



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

2022 ANNUAL REPORT

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LEMERY WATER DISTRICT
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BRIEF HISTORY

The Lemery Water District (LEWAD) is a government-owned and controlled corporation established on August 08, 1981, by 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 the 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. It aimed to improve the water supply system of the Municipality which aligns with the Public Private Partnership (PPP) program being espoused by the national government.

The New Organizational Structure of LEWAD is composed of Five (5) members of the Board of Directors as of December 31, 2021, and Five (5) members of the Contract Monitoring Unit (CMU).

The present members of the Board of Directors are:

Board Chairperson:	Dr. Evelita D. Magno-Macababbad
Vice Chairman:	Mr. Ricarte A. Punzalan
Board Secretary:	Mr. Casimiro A. De Guia, Jr.
Board Treasurer:	Mrs. Hide M. Aguila
Board Member:	Mrs. Maria Rodelizz M. Ailing

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 Plantilla of Personnel (POP) and structure for Category C water district.

The policy-making functions remain with the Board of Directors and the general supervision and control with General Manager. The Contract Monitoring Unit (CMU), per JVA, as its name suggests, monitors the adherence of Primewater to the Joint Venture Agreement, compliance with the service obligations stipulated thereto, conducts a detailed review, imposes compliance measures upon Primewater to make good its obligation concerning 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 providing safe, potable, adequate, dependable, and affordable water supply for economic and social progress.

OUR MISSION

The Lemery Water District is committed to providing 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 to maintain their momentum toward its growth and development. Also, the phrase is an acronym for the following core values that LEWAD employees shall possess:

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



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PERFORMANCE PLEDGE

We, the Officials and employees of Lemery (Batangas) Water District, pledge to carry out our duties and responsibilities with efficiency, effectiveness, enthusiasm, and genuine concern for 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, with no noon break and on your very urgent concerns through our "ON CALL SKELETAL FORCE" available 24/7."



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I. GENERAL

A. ADMINISTRATIVE

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

a. Functional Chart

(Annex A)

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

(Annex B)

2. Attach list of employed personnel with pertinent information.

(List of Plantilla of Personnel for the Fiscal Year 2022)

(Annex C)

The following summarizes the District's staffing

- | | |
|--|---|
| a. Total number of employees | 5 |
| b. Number of permanent employees | 5 |
| c. Number of casual/temporary employees/laborers | 0 |
| d. Number of employees meeting minimum qualifications per
Job Description adopted by the District | 5 |
| 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 or No)

No

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

0

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



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-
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) **(Annex D)**
6. Has the District written and properly updated, reliable records of 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? Yes
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 system has not yet been installed yet.
(List of Reports Prepared Regularly) **(Annex E)**

B. FINANCIAL/COMMERCIAL

1. Attach the District's financial statements for the report year including a comparison of the immediate past year **(Annex F)**



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2. For the year under report, the District's total budgetary outlay was broken down into: (Source: Approved Budget) Php 12,507,041.39
- a. Operating Outlay Php 9,507,041.39
 - b. Capital Outlay Php 450,000.00
 - c. Special budgets, if any
(additional budget) – Contingency Php 500,000.00
 - d. Debt Service Php 993,475.02
 - e. Reserves Php 0.00
3. For this same one-year period, the District's Gross Revenue was broken down into: (Source: Financial Report) Php 11,003,887.96
- a. Revenue from water sales Php 0.00
 - b. Other water revenues Php 10,924,479.24
 - c. Other non-operating income Php 79,408.72
 - d. Proceeds from LWUA loan to finance new service connections Php 0.00
4. For this same one-year period, the District's expenditures was broken down into:
(Source: Financial Report) Php 11,554,403.48
- a. Operational (operation & maintenance expenses, including depreciation) Php 10,397,377.87
 - b. Capital Outlay Php 163,550.59
 - c. Annual Debt Servicing (Annex G-Summary of Loan Payments to LWUA) Php 993,475.00
5. For this same one-year period, the total salaries, wages & other emoluments paid for the District's employees where broken down into: Php 5,331,294.34
- a. For permanent employees Php 3,115,272.00
 - b. For casual/temporary Php 0.00
 - c. Allowance, Benefit & emoluments Php 2,216,022.34
6. Expenses for power/fuel for pumping during the year (Acct. #726, if Commercial Practices Accounts are in effect): Php 28,477,733.55
7. Total amount billed during the year is broken down into:



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- | | |
|--|------------------|
| a. Total Billings (Current and Old Accounts) | Php84,079,256.11 |
| b. Old Accounts | Yes |
8. Total amount collected (water sales only during the year is broken down into:
- | | |
|---------------------|------------------|
| a. Current Billings | Php79,588,294.73 |
| b. Arrears | Php 5,294,472.27 |
9. Total amount uncollected (delinquent) at year's end excluding Bad Debts
 Php3,798,236.76
10. Total reserves at year's end Php3,138,384.61
11. Complaints filed, processed and settled during the year
- | | |
|--|-------|
| a. Total number filed, processed and settled during the year | 2,011 |
| b. Number dismissed for lack of merit/withdrawn | 0 |
| c. Number investigated | 2,011 |
| d. Number settled to the satisfaction of complaints | 2,011 |
| | |
| e. Number settled by the Board | |
| f. Number elevated to the higher authorities | |
12. At year's end, the following water charges were in force:
 (Annex H – Approved Water Rates Schedule) **Annex H**
- Had these rates been submitted to LWUA for review? (Yes or No) Yes

C. TECHNICAL

1. Has the District adopted by Board Resolutions, a set of design and Construction standard? (Yes or No) Yes
- If so, who prepared it? Lemery Water District
- Is it being adhered to strictly? Yes
2. Does the District undertake bacteriological test of its water (Yes or No) Yes
- How often are these tests made per year? 12
- Is LWUA being furnished copies of these test reports? (Yes or No) Yes
- For the report year, how many such reports were submitted to LWUA? 12



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3. State the method of water treatment employed by the District, if any
Chlorination
4. Does the District undertake regular pump efficiency test? (Yes or No) **Yes**
How many of these pumps does the District have in its system? **16**
How many of these pumps are operational? **16**

D. OPERATIONAL

1. Total water production during the year in cubic meters **3,950,303**
(Annex I-Summary of Water Production and Consumption) **Annex I**
Total water billed in cubic meters **3,010,190**
Average per capita consumption in lpd **113.9**
2. Attach list of Water Sources (Annex J-WD Water Sources) **Annex J**
3. Is the District provided with measuring devices to measure their water production? (Yes or No) **Yes**
If yes, what type? **Flowmeter**
If not, how do you measure productions?
4. As of year's end, the District has the following existing service connection and related information. (Annex K-Service Connection Growth) **Annex K**
- a. Total number of existing connections (Active & Inactive Connection) **15,658**
b. Number of Active Connections **13,641**
c. Number of Metered Connections
1. With functioning meters **13,641**
2. With non-functioning meters **0**
d. Number of flat rate connections **0**
e. Number of connections regularly billed **13,641**
f. Number of delinquent concessionaires **2,143**
g. Average number of customers per connections (HH) **5**
5. Estimated population of district service areas (37 barangays) **71,658**
a. Estimated population served by utility whether fully or partially **68,205**
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 7 hours service **0**
b. 8-13 hours service **2 barangays**
c. 14-19 hours service **3 barangays**



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-
- d. 20-23 hours service 2 barangays
e. 24 hours 30 barangays
(Note: You may vary the number of hours as may be necessary to suit actual conditions)

7. Attach list of major equipment and machinery (with an initial cost of at least P 10,000.00 including pertinent information). **Annex M**
(Annex M-List of Major Equipment)

8. Does the District keep written record of request for service? (Yes or No) Yes
- a. Does the record show the date when such requests were made and the nature of the service requested (Yes or No) Yes
- b. On the average, how long (in days) does it take the District to respond and attend such requests?
- c. How many such reports were received during the year?
- d. How many of these reports attended to 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

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

A. ORGANIZATION

1. Date Formed August 8, 1981
Age (months) as of 12/31/2022 496 months
2. Date CCC was issued on November 17, 1989 CCC No. 169
3. Personnel Five (5)

Comments: (adequacy, qualification, performance & others)

B. EXISTING SYSTEM'S FACILITIES

1. Service

1.1 Service Area (37 Barangays) (2013)	109.8 sq. km.
1.2 Population of Service Area 2020 (Latest)	983,186
1.3 No. of Households	196,637
1.4 No. of Persons/Household	Five (5)
1.5 Service Time (hrs./day)	24

2. Structure and Equipment

2.1 Administration Building	
Office Area	431 sq. m.
Office Equipment (see List of Major Equipment	434 sq. m.
2.2 If rented, how much per month?	N/A
2.3 Type of Water Source	
Deepwells	
Rated Capacity per day (cu.m. / day)	248.28
2.4 Reservoir (description, built, dimension and capacity)	N/A



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2.5 Water Sources (Annex J-WD Water Sources)
2.6 Service Connections

Annex J

	Type	Flat	Metered
Total			
Residential			
Government	0	12,314	12,314
Commercial	0	1,326	1,326
Bulk	0	1	1
Total	0	132,641	13,641

2.7 Production

Average Monthly Production	329,192
a. Booster/Pumping (cu.m)	329,192
b. Bulk Water (cu.m)	0
Production Efficiency % (average/month) (Total Water Utilized/Total Production)	76%
NRW %	(24%) YTD

2. CURRENT OPERATION / FINANCIAL HIGHLIGHTS

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

ANNEX H

B. Operating Income/Expenses

Average Water Sales (average/mo.)	P7,226,510.65
Average Collection (average/mo.)	7,073,563.92
Average Expenses-O & M for the year (average/mo.)	6,771.76

C. Financial Highlights (rate & status)

Current Ratio	=	$\frac{\text{Current Assets}}{\text{Current Liabilities}}$	4.28
Long Term Debt/Equity Ratio			Php0.08
Monthly Billing (average/mo.)			Php7,006,604.67
Collection Efficiency-% of On-Time Payment (YTD)			97%



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3. COMMUNITY ECONOMIC PROFILE

A. Total Population (covered by the Water District) (37 barangays)	71,658
B. Average Monthly Family Income in the Area	13,211
C. Major Source of Income	Fisheries and Agriculture
D. Average Monthly Family Expenditure in the Area	
E. City/Municipal Revenue (CY 2016)	P203,038,365.96
F. Average Rate of Mortality per 100,000 population due to waterborne diseases (e.g. diarrhea)	Zero (0)
G. Average Rate of Mortality per 100,000 population due to waterborne diseases (e.g. diarrhea)	Zero (0)
H. Major Agricultural, Industrial and Commercial activities	
	<u>Coconut/Fruit/Vegetable Production</u>

4. OTHER INFORMATION

- The District has implemented the Meter Clustering System to help alleviate water pilferage.
- The District has regularly monitored the Residual Chlorine in various strategic points of its water supply system

(Summary of Bacteriological Analysis 2022)

- The District has maintained its established safety programs and standard operating procedure
- The District has continued implementing the 5% discount for water bill of Senior Citizens.
- The District has approved the Gender and Development Budget for CY 2022 in compliance with RA 9710.
- The District has adopted and implemented the approved Strategic Performance Management System (SPMS).
- The District has religiously paid the principal and interest of its various loans to LWUA.



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MAJOR ACCOMPLISHMENTS TO DATE:

The following are the accomplished Programs and Projects of the Lemery Water District in partnership with Primewater Infrastructure Corporation for Calendar Year 2022:

1. NRW MAINTENANCE AND MANAGEMENT PROGRAM

Non-Revenue Water (NRW) is the volume of water supplied into the network that does not generate revenue.

Considering NRW is a perennial problem of water districts, including LEWAD and it is also one of the reasons why LEWAD has entered into a Joint Venture Agreement with Primewater Infrastructure Corporation. The LWDs allowable NRW is 20% set by LWUA. Thus, a higher than this figure will require the utmost attention of the water districts and their partners.

This year, LEWAD and Primewater prioritize the program covering leak detection activity of main and service line pipes within the service area, meter management, pipe replacements, and network diagnostics, among others.

a. LEAK DETECTION ACTIVITIES AT THE SERVICE AREA THROUGH WALK-THE-LINE

LEWAD and Primewater believe that the best way to communicate with its consumers is to meet them face to face. The General Manager of the LEWAD and Branch Manager of Primewater Lemery will assign three teams to the Poblacion Areas to perform a Walk-the-Line campaign, whereby all teams will walk the entire length of its pipeline network to check leakages and other concerns and fix them right away. It is a special service in the neighborhood where they can get to know consumer's complaints and get feedback on the services and address concerns in a faster manner.





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2. PIPELAYING AT SAN ISIDRO ITAAS





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3. PULL OUT ACTIVITY



Pump/Motor Assembly ready for installation

Installation of Pump/Motor Assembly





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Test run @50 Hz VFD setting with
stable discharge of $Q = 36$ LPS



Re-installation of the submersible
pump assembly well head



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4. 2022 NATIONAL WOMEN'S MONTH CELEBRATION

The 2022 National Women's Month Celebration (NWMC) endeavors to highlight the gains achieved for women and girls, assess actions toward gender equality and look forward to steps that must be taken to ensure progress in empowering women. With the country still reeling from the COVID-19 pandemic, studies, and data show that the health crisis stalled movements towards gender equality, worsening inequalities, further exposing gender gaps, and exacerbating vulnerabilities in social and political, and economic aspects.

Objectives

Through the years, the NWMC initiatives anchored on these general objectives:

- to inform and engage women as pioneers and beneficiaries of government programs and services – to promote citizen-centric governance and make "change" a conscious effort to know, understand, and provide what ALL citizens need
- to create and facilitate platforms to discuss good practices, gaps, challenges, and commitments in pursuing gender and development (GAD) – to strengthen implementation of the Magna Carta of Women
- to inspire and empower women and girls to be agents of change – to contribute to promoting gender equality and the empowerment of all women

In support of the National Women's Month Celebration in March 2022, LEWAD has been adopting activities recommended by the Philippine Commission on Women and also actively participated in the following activities:

- a. Hanging the **NWMC Tarpaulin** in front of the LEWAD office and uploading it to the website as banner of support for NWMC.





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Screenshot of LEWAD Website

b. Serbisyo para kay Juana (Health Kit Distribution)

The LEWAD-GAD under this year's theme, "Agenda ng Kababaihan Tungo Sa Kaunlaran!" highlights women's participation in battling the pandemic. As a form of appreciation, LEWAD distributed Fifty (50) pieces of Personal Health Kit to the first 50 walk-in consumers on March 8, 2022, in commemorating the women's month celebration. The adapted kit contains the following:

1. Baby powder;
2. Toothpaste;
3. Toothbrush;
4. Bathroom Tissue;
5. Bathroom tissue;
6. Shampoo;
7. Alcohol; and
8. Sanitizer



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Sl. No.	NAME	ADDRESS	CONTACT NO.	REMARKS
1.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
2.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
3.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
4.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
5.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
6.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
7.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
8.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
9.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
10.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]

Sl. No.	NAME	ADDRESS	CONTACT NO.	REMARKS
1.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
2.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
3.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
4.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
5.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
6.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
7.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
8.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
9.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
10.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]

Sl. No.	NAME	ADDRESS	CONTACT NO.	REMARKS
1.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
2.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
3.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
4.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
5.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
6.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
7.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
8.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
9.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
10.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]

Sl. No.	NAME	ADDRESS	CONTACT NO.	REMARKS
1.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
2.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
3.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
4.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
5.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
6.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
7.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
8.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
9.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]
10.	Mr. [Name]	[Address]	[Contact No.]	[Remarks]

c. About NWMC in Flag Raising Ceremonies

LEWAD included the NWMC announcement in its Flag Raising Ceremonies on March 04, 2022 and used the All-Women Cast Lupang Hinirang Video.

5. TREE PLANTING ACTIVITY

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

The activity is almost a tradition of LEWAD every year and was considered successful in adding trees yearly to continually assure the provision of potable water to the District's water consumers.



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The Lemery Water District and Primewater Lemery conducted their annual Tree Planting Activity at their pumping stations in Bucal, Cahilan, and San Isidro on September 19, 2022. Participating employees will instruct to strictly observe social distancing and strictly wear their facemasks during planting time.



PrimeWater Lemery and Lemery Water District held a Tree Planting activity at Barangay Palanas, Lemery, Batangas on June 4, 2022. The said undertaking is in celebration of World Environment Day 2022 with the theme "Only One Earth."

This initiative has the goal of promoting a cleaner, greener, and more sustainable living in harmony with nature. This is a part of Lingap Kalikasan, one of their CSR leg under the Daloy ng Paglingap Program which aims to protect and nurture the environment.



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Present at the event were Primewater Lemery employees headed by Branch Manager Engr. Cristian Encamina, LEWAD Management, and employees headed by Engr. Hydee D. Ramirez and Officials of Barangay Palanas.



6. LEWAD AND PRIMEWATER COASTAL CLEAN-UP DRIVE

The International Coastal Clean-up (ICC) is celebrated yearly by virtue of Proclamation No. 470, s. 2003, observed every third Saturday of September. ICC is part of the global coastal clean-up celebrations. ICC engaged people to remove trash from the world's beaches and waterways to free our oceans, especially plastics that pollute the water and marine life.



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The Municipality of Lemery in coordination with the Department of Environment and Natural Resources (DENR) and CENRO-Calaca encourages all business establishments to participate in the coastal clean-up drive on September 26, 2022. It is one of the priority programs of the LGU for this year.

During this pandemic, the number of volunteers is expected to drop due to basic safety protocols. It was participated by Coastguard employees, Barangay Anak-Dagat Officials, and the LEWAD and Primewater's employees.



Before



After



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7. 2022 HEART's DAY

LEWAD and PRIMEWATER employees shared and gathered for a simple Valentine's breakfast at Primewater's Office on February 14, 2022. All employees were given flowers and chocolates. The activity aimed to promote good camaraderie and bonding among employees.





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8. ATTENDANCE/PARTICIPATION IN VARIOUS GAD ACTIVITIES AND OTHER RELATED SEMINARS, AND FORUMS

LEWAD Officers and Employees continuously attend various seminars, workshops, conventions, and forums to enhance the awareness and sensitivity of WDs employees and officials with the knowledge, attitudes, and skills to accelerate gender mainstreaming and promote gender equality. It was conducted by different attached agencies and associations, as follows:

- a. Civil Service Commission (CSC)
- b. Freedom of Information (FOI)
- c. Water Environment Association of the Philippines (WEAP)
- d. Philippine Water Works Association (PWVA)
- e. Batangas Association of water Districts (BAWD)
- f. Southern Tagalog Association of Water Districts (STAWD)
- g. Philippine Institute of Civil Engineers (PICE).

9. LEWAD AND PRIMEWATER'S AMAZING RACE DURING 8TH JV ANNIVERSARY ON APRIL 1, 2022

LEWAD and Primewater Lemery employees ran around at the different pumping stations competing for the best time during the Amazing Race on April 1, 2022. Team members dripped with sweat as they crossed the finish line after running all over the stations to complete all the activities.

The winning team, Blue Team finished all stops and placed first at the 2022 Amazing Race and received a cash prize of Php3,000.00. This event is to give employees a good time and test their knowledge in all areas. The participants answered questions about the Operations and SOPs and general knowledge.





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10. CONTINUED AVAILMENT OF 5% DISCOUNT TO ALL SENIOR CITIZENS WITHIN THE SERVICE AREA

Senior Citizens are entitled to avail of the 5% discount on their water bill pursuant to the Implementing Rules and Regulations of RA 9994 or the Expanded Senior Citizens Act of 2010.

Requirements:

- Barangay Clearance
- Photocopy of Senior ID
- Water Bill / Receipt

Terms and Conditions in the grant of 5% Senior Citizen Discount Privilege:



LEMERY WATER DISTRICT
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- a. The water meter should be registered in the name of the senior citizen residing
- b. The discount privilege of Five (5%) is applicable only on the month/s when water consumption does not exceed 30 cubic meters;
- c. Discount privilege has a validity of one (1) year, subject to re-application / renewal according to birthdate

11. Continuing Implementation of Civil Service Commission (CSC) on Leaves Benefits (Solo-Parent Leave)

Recognition of special gender needs through the granting of additional leave benefits aside from the Vacation & Sick Leave earned regularly.

- a. The work-related benefits were accorded personnel time for domestic concerns without diminution in employees' salaries.
- b. Personnel recognized their parental obligations and responsibilities.
- c. Recuperation after surgery is longer; without diminution in employees' earned leave.
- d. Victims of abuse and violence were given importance and attention.

12. ANNUAL CHRISTMAS CELEBRATION

Creating a smooth environment between an employer and its employee is very significant to achieve unity and a harmonious relationship. With this, LEWAD and Primewater officials and employees organized an annual event to celebrate the spirit of oneness wherein all employees were invited to attend the said program. The program was held at Primewater Office on December 2022 and started at around 4:00 p.m.

After the opening program, parlor games were initiated by BM Christian Encamina and it ended at 9:00 p.m.

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





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13. OTHER LEWAD-PRIMEWATER LEMERY ACTIVITIES

122nd PHILIPPINE CIVIL SERVICE ANNIVERSARY (PCSA)

Listed below were the 2022 LEWAD activities that strengthen the camaraderie of its employees and show their heart for public service.

The LEWAD in partnership with Primewater Lemery prepared and participated in the following activities conducted during the month-long celebration of the 122nd Philippine Civil Service Anniversary (PCSA), to wit:

a. HANGING OF TARPAULIN

The Lemery Water District (LEWAD) joins the whole nation in celebrating the 122nd Philippine Civil Service Anniversary as it officially launched the celebration in the district by hanging a streamer in front of its building.





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b. ONSITE ZUMBA ACTIVITY ON SEPTEMBER 1, 2022 (THURSDAY, 6:00 AM)

LEWAD and PRIMEWATER employees conducted a ZUMBA ACTIVITY on September 1, 2022, Thursday, at 6:00 AM at the LEWAD parking area. It aimed to promote good camaraderie and bonding among employees and maintain a good cardiovascular respiratory system.

It was participated by 28 LEWAD and Primewater employees.





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c. LINGAP KARUNUNGAN

Lingap Karunungan aims to inform consumers about water supply issues such as water consumption, water quality, water bills, and other related concerns. It is also a program to clarify issues like Arsenic and other water-borne diseases concerns.

LEWAD and Primewater conducted a Barangay Visit at Barangay Cahilan II, Lemery, Batangas on September 26, 2022, to present a short video or information about PrimeWater's effort to reduce arsenic exposure including reviewing and verification of evidence and test results, setting guideline values, and providing risk management recommendations.





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d. LEWAD OFFICIAL FAMEALY DAY

Under 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 Official Famealy Day is an event to be organized by government agencies for their employees. It is intended to allow loved ones to take a respite from their daily lives and spend quality time together.

As part of employee engagement, LEWAD scheduled its official Famealy Day on September 30, 2022, as a gesture of thanks to the loyalty and hard work of civil servants in their organization.

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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E. OTHER INFORMATION



LEMERY WATER DISTRICT
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SUMMARY OF BACTERIOLOGICAL ANALYSIS CY 2022



LEMERY WATER DISTRICT
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GENDER AND DEVELOPMENT PLAN AND BUDGET CY 2022



LEMERY WATER DISTRICT
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III ANNEXES



LEMERY WATER DISTRICT
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ANNEX A

FUNCTIONAL CHART

BOARD OF DIRECTORS

All powers, privileges, and duties of the district shall be exercised and performed by and through the Board. Formulate policy guidelines for the guidance of management and staff in the day-to-day operation.



GENERAL MANAGER

Full supervision, control of the maintenance and operation of water district facilities, with power and authority to appoint all personnel of the district.



ADMINISTRATIVE CHIEF - C

1. Act as a member of Contract Monitoring Unit
2. Manages petty cash fund.
3. Receives and processes cash payments balances cash and prepares bank deposits, and handles disbursements.
4. Prepares and monitors the collection of billing for District services;
5. Performs professional accounting work requiring a general knowledge of governmental accounting systems, practices, and principles; and to record and report financial transactions, review accounting records, and prepare financial reports and analyses.



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6. Post, balance, and reconcile the general ledger and subsidiary accounts.
7. Prepare work papers, trial balances, financial statements, and various reports for government agencies as well as for internal accounting purposes.
8. Monitor budget activity, proper expenditure coding, document preparation, and other accounting-related activities.
9. Assist in/or perform preparation, analysis, and review of reimbursements, expenditures, fund condition, or other proprietary and budgetary accounts.
10. Assist in the maintenance of the general ledger and reconcile detailed accounts to general ledger control accounts.
11. Responsible for the preparation of monthly payments to BIR.
12. Analyze and check bills for payment.

13. Prepare monthly reports for accounts.



SR. INDUSTRIAL RELATIONS MANAGEMENT OFFICER - B

1. Act as a member of Contract Monitoring Unit
2. Maintain time card records and personnel files of the water district employees
3. Reviews, verifies, and processes employee time reports; calculates and processes monthly group insurance billings and other payroll deductions; prepares payroll register, payments, handwrites, and processes related reports.
4. Work as a liaison officer.
5. Assists Corporate Budget Assistant in the preparation of working papers needed in financial statements and various reports for internal accounting purposes.
6. Prepare, analyze and encode daily check disbursement vouchers.
7. Prepare BIR 2307 and BIR 2306 intended for suppliers of the water district.
8. Receives and inspects all incoming materials and reconciles with purchase orders;
9. Maintain records, files, with regards to the inventory of supplies and materials.
10. Keep materials in proper bins.
11. Issue materials as per indications on RIS.
12. Check materials for deterioration and take preventive measures.
13. Conduct monthly inspection of all assets of LEWAD used in the water operation by Prime Water
14. Attend to queries and complaints of the customers.



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ADMINISTRATION SERVICES ASSISTANT - A

1. Act as Contract Monitoring Unit
2. Prepares and transmit all inter-office correspondence.
3. Files and safe keeps systematically all records and documents of the BODs. Keeps confidential matters secret.
4. Maintains copies of all Board Action.
5. Assist the GM in the preparation of manager's report.
6. Canvas/Quotes Materials and Supplies
7. Process Appointments of employees.
8. Maintains Personnel Files like Emp. 201 File
9. Properly calendars and confirms or correctly cancel appointments/meetings of BODs.
10. Makes Minutes of every meeting and Board Resolutions as well.
11. Prepare Reimbursement of the BODs and Itinerary of Travel of the BODs and GM
12. Performs other duties assigned from time to time by the immediate supervisor.
13. Perform a variety of highly responsible and complex clerical, secretarial and routine administrative duties.
14. Perform administrative projects for management personnel; research and compile background data; maintain records and files regarding water district activities.
15. Independently respond to letters and general correspondence.
16. Coordinate and make travel arrangements; maintain appointment schedules and calendars; arrange meetings and conferences.
17. Research, compile, and analyze data for special projects and various reports;
18. Initiate and maintain a variety of files and records.
19. Perform a wide variety of complex, responsible, and confidential secretarial and administrative duties for executive staff and other management personnel including providing routine analytical support.
20. Screen calls, visitors and mail; respond to moderately complex requests for information.
21. Prepare reports for the General Manager and Board of Directors including preparing the report, assembling background materials, and composing first drafts.



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DRIVER

1. Maintaining the Service vehicle in good running condition.
2. Perform minor repairs and troubleshooting.
3. Keep service vehicles clean.
4. Prepares driver's trip ticket
5. Transporting people, materials, and equipment to the working site safely.
6. Regularly checks the vehicle and conducts preventive maintenance and repair activities
7. Gives information required by admin chief about maintenance and repair of service
8. Drives any vehicle with finesse and extreme smoothness.
9. Attends the basic vehicle check-up
10. Observes and detects abnormalities
11. Initiate appropriate actions to eliminate abnormalities
12. Reports to assigned work on time.
13. Observes safety and security standard operating procedures
14. Performs other functions as may be assigned from time to time
15. Maintaining the service vehicle in good running condition.
16. Performs minor repairs and troubleshooting.
17. Keeps service vehicle clean. Meticulously and regularly maintains the overall cleanliness and order of the vehicle.
18. Drives any of the vehicles with finesse and extreme smoothness with the highest degree of confidence, resulting in optimum passenger comfort and satisfaction
19. Attends to the basic vehicle check-up to prevent damage.
20. Observes and detects abnormalities such as engine noise, control of auxiliaries under chassis and body rattles.
21. Initiates appropriate actions to eliminate abnormalities and irregularities of the vehicle.
22. Reports to assigned work on time.
23. Observes safety and security standard operating procedures both to individuals and to the vehicle as well.
24. Performs other functions as may be assigned from time to time by the immediate superior and management.



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ANNEX B





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ANNEX C
PLANTILLA OF PERSONNEL 2022



LEMERY WATER DISTRICT
 Carnero Subd., Barangay Sangalang
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ANNEX D

SUMMARY OF POLICY-SETTING RESOLUTIONS FOR THE YEAR 2022

January 04, 2022	001, S 2022	RESOLUTION APPROVING THE GRANTING OF SERVICE RECOGNITION INCENTIVE (SRI) TO ALL LEWAD EMPLOYEES FOR FISCAL YEAR (FY) 2021 NOT TO EXCEED TEN THOUSAND PESOS (PHP10,000.00) EACH NOT EARLIER THAN DECEMBER 21, 2021 PURSUANT TO ADMINISTRATIVE ORDER NO. 045 DATED DECEMBER 24, 2021
January 28, 2022	002, S 2022	RESOLUTION APPROVING THE UPDATING OF THE LEMERY WATER DISTRICT QUALIFICATION STANDARDS PURSUANT TO RULE VIII (QUALIFICATION STANDARDS) OF THE 2017 OMNIBUS OF THE CIVIL SERVICE COMMISSION.
January 28, 2022	003, S 2022	RESOLUTION APPROVING THE IMPLEMENTATION OF THE THIRD TRANCHE OF THE MODIFIED SALARY SCHEDULE FOR CIVILIAN PERSONNEL IN THE NATIONAL GOVERNMENT UNDER REPUBLIC ACT (RA) NO. 11466 AND DEPARTMENT OF BUDGET AND MANAGEMENT (DBM) NATIONAL BUDGET CIRCULAR NO. 588 DATED JANUARY 3, 2022
FEBRUARY 11, 2022	004, S 2022	RESOLUTION APPROVING THE AMENDMENT OF THE BILLING CYCLE OF LEMERY WATER DISTRICT (LEWAD) AND PRIMEWATER INFRASTRUCTURE CORPORATION (PRIMEWATER) EFFECTIVE MARCH 2022 READING
SEPTEMBER 05, 2022	005, S 2022	RESOLUTION APPROVING THE TEN (10) YEAR CAPITAL EXPENDITURE PROGRAM OF LEMERY WATER DISTRICT (LEWAD FOR THE



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		YEARS 2021-2030 FOR THE PURPOSE OF WATER RATES ADJUSTMENT.
OCTOBER 26, 2022	006, S 2022	A RESOLUTION AMENDING BOARD RESOLUTION NO. 18, S. 2019 DATED DECEMBER 13, 2019 PURSUANT TO COMMISSION ON AUDIT'S OBSERVATION MEMORANDUM NO. LEWAD 2022-02(19-21) DATED OCTOBER 10, 2022 PURSUANT TO THE PHILIPPINE ACCOUNTING STANDARD (PAS) 39(58) AND PARAGRAPHS 5.5.14 AND B5.5.35 OF PHILIPPINE FINANCIAL REPORTING STANDARDS (PFRS)
OCTOBER 26, 2022	007, S 2022	A RESOLUTION APPROVING THE ADDITIONAL APPROPRIATION OF SIXTY THOUSAND PESOS(PHP60,000.00) FOR THE INCREASE IN THE COVERAGE OF THE FIDELITY BOND PREMIUMS OF GENERAL MANAGER AND COLLECTING OFFICER IN COMPLIANCE WITH THE REVISED SCHEDULE OF PREMIUM RATES PER ANNEX C OF THE BUREAU OF TREASURY (BTr) CIRCULAR NO. 02-2009 DATED AUGUST 6, 2009, AND PD NO. 1445
OCTOBER 26, 2022	008, S 2022	A RESOLUTION AUTHORIZING THE GENERAL MANAGER, ENGR. HYDEE DELA LUNA-RAMIREZ TO ENTER AND SIGN FOR AND IN BEHALF OF LEMERY WATER DISTRICT A MEMORANDUM OF AGREEMENT WITH THE PRIMEWATER INFRASTRUCTURE CORPORATION REPRESENTED BY ITS OPERATIONS HEAD, ENGR. JEFFREY M. GUNAY AND LEMERY BUREAU OF FIRE PROTECTION REPRESENT BY ITS OIC MUNICIPAL FIRE MARSHALL, SF04 ANNAMARELLA A. CARDINEZ FOR THE EFFICIENT COORDINATION AND HARMONIZATION OF ENFORCEMENT FUNCTIONS OF ALL PARTIES THAT WILL CLEARLY SET THE RESPONSIBILITIES AND OBLIGATIONS AND SET THE STANDARD OPERATING PROCEDURES (SOP) IN THE USAGE OF A FIRE HYDRANT DURING EMERGENCIES.
NOVEMBER 10, 2022	009, S 2022	RESOLUTION ADOPTING CASH FLOW PROJECTIONS OF THE LEMERY WATER DISTRICT (LEWAD) SUBMITTED TO THE



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NOVEMBER 10, 2022	010, S 2022	LOCAL WATER UTILITIES ADMINISTRATION (LWUA) FOR APPROVAL RESOLUTION COMMITTING COMPLIANCE TO KEY PERFORMANCE INDICATORS (KPIs) PER SUBMITTED CAH FLOW PROJECTIONS FOR CYs 2017-2031
NOVEMBER 10, 2022	011, S 2022	RESOLUTION APPROPRIATING TWENTY-NINE THOUSAND, TWO HUNDRED EIGHTEEN PESOS (29,218.00) AS SUPPLEMENTAL BUDGET FOR CY 2022 INTENDED FOR THE PURPOSE STATED IN THE COA'S AOM NO. LEWAD 2022-006(19-21) DATED OCTOBER 24, 2022. A COPY OF WHICH IS HERETO ATTACHED AS ANNEX "A", FUNDS SHALL BE TAKEN FROM THE SAVINGS OF TRAINING EXPENSES ACCOUNT (5 02 02 010).
DECEMBER 12, 2022	012, S 2022	A RESOLUTION APPROVING THE CORPORATE BUDGET OF LEMERY WATER DISTRICT FOR THE CALENDAR YEAR 2023.
DECEMBER 12, 2022	012A, S 2022	A RESOLUTION APPROVING THE ALLOCATION OF RESERVED FUND FOR THE PAYMENT OF TERMINAL LEAVE BENEFITS AND MONETIZATION OF LEAVE CREDITS OF LEMERY WATER DISTRICT'S (LEWAD) EMPLOYEES AND AUTHORIZING THE LEWAD TO OPEN A CURRENT ACCOUNT WITH THE LAND BANK OF THE PHILIPPINES, LEMERY BRANCH TO GUARANTEE THE TIMELY AVAILABILITY OF SUFFICIENT FUNDS FOR THE PURPOSE AND THEREBY DESIGNATING THE FOLLOWING SIGNATORIES 1. GENERAL MANAGER, ENGR. HYDEE D. RAMIREZ (SIGNATORY A) 2. MARIA CECILIA M. MENDOZA, ADMIN CHIEF C (SIGNATORY B) 3. ALDWIN O. BANDALARIA, SIRM O B AS ALTERNATE SIGNATORY OF SIGNATORY A
DECEMBER 21, 2022	013, S 2022	RESOLUTION APPROVING THE GRANTING OF SERVICE RECOGNITION INCENTIVE (SRI) TO ALL LEWAD EMPLOYEES FOR FISCAL YEAR(FY) 2022 NOT TO EXCEED TWENTY THOUSAND PESOS (PHP20,000.00) EACH NOT EARLIER THAN DECEMBER 22, 2022 PURSUANT TO ADMINISTRATIVE ORDER NO. 01 DATED DECEMBER 16, 2022



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ANNEX E

LIST OF REPORTS PREPARED REGULARLY

1. Financial Reports
 - a. Detailed Balance Sheet
 - b. Detailed Statement of Income & Expenses
 - c. Cash Flow Statement
 - d. Statement of Retained Earnings
 - e. Notes to Financial Expenses
2. Summary of Complaints
3. Summary of Water Production and Consumption
4. Service Connection Growth
5. Monthly Data Sheet
6. Monthly Production Report
7. Bacteriological Test



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ANNEX F

FINANCIAL STATEMENTS FOR THE YEAR 2022
Including comparison of the immediate past year



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ANNEX G

SUMMARY OF LOAN PAYMENTS TO LWUA



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ANNEX H

EXISTING WATER RATES

The Board of Trustees (BOT) of the Local Water Utilities Administration (LWUA) during its Regular Meeting held on September 25, 2017, approved the following adjusted water rates for the Contractual Joint Venture between Lemery Water District and Primewater Infrastructure Corporation:

Classification	Meter Size	Minimum Charge (10 Cubic Meter)	Commodity Charges			
			11-20 cu.m.	21-30 cu.m.	31-40 cu.m.	41 and over cu.m.
Residential /	1/2"	193.00	20.55	22.50	24.35	26.35
Commercial/ Industrial	1/2"	386.00	41.10	45.00	48.70	52.70
Commercial A	1/2"	337.75	35.95	39.35	42.60	46.10
B	1/2"	289.50	30.80	33.75	36.50	39.50
C	1/2"	241.25	25.65	28.10	30.40	32.90
Bulk/Wholesale		579.00	61.65	67.50	73.05	79.05



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ANNEX I

SUMMARY OF WATER PRODUCTION AND CONSUMPTION

2022	PRODUCTION	BILLED VOLUME
January	337,632.2	250,102.0
February	323,498.8	240,198.0
March	318,928.6	238,596.0
April	325,815.9	247,630.0
May	326,562.9	249,929.0
June	336,738.0	258,551.0
July	331,837.9	255,007.0
August	331,536.5	254,973.0
September	331,999.4	255,477.0
October	329,265.5	253,721.0
November	327,326.9	251,791.0
December	329,161.1	254,215.0
Average	329,191.975	250,849.166



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ANNEX J

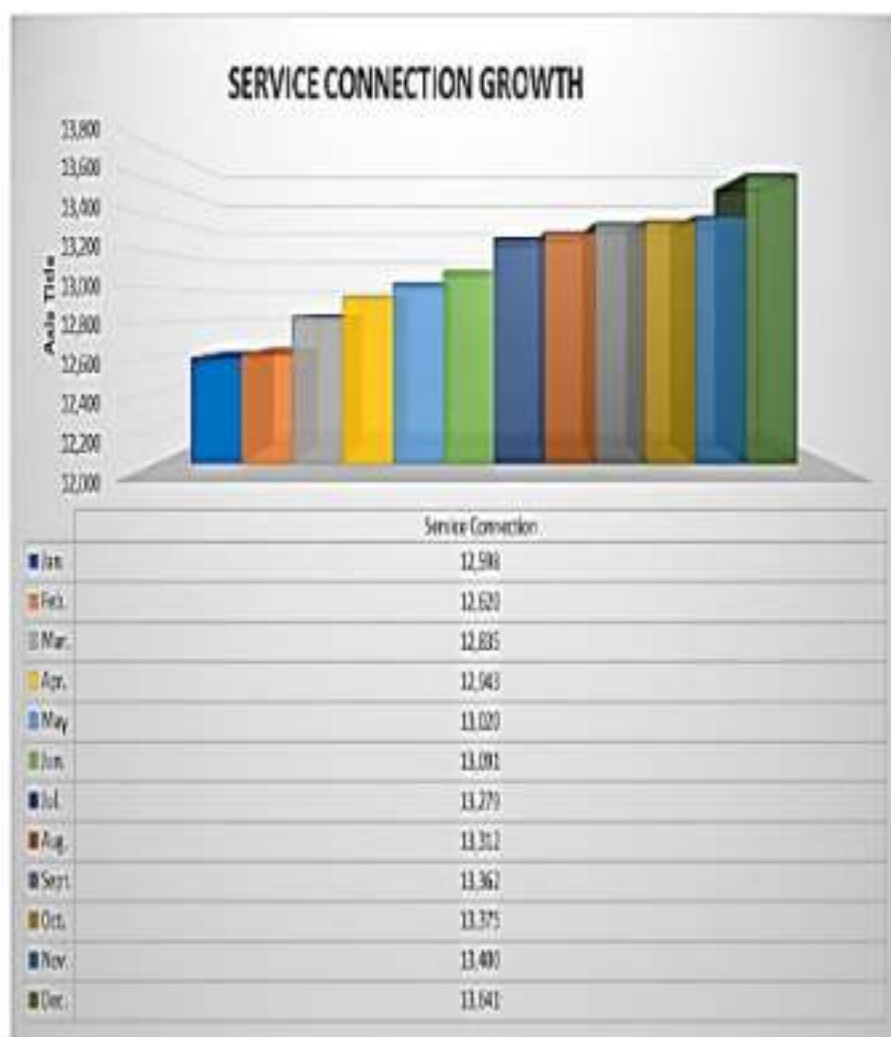
LIST OF WATER SOURCES

Pump Station #1 (Tatlong Maria) 3ø, 60hz, 230v	(10hp),	Barangay Tatlong Maria, Taal, Batangas
Pump Station # 2 (Cahilan) 60 hp, 3ø, 60hz, 230v		Barangay Cahilan 1, Lemery, Batangas
Pump Station #3 (Dayapan) 5hp, single phase, 60 hz, 230v		Barangay Dayapan Ibaba, Lemery, Batangas
Pump Station # 4 (Mahayahay) 8ø, 60hz, 230v	10hp,	Barangay Mahayahay, Lemery, Batangas
Pump Station # 5 (Ayao-Iyao) 7.5hp, 3 phase, 60hz, 230v		Barangay Ayao-Iyao, Lemery, Batangas
Pump Station # 6 (Gulod) 7.5hp, 3 phase, 60hz, 230v		Barangay Gulod, Lemery, Batangas
Pump Station # 8A (San Isidro Ibaba) 3ø, 60hz, 440v	75hp,	Barangay San Isidro Ibaba, Lemery, Batangas
Pump Station # 8B (San Isidro Ibaba) 3ø, 60hz, 440v	75hp,	Barangay San Isidro Ibaba, Lemery, Batangas
Pump Station # 8C (San Isidro Ibaba) 3ø, 60 hz, 440v	30hp,	Barangay San Isidro Ibaba, Lemery, Batangas
Pump Station # 8D (San Isidro Ibaba) single phase, 60hz, 230v	3hp,	Barangay San Isidro Ibaba, Lemery, Batangas
Pump Station # 8E (San Isidro Itaas) single phase, 60hz, 230v	3hp,	Barangay San Isidro Itaas, Lemery, Batangas
Pump Station # 10A (Payapa) 3ø, 60 hz, 440v	50hp,	Sitio Arandates, Barangay Payapa Ilaya, Lemery, Batangas
Pump Station #10B (Payapa) 15hp, 3ø, 60hz, 440v		Barangay Payapa Ilaya, Lemery, Batangas
Payapa Station # 10 C (Payapa) 15hp, 3 phase, 60hz, 440v	15hp, 3	Barangay Payapa Ibaba, Lemery, Batangas
Pump Station # 11 (Dita) 5hp, single phase, 60hz, 230v		Barangay Dita, Lemery, Batangas
Pump Station #12 (Bucal) 40hp, 3 phase, 460v, 60Hz		Barangay Bucal, Lemery, Batangas



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ANNEX K





LEMERY WATER DISTRICT
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ANNEX M

LIST OF MAJOR EQUIPMENT

(with an initial cost of at least Php10,000.00 including pertinent information)



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2022 PRIMEWATER LEMERY ANNUAL SERVICE OBLIGATION