



REPUBLIC OF THE PHILIPPINES
CABAGAN WATER DISTRICT
Cabagan, Isabela

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ANNUAL REPORT

CABAGAN WATER DISTRICT

Board of Directors

Chairman	~~~~~	Ester Z. Antonio Education Sector
Vice-Chairman	~~~~~	Engr. Oliver U. Masigan Business Sector
Member	~~~~~	Rodolfo G. Taguinod Civic Sector
Member/Secretary	~~~~~	Editha R. Banguilan Women Sector
Member	~~~~~	Lelita T. Ramos Professional Sector

Management and Staff

DORIS M. MALAYAO ----- General Manager

Administrative Division

Jacqueline M. Talaue	-----	Chief, Corporate Budget Specialist A
Jewel Ian B. Caiban	-----	Industrial Relations Management Officer C / HRMO
Robertson T. Apigo	-----	Administration Service Assistant B
Aida Z. Laggui	-----	Administration Service Assistant B
Angel Boy D. Cabauatan	-----	Corporate Budget Assistant
Kristofer Allen U. Bañez	-----	Utility Worker A/Plumber
Abigail T. Laggui	-----	Administration Service Assistant C

Commercial Division

Edwin P. Bautista	-----	Utilities/Cust. Serv. Off. B / Chief
Achilles B. Castañeda	-----	Cashier C / Office Collector
Joeffrey M. Malabad	-----	Cashiering Assistant/Office Collector
John Michael A. Bagunu	-----	Utility Worker A/Meter Reader / Field Collector
Michael B. Baquiran	-----	Water/Sewerage Maintenance Man A / Field Collector/Meter Reader
Sergio F. Canceran	-----	Utilities/Customer Service Assistant C /Meter Reader / Field Collector
Alan T. Ramos	-----	Utilities/Customer Service Assistant C /Meter Reader / Field Collector
Jonel T. Guingab	-----	Utility Worker A/Meter Reader / Field Collector
Russel M. Palaje	-----	Utility Worker A/Meter Reader / Field Collector
Romel Z. Malenab	-----	Utility Worker A/Meter Reader / Field Collector

Engineering/Technical Division

Antonio R. Paguigan	-----	Utilities/Cust. Serv. Off. B / Chief
Domingo Bucad	-----	Water Sewerage Maint. Man C
Ricky Nelson A. Gatan	-----	Water/Sewerage Maint. Man A
Pedro M. Allam	-----	Water/Sewerage Maint. Man A
Roy T. Miguel	-----	Utility Worker A/Plumber
Chris R. Calata	-----	Utility Worker A/Plumber
Paul L. Paraggua	-----	Job Order/Plumber
Bello R. Donato Jr.	-----	Job Order/Pump Operator
Mario B. Baccay	-----	Job Order/Plumber
Anthony Yasto	-----	Job Order/Plumber

Production Division

Joseph C. Maddara	-----	Water Resources Fac. Operator A
Alfonso C. Zipagan	-----	Water Resources Fac. Operator A
Burton M. Tagao	-----	Water Resources Fac. Operator A
Choi Kenneth D. Gannaban	-----	Water Resources Fac. Operator C
Rex Flor Z. Atuan	-----	Water Resources Fac. Operator B
Domingo T. Guingab Jr.	-----	Water Sewerage Maint. Man C
Lucas P. Bautista Jr.	-----	Water Sewerage Maint. Man C

ACCOMPLISHMENTS FOR CALENDAR YEAR 2018
JANUARY – DECEMBER

I. ADMINISTRATIVE SECTION:

The Cabagan Water District through the Board of Director managed to implement the following programs for the sustainability, adequacy, and safe water for every household in the Municipality, to wit:

- Purchased of IT EQUIPMENT- Laptop/Printer, FURNITURE/FIXTURE- Swivel Chair/ Electric Fan
- RENOVATION OF STORE ROOM
- ISSUANCE OF NEW FIVE (5) APPOINTMENTS & ONE (1) RECLASSIFICATION

1. **LUCAS BAUTISTA JR. –AUGUST 1**
2. **DOMINGO GUINGAB JR. – AUGUST 1**
3. **DOMINGO BUCAG – JULY 16**
4. **ROY MIGUEL – AUGUST 1**
5. **CHRIS CALATA- AUGUST 1**
6. **ANGEL BOY CABAUTAN- JULY 16 (RECLASSIFICATION)**

- COMPLIANCE WITH PBB REQUIREMENTS FOR 2017
- ATTENDANCE TO ALAY SA BAYAN (ALAB) SEMINAR OF NEWLY HIRED EMPLOYEES
- ATTENDANCE TO PUMP OPERATORS MANAGEMENT SEMINAR
- ATTENDANCE TO PAWD CONVENTION AT ILOILO
- FEEDING PROGRAM AT SAUI & PILIG ABAJO ELEMENTARY SCHOOL
- CELEBRATION OF 36TH FOUNDING ANNIVERSARY
- ENTITLEMENT OF COLLECTIVE NEGOTIATION AGREEMENT INCENTIVE (CNA)
- RECIPIENT OF 1 LOT FILTRATION FACILITIES FOR CATABAYUNGAN PUMP STATION WORTH 5M.

II. COMMERCIAL SECTION

SERVICE CONNECTION DATA	
TOTAL SERVICE CONNECTION	5,190
NEW SERVICE CONNECTION	353
RECONNECTED	188
DISCONNECTED	197
ACTIVE	4,436
RESIDENTIAL	3,441
COMMERCIAL	217
GOVERNMENT	65
SENIOR CITIZEN	713

BILLING DATA	
CURRENT BILLED AMOUNT	22,042,232.80
BULK	-
PENALTY	<u>742,698.50</u>
TOTAL AMOUNT	<u>22,784,931.30</u>
CUBIC METER BILLED	747,778 CU.M.
AVERAGE CONSUMPTION	15 CU. M.
INCREASE IN SERVICE CONNECTION	7%
ONTIME PAID/QTY.	66%

STATEMENT ON COLLECTIONS AND DISBURSEMENTS
Covering the Period from January-December 2018

Month	Collections	Disbursements	CAPEX	Net
January	1,926,643.45	2,173,612.19	765,017.49	(246,968.74)
February	1,882,734.40	1,617,615.19	-	265,119.21
March	1,947,934.63	2,677,331.24	1,255,845	(729,396.61)
April	1,968,950.82	2,232,248.56	271,965.75	(263,297.74)
May	2,005,242.15	2,715,642.43	157,620.00	(710,400.28)
June	2,022,408.55	1,307,541.67	202,414.00	714,866.88
July	2,159,158.95	1,857,768.68	385,956.00	301,390.27
August	2,096,848.98	1,799,721.42	478,798.00	297,127.56
September	2,191,593.24	1,814,016.20	109,368.32	377,577.04
October	2,007,482.42	1,817,360.10	432,310.48	190,122.32
November	2,193,730.77	1,964,442.42	34,050.00	229,288.35
December	1,923,800.55	2,956,257.25	141,726.78.00	(1,032,456.70)
Add: Bank Interest				<u>3,375.27</u>
Total Net Income w/ CAPEX				<u>(600,856.40)</u>
Total Net Income w/out CAPEX				<u>3,636,715.53</u>

III. TECHNICAL/PRODUCTION SECTION:

Project	Location	Total Cost	Remarks
Construction of Pump House Extension	Ugad Pumping Station	120,000.00	Completed
Drilling of Well (1)	Barangay Cansan	800,000.00	Completed
Drilling of Well (2)	Barangay Ugad	1,052,000.00	Completed
Drilling of Well (3)	Barangay Tallag	1,387,000.00	Completed
Pipeline Expansion	Brgy. Anao (150 Im)	30,000.00	Completed
Pipeline Expansion 2	Brgy. Anao (180 Im)	35,000.00	Completed
Pipeline Expansion 3	Tallag to Sauí (1,780 Im)	712,000.00	Completed
Pipeline Expansion 4	Cansan (1,968 Im)	787,200.00	Completed
Construction of Ugad PS and Perimeter Fence	Ugad PS (new)	500,000.00	On-going
Service Vehicle (Tricycle)	Office	125,000.00	Completed
Electro Mechanical Facilities	Pumping Stations	1,000,000.00	Completed

IV. APPROVED BOARD RESOLUTIONS

Board Resolution No. 1 – A Resolution approving the amount of Thirty Thousand Pesos (P 30,000.00) for the 36th Founding Anniversary celebration of the Cabagan Water District.

Board Resolution No. 2 – A Resolution reclassifying the incumbent position Accounting Processor B (SG-6) to Corporate Budget Assistant (SG-8) of the Cabagan Water District.

Board Resolution No. 3 - A Resolution abolishing of the position Utilities/Customer Service Assistant B (SG-10) Item No 4 of the Plantilla and creation of the position Water/Sewerage Maintenance Man B (SG-6) of the Cabagan Water District.

Board Resolution No. 4 - A Resolution creating four (4) positions.
Two (2) Utility Worker A
Two (2) Water/Sewerage Maintenance Man C

Board Resolution No. 5 – A Resolution approving the recommendation of the General Manager, Doris M. Malayao, to create and adopt A Freedom of Information (FOI) People’s Manual and establishing an FOI Decision Maker Committee.

Board Resolution No. 6 – A Resolution approving the recommendation of the General Manager, Doris M. Malayao, to create and adopt A Cabagan Water District Merit Selection Plan (MPP) and establishment of Human Resource Management Promotion and Selection Board (HRMPSB).

Board Resolution No. 7 – A Resolution designating Engr. Oliver U. Masigan Sr., as the Chairman of the Investigating Committee to evaluate and validate the authenticity of the CWD completed project.

Board Resolution No. 8 – A Resolution Approving the amount of Twenty Five Thousand Pesos (P 25,000.00) for the implementation of Balik Pasasalamat Mid-year raffle promo of the Cabagan Water District.

Board Resolution No. 9 – A Resolution authorizing “The LAKBAY-ARAL and TEAM BUILDING” of the Cabagan Water District Employees at Bataan-Subic on April 28 to 30, 2018 and approving the amount of **One Hundred Twenty Thousand Pesos (P 120,000.00)**.

Board Resolution No. 10 – Excerpts from the minutes of the meeting of the Board of Director on June 20, 2018 at the CWD Office, Cabagan, Isabela to request the Honorable Juan Miguel Zubiri, Majority Floor Leader, Senate of the Philippines for Financial Assistance in the amount of Ten Million Pesos (P 10,000,000.00) for the Rehabilitation of the CWD Transmission and Distribution Lines.

Board Resolution No. 11 – **Board Resolution No. 10** – Excerpts from the minutes of the meeting of the Board of Director on June 20, 2018 at the CWD Office, Cabagan, Isabela to request the Honorable Juan Miguel Zubiri, Majority Floor Leader, Senate of the Philippines for Financial Assistance in the amount of Five Million Pesos (P 5,000,000.00) for the Rehabilitation of the CWD Transmission and Distribution Lines.

Board Resolution No. 12 – Excerpts from the minutes of the Board of Directors meeting on July 10, 2018, authorizing the General Manager, Mrs. Doris M. Malayao, to sign for and in behalf of the Cabagan Water District in the Memorandum of Agreement (MOA) with the Local Water Utilities Administration (LWUA).

Board Resolution No. 13 – Excerpts from the minutes of the Board of Directors meeting on July 10, 2018, approving the draft Financial Assistance Memorandum of Agreement (MOA) sent by the Local Water Utilities Administration (LWUA).

Board Resolution No. 14 – A Resolution approving the amount of Twenty Five Thousand Pesos (P 25,000.00) for the celebration of the 118th Philippine Civil Service Anniversary of the Cabagan Water District.

Board Resolution No. 15 – A Resolution authorizing the General Manager, Mrs. Doris M. Malayao and the Cashier, Mr. Achilles B. Castañeda to open, close and transfer all accounts from Land Bank of the Philippine Tuguegarao City Branch to Cabagan Branch and to avail of its products and services offered.

Board Resolution No. 16 – A Resolution requesting the Local Water Utilities Administration (LWUA) for Financial Assistance Loan amounting to Fifteen Million Pesos (P 15,000,000.00) for the design and construction of well and transmission and distribution pipelines.

Board Resolution No. 17 – A Resolution approving the adoption of the Performance Based-Bonus Incentive System in the Cabagan Water District Board of Directors, allocating funds thereof and authorizing its release in accordance with LWUA Memorandum Circular No. 001.16.

Board Resolution No. 18 – A Resolution requesting the Local Water Utilities Administration (LWUA) for two (2) units Generator Set for a continuous delivery of water to the Municipality of Cabagan.

Board Resolution No. 19 – A Resolution approving the amount of One Hundred Fifty Thousand Pesos (P150,000.00) for the implementation of “Pamaskong Handog Program for 2018” of the Cabagan Water District.

Board Resolution No. 20 – A Resolution approving an amount of Forty Thousand Pesos (P 40,000.00) for the celebration of Cabagan Water District Christmas Party.

Board Resolution No. 21 – Excerpts from the minutes of the meeting of the Board of Directors on November 28, 2018, approving the revised Program of Work sent by the Local Water Utilities Administration (LWUA) for CWD Financial Assistance.

Board Resolution No. 22 – A Resolution approving the Annual Budget of the Cabagan Water District (CWD) for Calendar Year 2019 with an appropriation of Forty Three Million Five Hundred Sixty Seven Thousand Eight Hundred Fourteen Pesos (**PHP 43,567,814.00**).

Prepared by:


DORIS M. MALAYAO
General Manager



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