



CASTILLEJOS WATER DISTRICT

RHU Compound, Brgy. San Agustin, Castillejos, Zambales

Telfax No.: (047) 602-1453, Email Address: cswd_08@yahoo.com

March 15, 2021

HON. JECI LAPUS

Administrator

Local Water Utilities Administration


Subj: **Castillejos Water District Annual Report 2020**

Dear Sir:

Respectfully submitted to your good office the hard copies of Castillejos Water District Annual Report for the year 2020 and other attachments for your review and reference.

Thank you and more power.

Respectfully yours,



JESSE D. GALLARDO
General Manager

Send via LBC



CASTILLEJOS WATER DISTRICT

National Highway, Brgy. Nagbunga Castillejos, Zambales
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ANNUAL REPORT

For the Period January 1, 2020 to December 31, 2020

I. General

A. ADMINISTRATIVE

1. Attached approved organizational charts in effect as of 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 2020)

ANNEX "C"

- The following summarizes the District's Staffing
 - a. Total number of employees

52
 - b. Number of permanent employees

23
 - c. Number of casual/temporary employees/labores

29
 - d. Number of employees meeting minimum qualifications per Job Description adopted by the district

23
 - e. Number of employees not classified as casual/temporary who do not meet the minimum qualifications established by the District.

NONE

3. Has the District adopted a policy prohibiting hiring 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 or consanguinity?

NONE

4. Has the District adopted rules and regulations regarding the following:(Yes or No)
 - 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

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 Attach list of Policy - setting resolutions adopted, repealed or amended by the District Board including those adopting LWUA guidelines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 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 Consumption	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 said system has not 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 budgetary outlay was broken down into:
(Source: Approved Budget) 53,408,741.15

a. Operating Outlay	40,951,068.19
b. Capital Outlay	9,078,185.60
c. Special Budgets, if any (additional budgets) Contingency	NONE
d. Debt Service	2,479,487.36
e. Reserve	900,000.00

3. For this same one-year period, the District's Gross Revenue was broken down into:
(Source: Financial Report) 41,394,496.86

a. Collection from water sales	<u>38,201,913.50</u>
b. Other water revenues	<u>3,064,962.96</u>
c. Other non-operating income	<u>127,620.40</u>
d. Proceeds from LWUA loan to finance service connections	<u>N/A</u>
4. For this same one-year period, the District's expenditures was broken down into: (Source:Financial Report)	<u>47,345,267.50</u>
a. Operational(operation & maintenance expenses, including depreciation)	<u>40,896,108.20</u>
b. Capital Outlay	<u>4,480,036.79</u>
c. Annual debt Servicing (Annex G-Summary of Loan Payments to LWUA)	<u>1,969,122.51</u>
5. For this same one-year period, the total salaries, wages & other emoluments paid for the District's employees where broken down into:	<u>18,248,562.69</u>
a. For permanent employees	<u>11,943,771.97</u>
b. For casual/temporary	<u>6,304,790.72</u>
6. Expenses for power/fuel for pumping during the year (Acct. #726, if Commercial Practices Accts. Are in effect)	<u>6,688,915.80</u>
7. Total amount billed during the year is broken down into:	<u>40,355,952.40</u>
a. Total Billings (Current and Old Accounts)	<u>40,355,952.40</u>
b. Old Accounts	<u></u>
8. Total amount collected (water sales only during the year is broken down into:	<u>38,200,546.20</u>
a. Current Billings	<u>36,055,377.90</u>
b. Arrears	<u>2,145,168.30</u>
9. Total amount uncollected (delinquent) at year's and excluding Bad Debts	<u>5,270,104.51</u>
10. Total reserves at year's end	<u>680,109.03</u>
11. Complaints filed, processed and settled during the year	
a. Total number filed, processed and settled during the year	<u>2545</u>
b. Number dismissed for lack of merit/withdrawn	<u>none</u>
c. Number investigated	<u>2,472</u>
d. Number settled to the satisfaction of complaints	<u>2,472</u>
e. Number elevated to the District Board of Directors	<u>none</u>
f. Number settled by the Board	<u>none</u>
g. Number elevated to the higher authorities	<u>none</u>
12. At year's end, the following water charges were in force: (Annex G-Approved Water Rates Schedule)	<u>ANNEX "G"</u>

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)
If so, who prepared it?
Is it being adhered to strictly?
2. Does the District undertake bacteriological test of its water? (Yes or No)
How often are these test made per year?
Is LWUA being furnished copies of these test reports? (Yes or No)
For the report year, how many such reports were submitted to LWUA?
3. State the method of water treatment employed by the District, if any
4. Does the District undertake regular pump efficiency test? (Yes or No)
How many of these pumps does the District have in its system?
How many of these pumps are operational?

YES
GENERAL MANAGER
YES
YES
14
YES
14
CHLORINATION
YES
12
11

D. OPERATIONAL

1. Total water production during the year in cubic meters.
(Annex K-Monthly Data Sheet)
Total water billed in cubic meters
Average per capita consumption in lpd
2. Attach List of Water Sources
3. Is the District provided with measuring devices to measure their water production? (Yes or No)
If yes, what type?
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 H-Service Connection Growth)
 - a. Total number of existing connections (Active & Inactive Connection)
 - b. Number of Active Connections
 - c. Number of Metered Connections
 1. With functioning meters
 2. With non-functioning meters
 - d. Number of flat rate connections
 - e. number of connections regularly billed
 - f. Number of delinquent concessionaires
 - g. Average number of customers per connections (HH)
5. Estimated population of district service areas
 - a. Estimated population served by the utility whether fully or partially

1,548,014
1,405,157
112.125
ANNEX "H"
YES
FLOW METER
8124
8,124
6,169
6,169
1,955
1
6,169
5
68,500
30,845

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

(Note: You may vary the number of hours as may be necessary to suit actual conditions)

N/A
N/A
N/A
24 hours service

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

ANNEX " I "

8. Does the District keep written record of request for service? (Yes or No)

- a. Does the record show the date when such requests were made and the nature of the service requested (Yes or No)
- 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 were attended to during the year?

YES
2545
WITHIN ONE DAY
2,472
2,472

Submitted by:



JESSE D. GALLARDO
General Manager