

DINGRAS WATER DISTRICT  
Brgy. Guerrero, Dingras, Ilocos Norte

**ANNUAL REPORT**  
For the Period January 1, 2018 to December 31, 2018

**I. GENERAL**

**A. ADMINISTRATIVE**

1. Attached 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 2016) Annex C

The following summarizes the District's staffing

  - a. Total number of employees 12
  - b. Number of permanent employees 7
  - c. Number of casual/temporary employees/laborers 5
  - d. Number of employees meeting minimum qualifications per Job Description adopted by the District 12
  - 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) Yes, CSC Rules

If not, how many of the employees are related to other employees of officials with the fourth degree by *affinity of consanguinity*? not applicable
  
4. Has the District adopted rules and regulation
  - a. Peronnel 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 theses rules and regulations has been in special cases? \_\_\_\_\_
  
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 Attach list of policy - setting resolutions adopted, repealed or amended by the District Board including those adopting LWUA guidelines (Summary of Policy - Setting Resolutions) Annex D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 \_\_\_\_\_
  - g. Equipment Downtime \_\_\_\_\_
  - h. Bacteriological Tests Yes
  - i. System Pressure \_\_\_\_\_
  - j. Leak Reports Yes
  - k. Unaccounted for Water Yes
  - l. Pump Effeciencies Yes
  - m. Water Production Yes

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n. Water Production	Yes
o. Valve and pipeline location	Yes
p. General Accounting	Yes
q. Stock Inventory	Yes
r. Stores Usage	
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 said 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
2. For the year under report, the District's total <i>budgetary outlay</i> was broken down into: (Source: Approved Budget)	13,750,567.95
a. Operating Outlay	12,010,007.00
b. Capital Outlay	1,382,400.00
c. Special budgets, if any ( <i>additional budget</i> )-Contingency	-
d. Debt Service	1,756,727.00
e. Reserve	358,160.95
3. For this same <i>one-year</i> period, the District's Gross Revenue was broken down into: (Source: Financial Report)	14,618,063.61
a. Collection from water sales	13,973,290.75
b. Other water revenues	644,772.86
c. Other non-operating income	-
d. Proceeds from <i>LWUA loan</i> to finance new service connections	-
4. For this same <i>one-year</i> period, the District's expenditures was broken down into: (Source: Financial Report)	15,833,075.41
a. Operational (operation & maintenance expenses, including depreciation)	12,048,485.11
b. Capital Outlay	3,784,590.30
c. Annual Debt Servicing (Annex G - Summary of Loan Payments to LWUA)	-
5. For this same <i>one-year</i> period, the total salaries, wages & other emoluments paid for the District's employees where broken down into:	5,011,428.25
a. For permanent employees	1,993,539.00
b. For casual/temporary	834,349.99
6. Expenses for power/fuel for pumping during the year (Acct. #726, if Commercial Practices Accts. are in effect):	2,183,539.26
7. Total amount <i>billed</i> during the year is broken down into:	13,771,965.75
a. Total Billings (Current and Old Accounts)	13,771,965.75
b. Old Accounts	-

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8. Total amount <i>collected</i> (water sales only during the year is broken down into:	13,973,290.75
a. Current Billings	11,642,235.29
b. Arrears	2,331,055.46
9. Total amount uncollected (delinquent) at year's end excluding Bad Debts	196,173.12
10. Total reserves at year's end	358,160.95
11. Complaints filed, processed and settled during the year	
a. Total number filed, processed and settled during the year	
b. Number dismissed for lack of merit/wothdrawn	
c. Number investigated	
d. Number settled to the satisfaction of complaints	
e. Number elevated to the District Board of Directors	
f. Number settled by the Board	
g. 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)	No
If so, who prepared it?	
Is it being adhered to strictly?	
2. Does the District undertake bacteriological test of its water? (Yes or No)	Yes
How often are these test made per year?	Monthly
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
3. State the method of water treatment employed by the District, if any	Chlorination, Filtration
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?	5
How many of these pumps are operational?	5

**D. OPERATIONAL**

1. Total water production during the year in cubic metes (Annex I-Summary of Water Production and Consumption)	562,620 m <sup>3</sup>
Total water billed in cubic meters	425,318 m <sup>3</sup>
Average per capita consumption in lpd	18 m <sup>3</sup>
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?	Flow Meter
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

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a. Total number of existing connections (Active & Inactive Connection)	2,551
b. Number of Active Connections	2,093
c. Number of Metered Connections	2,093
1. With functioning meters	2,093
2. With non-functioning meters	-
d. Number of flat rate connections	
e. Number of connections regularly billed	2,093
f. Number of delinquent concessionaires	168
g. Average number of customers per connections (HH)	5
 5. Estimated population of district service areas	 22,154
a. Estimated population served by utility whether fully or partially	10,465
 6. Because of inadequate facilities, the District had to provide partial service in accordance with the following average length of time each 24-hours day:	
a. Less than 6 hours service	
b. 7-12 hours service	
c. 13-18 hours service	
d. 19-24 hours service	✓
(Not: 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 L-List of Major Equipments)	 Annex L
 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?	1 Day
c. How many such reports were received during the year?	20
d. How many of these reports attended to during the year?	20

Submitted by:

**CORAZON TRISITAS G. SALUDARES**  
 General Manager

**DINGRAS WATER DISTRICT**  
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**II. PROFILE**

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

**A. ORGANIZATION**

1. Date Formed	3-Jun-82	Age (months) as of 12/31/18	36 Years and 6 Months
2. Date CCC was issued	6-Aug-82	CCC No.	208
3. Personnel	22		

Comments: (adequacy, qualification, performance & others)

Category D

**B. EXISTING SYSTEM'S FACILITIES**

**1. Service**

1.1 Service Area	Dingras and Marcos, Ilocos Norte
1.2 Population of Service Area (Latest)	22,154
1.3 No. of Households (Service Area)	4,952
1.4 No. of Persons/Household	5
1.5 Service Time (hrs./day)	24 hours/day

**2. Structure and Equipment**

**2.1 Administration Building**

Office Area	187 m <sup>2</sup>
Office Equipment (see List of Major Equipments)	Annex L

**2.2 If rented, how much per month?**

**2.3 Type of Water Source**

Deep Well

Rated Capacity per day (cu.m. / day)

1,688.90 m<sup>3</sup>/day

**2.4 Reservoir (description, built, dimension and capacity)**

1 unit	300	cu.m	Overhead Tank Reservoir at Guerrero, D.I.N
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**2.5 Water Sources (Annex K-WD Water Sources)**

**2.6 Service Connections**

Type	Flat	Metered	Total
Residential Government		✓	2,029
Commercial		✓	64
Bulk			
Total			

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2.7 Production

Average Monthly Production	
a. Booster/Pumping (cu.m)	46,885 m <sup>3</sup>
b. Bulk Water (cu.m)	
Production Efficiency % (average/month) (Total Water Utilized/Total Production)	66%
NRW %	34%

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)	1,147,663.81
Average Collection (average/mo)	1,164,440.90
Average Expenses-O & M for the year (average/mo)	1,010,248.41
C. Financial Highlights (rate & status)	
Current Ratio	= $\frac{\text{Current Assets}}{\text{Current Liabilities}} = \frac{3,375,540.49}{3,927,436.64} = 86\%$
Long Term Debt/Equity Ratio	none
Monthly Billing (average/mo)	1,164,440.90
Collection Efficiency-% of On-Time Payment (YTD)	98.30%

3. COMMUNITY ECONOMIC PROFILE

A. Total Population (covered by the Water District)	22,154
B. Average Monthly Family Income in the Area	no data available
C. Major Source of Income	farming
D. Average Monthly Family Expenditure in the Area	no data available
F. Average Rate of Mortality per 100,000 population due to waterborne diseases (e.g. diarrhea)	
G. Average Rate of Morbidity per 100,000 population due to waterborne diseases (e.g. diarrhea)	
H. Major Agricultural, Industrial and Commercial activities Palay/Livestock/Poultry /Pottery/Concrete Aggregates	

4. OTHER INFORMATION

1. The District has regularly monitors the Residual Chlorine in various strategic points of its water supply system
2. The District has maintained its established safety programs and standard operating procedure
3. The District has continued implementing the 5% discount for water bill of Senior Citizens
4. The District has approved the Gender and Development Budget for CY 2018 in compliance with RA 9710
5. The District has adopted and implemented the approved Strategic Performance Management System (SPMS)

Prepared by:

Approved by:

**IMELDA D. BACNAT**  
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 SAP-A

**CORAZON TRISITAS G. SALUDARES**  
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 General Manager