, and temporary shelters;
  - Consider childcare support for working and solo parents, especially where schools are closed, and provide safe and accessible services for essential workers; and
  - Consider procuring goods and services from women-owned enterprises.



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2. The revision of the FY 2020 GPB should also be in line with the parameters set under National Budget Circular No. 580. GAD PAPs that fall under Section 4.3.1 of said policy shall be discontinued.
3. The computation of the minimum five percent (5%) GAD budget as provided under Section 36(a) of the MCW shall be based on the total adjusted budget of the agency following National Budget Circular No. 580.
4. Agencies with FY 2020 GPB that has been endorsed or is still under review by PCW have an option to submit an adjusted GPB until 01 July 2020 for (re-)endorsement of PCW. Requests to reopen the access to the agency's FY 2020 GPB submitted through the Gender Mainstreaming Monitoring System (GMMS) should be emailed to [oed@pcw.gov.ph](mailto:oed@pcw.gov.ph), furnished copy (cc) [review.moderator@pcw.gov.ph](mailto:review.moderator@pcw.gov.ph) and [sysadmin@pcw.gov.ph](mailto:sysadmin@pcw.gov.ph).
5. Agencies, whether with an endorsed or unendorsed GPB, shall reflect all changes made in the original FY 2020 GPB (e.g., cancellation/postponement of a GAD activity due to the Enhanced Community Quarantine or implementation of a new GAD activity to respond to the COVID-19 situation) in their GAD Accomplishment Report (GAD AR). Agencies shall also fill-out Column 10 of the GAD AR form to indicate deviations from the identified GAD activities and targets, if applicable.
6. To ensure the gender-responsiveness of PAPs and comply with the minimum 5% GAD budget provision, agencies, especially those that are mandated to implement specific programs/projects under the Bayanihan to Heal as One Act and related directives, are highly encouraged to use the Harmonized Gender and Development Guidelines (HGDG) tool. The score of the program/project in the HGDG Project Implementation and Management, and Monitoring and Evaluation (PIMME) checklist (HGDG Boxes 16 & 17) or the Facility Implementation, Management, and Monitoring and Evaluation checklist (HGDG Box F2) shall be the basis for attributing a portion of or the whole expense of the program/project in the GAD AR following the table below.

**C. CSC MC 10 S. 2020: REVISED INTERIM GUIDELINES FOR ALTERNATIVE WORK ARRANGEMENTS AND SUPPORT MECHANISMS FOR WORKERS IN THE GOVERNMENT DURING THE PERIOD OF STATE OF NATIONAL EMERGENCY DUE TO COVID-19 PANDEMIC**



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To ensure the proper implementation of CSC MC 10, s. 2020 and to be consistent with the amended Inter-Agency Task Force on the Management of Emerging and Infectious Diseases (IATF) Omnibus Guidelines on the Implementation of the Community Quarantine in the Philippines, the Commission, pursuant to CSC Resolution No. 2000912 promulgated on October 14, 2020, approved the Amendment to the Revised Interim Guidelines for Alternative Work Arrangements During the State of Public Health Emergency Due to COVID-19 Pandemic.

Section 4.0 of the said Circular on Support Mechanisms states that “The agency head shall ensure that all workers are afforded with the following adequate support mechanisms:

- a. Health/psychosocial interventions like stress debriefing;
- b. Provision of appropriate personal protective equipment (PPE) to frontline service providers and employees;
- C. Reduced working hours, as authorized by the President;
- D. Reasonable transportation facilities and housing quarters shall be provided to employees assigned as skeleton workforce, whenever practicable, and subject to budgeting, accounting and auditing rules and regulations;
- E. Reasonable expenses incurred during the work-from-home may be Revised Interim Guidelines for AWA defrayed by the agency subject to budgeting, accounting and auditing rules and regulations; and
- F. Other monetary and forms of incentives as may be allowed by the Office of the President or other authorized agencies or upon approval of the heads of agencies subject to budgeting, accounting and auditing rules and regulations.

**General Guidelines**

- 1. The alternative work arrangements shall be adopted only for the duration of the State of Public Health Emergency or until lifted by the President;
- 2. The agency head shall give priority to the preferred schedule of employees who are below 21 years old, those who are 60 years old and above, as well as those with immunodeficiency, comorbidities, or other health risk/conditions and those residing with the aforementioned, pregnant women, nursing mothers, and persons



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with disabilities (PWDs) whose services are indispensable under the circumstances. Requests for different work schedule/arrangement of employees with immunodeficiency, comorbidities, or other health risk/conditions must be supported with medical certificate and other medical records.

3. The following activities and precautionary measures should be implemented by agencies prior to the resumption of normal office operations:
  - a. Disinfection or decontamination activities on all its buildings, facilities and office vehicles. The disinfection should be part of the regular maintenance and upkeep of the agency;
  - b. Conduct of health status survey to ensure that all those reporting to the office are in tip-top shape and that no one is exhibiting any of the symptoms of COVID-19 disease; and
  - c. Modification of the workplace layout to ensure observance of physical distancing requirements of those who will be reporting to the office.
4. For alternative work arrangements that require physical presence in the office premises, physical distancing requirements should always be observed;
5. Agencies shall implement minimum health standards protocol at all times such as wearing of face masks, face shield, taking of body temperature, and presence of sanitation stations and other appropriate PPE;
6. Agencies may use videoconferencing/teleconferencing in conducting meetings to minimize face to face interaction;
7. Agencies shall adopt a monitoring mechanism such as submission of daily/weekly accomplishment report/s, etc., during the implementation of the alternative work arrangements to ensure that public service delivery is not prejudiced;
8. Agencies shall formulate their internal rules and regulations governing the alternative work arrangements they adopted and implemented in their agency.

Said guidelines shall include the work arrangements of its personnel who are in transit (daily/weekly) in reporting to work and going





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home across areas under quarantine area (ECQ/MECQ/GCQ/MGCQ), as well as from a quarantine area to quarantine-free area and vice versa;

9. Agencies shall submit a report on the implementation of the alternative work arrangements to the Civil Service Commission through the CSC Regional Offices for policy formulation and records purposes; and
10. Agencies located in area placed under GCQ/MGCQ shall ensure that the whole workweek is manned in order not to prejudice public service delivery.



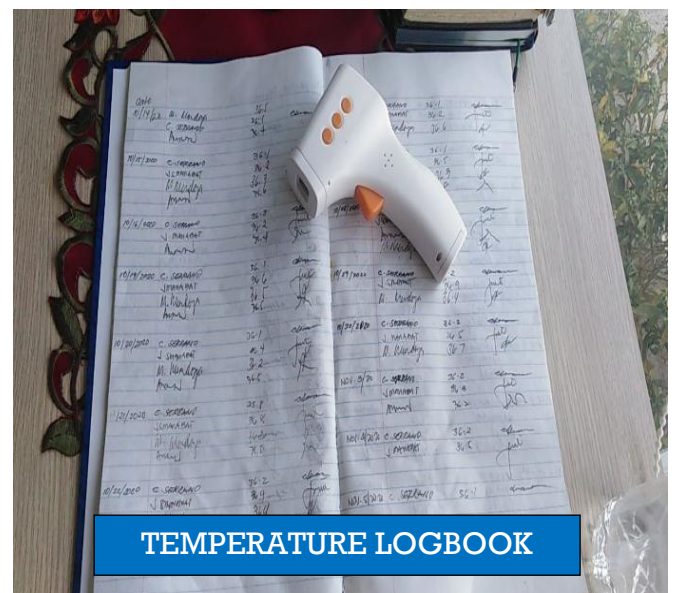
**LEWAD HEALTH KIT**



**LEWAD PERSONAL PROTECTIVE EQUIPMENT (PPE)**



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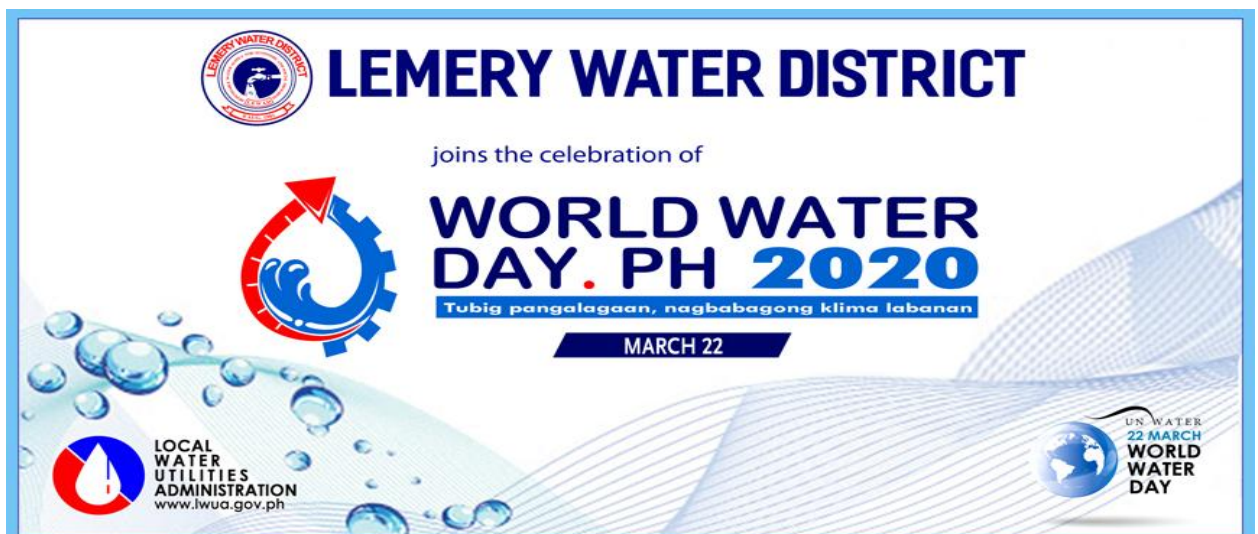




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## WORLD WATER DAY 2020 CELEBRATION



World Water Day is observed annually on March 22 to raise awareness about the vital importance of water to safeguarding human security and maintaining the health of the planet's ecosystems. This year's theme, "**Water and Climate Change**," highlights the urgent importance



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of strengthening water security and establishing access to a sustainable water supply in the face of changing climate conditions worldwide. The observance will also raise public awareness about the many ways shifting atmospheric and oceanic conditions are reshaping the global hydrologic cycle.

In commemoration with the WORLD WATER DAY CELEBRATION, the Lemery Water District (LEWAD) as part of the global water community participated in the said event by the hanging of World Water Day Streamer to announce the occasion.

#### **H. ANNUAL CHRISTMAS CELEBRATION**

LEWAD and Primewater Lemery's employees showed they know how to have fun despite of the pandemic by having a simple SALU-SALO (packed dinner) and a simple gathering at Primewater Office.

This is part of rewarding LEWAD and Primewater Lemery staff and recognizing their hard work and dedicated service to the agency.

#### **I. OTHER GAD RELATED ACTIVITIES NOT INDICATED IN THE PLAN**







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LEWAD and Primewater in cooperation with Rotary Club of Taal-Lemery (RCTL) installed Seven (7) Foot-operated Handwashing Stations at selected areas in our municipality.

As this global pandemic threatens our entire community, they commit to bring clean water, decent sanitation and good hygiene to everyone. Most of the studies show that frequently and thoroughly washing our hands is one of the several preventive measures to stop the spread of coronavirus.

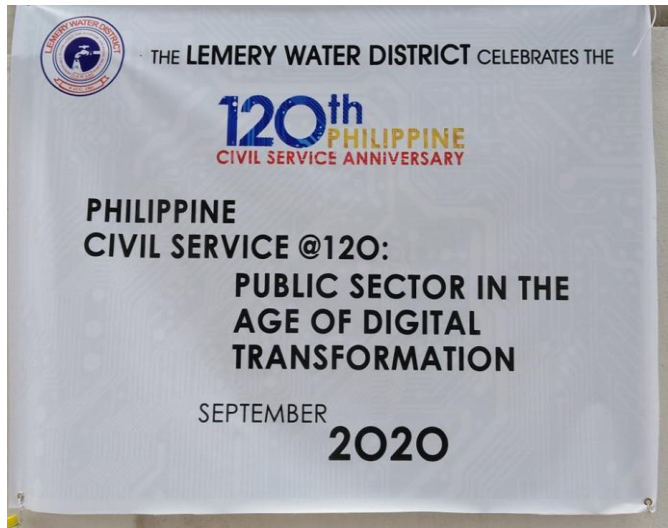
The objective of the project is to help and serve others by way of providing a handwashing stations to Lemereños at this trying times. To encourage them to wash their hands with soap and water to minimize the risk of contamination and spreading the disease.

**DISPLAY OF ANNIVERSARY BANNER IN LEWAD' FACADES FOR THE WHOLE MONTH OF SEPTEMBER 2020**



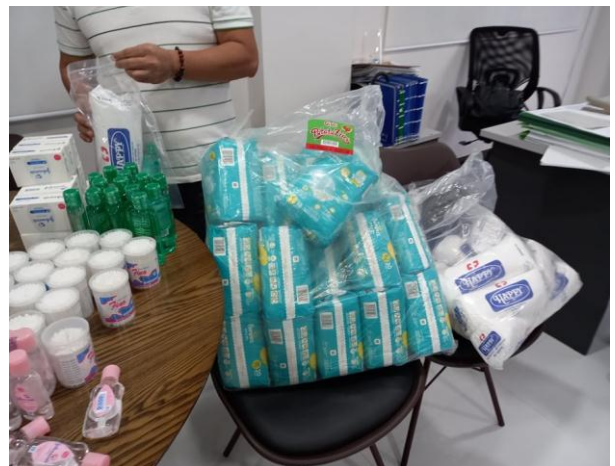
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The Lemery Water District (LEWAD) joins the whole nation in celebrating the 120th Philippine Civil Service Anniversary as it officially launched the celebration in the district by hanging a streamer in front of its building.

**MATERNAL AND CHILD CARE**







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The Lemery Water District and cooperation with the Rotary Club of Downtown Lemery distributed Sixty (60) pouches of maternal and child health kit to 60 pregnant women in the municipality.

### **NATIONAL FAMILY WEEK CELEBRATION**

Pursuant in Proclamation No. 60 (s. 1992) which declared the last week of September of every year as Family Week and order to afford government workers and their families time to celebrate in their respective homes, the **Kainang Pamilya Mahalaga Day** pursuant to Proclamation No. 326 (s. 2012), work in government offices in the Executive Branch shall be suspended from 3:30 in the afternoon onwards on Monday, September 28, 2020.

Stated further that the suspension of work in other branches of government, in independent commissions or bodies, and in the private sector is encouraged so as to afford all Filipino Families the full opportunity to celebrate the Kainang Pamilya Mahalaga Day which shall take effect immediately.

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Approved by:

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General Manager