

CALAMBA WATER DISTRICT FUNCTIONAL CHART

ANNEX A

OFFICE OF THE BOARD OF DIRECTORS

General Function:

1. The function of the board shall be to establish policy, initiates formulation of policies regarding the operations and maintenance of the water district' improvements.
2. The Board shall not engage in the detailed management of the district.
3. Appoints committee members, which the Board may create
4. Represents the Board in district's association's activities
5. May attend to seminars such as: Basic Policy Making, Advance Policy Making and other pertaining to Water District operations.

OFFICE OF THE GENERAL MANAGER

The office of the General manager aims to support the goals and objectives of govern department to ensure the productivity of the District

The General Manager along with the staff shall endeavor to perform the following functions:

1. Plans, organizes, directs and control maintenance of operations of the District;
2. Formulate and determines the general policy and program of the organization;
3. Recommends the general policy to the Board and formulate and determine programs for the District;
4. Monitors, controls, and coordinates the activities of the different departments of the District;
5. Conducts and directs contractual negotiation on behalf of the District;
6. Takes responsibility for the public relation component of the District for purposes of information dissemination, persuasion and adjustment, and to engineer public support for an activity, cause, movement or the District itself;
7. Formulate and implement public relation strategies on how to gain public understanding, support, and acceptance of the District's system and activities that will benefit the people of the City of Calamba.

ADMINISTRATIVE DEPARTMENT

The Department takes charge of the operations of the District's daily grind. It aims to provide support services within the organization. This department is divided into three divisions and one section: Resources Division, Administrative Services Division, General Services Division, and Cash Division, with the following duties:

RESOURCES DIVISION (HRD)

1. Recruitment, and other personnel

2. The maintenance and monitoring of personnel, 201, service records, leave credits, time records, OTRs and Pay-logs, and performance evaluation. 3. Ensure staff attendance to office.

FINANCE DEPARTMENT

The Finance Department aims to provide the management with reliable Financial Statements, a quantitative information such as revenue and expense data, expected availability of funds from projected financial statements and the possible effects of changes in the district activities on financial resources. Particularly, this Department performs the following functions:

ACCOUNTING AND BUDGET DIVISION

1. Accounting and internal control of financial matters
2. Implements accounting systems procedures, rules regulations, and board policies
3. Analyzes Financial Statements and

COMMERCIAL DEPARTMENT

The realization of the goals and objectives will be the foremost concern of the Department. Particularly on the concessionaires accounts and other related services. A combine effort of each and every staff must be done to attain those objectives and to provide excellent service to our concessionaires. This department covers two (2) divisions and performs varying functions.

CUSTOMER ACCOUNTS DIVISION

1. Responsible for scheduling customers' meter reading, billing and collections
2. Attends to customer complaints regarding meter reading, billing and collection
3. Prepares the yearly projection on billing and collection

ENGINEERING DEPARTMENT

The Department plays an important role in the attainment of the vision and mission of the District as it designs plans, implements water system and building structure projects and performs the maintenance of service operation. The Department consists of two (2) Divisions:

WATER MAINTENANCE DIVISION

1. In-charge of the maintenance of distribution, transmission and service lines;
2. Monitors repair major/minor leaks at source; along the water networks and the household lines
3. Insures non-corrosion of pipe/pipes

PRODUCTION DEPARTMENT

In line with the goals and objectives of our institution, Production Department ensures the distribution of 24/7 adequate and potable water within the jurisdiction of Calamba

PRODUCTION DIVISION

1. Determines the production requirements and develop resulting schedules.
2. Insures the maintenance of production equipment and facilities
3. Responsible for the treatment and disinfection of the water from source

HUMAN RESOURCES DIVISION (HRD)
 In-charge of hiring, promotion, and other personnel movements.
 Responsible for the maintenance and monitoring of Planilla of Personnel, 201; service records; leave credits; employees' daily time records; GSIS and Pag-ibig loans and remittances; and performance evaluation; Coordinates and ensures staffs' attendance to different training programs; and
 Assists in the implementation of the policies embodied in the PRAISE, Personnel Selection Board, Grievance Machinery, and other personnel matters.

CASH MANAGEMENT SECTION

Monitors the in-flow and out-flow cash in the form of:

- * Collection and disbursement summary
- * Daily Cash Position
- * Cashier's Collection Summary

Responsible for the issuance of payment to:

- * Suppliers
- * Remittances to other government agency
- * Payroll distribution

In-charge of transferring of funds to different depository banks

ADMINISTRATIVE SERVICES DIVISION

Issues requisition slips to different departments
 Canvass/recommends and procures goods and consulting services

Responsible for the proper documentation of all transactions of District purchase

4. Maintains records of order for routine purchases

Serve as the main support unit of the Bids and Awards Committee (BAC)

Implements procurement under RA 9184

Protects and safeguards the lives and properties within the District's premises

GENERAL SERVICES DIVISION

Plans and directs the maintenance of re-ordering point of office supplies and materials needed for operations.

Maintains inventories of materials, equipment, tools, and other stocks.

Checks the quantity and quality of materials and equipment purchased.

Plans, directs, and supervises the implementation of periodic maintenance of services vehicles.

Plans, directs, and supervises the maintenance and housekeeping of the office building and other facilities of the District

Responsible for the continuous and unhampered operations of all office equipment.

Checks completeness and accuracy of abstract of canvass and recommend to the BAC the purchase of materials.

ACCOUNTING AND BUDGET DIVISION
 1. Accounting and internal control of financial matters.
 2. Implements accounting systems procedures, rules regulations; and board policies.
 3. Analyzes Financial Statement and schedules of:

- * general ledger account
- * balance sheet
- * income statement
- * cash flows
- * detailed statement of revenue and expenses

4. Monitors revenues and disbursement over budget.

5. Analyzes yearly budget against actual budget.

6. Provides possible recommendations to improve the District's fiscal operations.

CUSTOMER ACCOUNTS DIVISION
 1. Responsible for scheduling customers' meter reading, billing and collections.
 2. Attends to customer complaints regarding meter reading, billing and collection.
 3. Prepares the yearly projection on Billing and Collection.

CUSTOMER SERVICE DIVISION

1. Responsible for service connection, detection of illegal connection, re-opening and reconnection of service connection.

2. Attends to concessionaires' requests, complaints pertaining to application of service connection, illegal connection, and other related matter.

3. Conducts barangayan (community forum) in order to disseminate information on the policies of the District and the advantages of turning over the water system of different barangays and/or subdivisions to the District.

4. Prepares the yearly projection of new connections.

5. Establishes harmonious relationship among all commercial and industrial business and establishments, as well as government and non-government entities in the city to support the District's Program for Ground Water Assessment in compliance of the PD 198 Sec. 39.

6. Promotes environmental awareness among the populace within the coverage area in relation to the District's efforts of delivering better public service.

WATER MAINTENANCE DIVISION
 1. In-charge of the maintenance of distribution, transmission and service lines.
 2. Monitors repair major/minor leaks at source, along the water networks and the household lines.
 3. Insures interconnection of particular subdivisions's water system to main lines.
 4. Executes tapping, reconnection and water meter calibration.
 5. Installs water meters.
 6. Repairs or replaces defective foggy meter.
 7. Restores damaged concrete pavement brought about by repair or construction of the water system.
 8. Surveys and estimates materials for new connections.

PLANNING DIVISION

1. Prepares, designs, and draws the District's water system expansions and rehabilitations, building structure, project expansions or renovations from preliminary concepts and sketches.

2. Updates house mapping, water system facilities, and agency cost estimate.

3. Monitors deep well yield and discharge of pumping stations.

4. Monitors water distribution pressure.

5. Monitor Non-Revenue Water.

6. Evaluates subdivisions and barangays (community) to be turned-over to the District.

PRODUCTION DIVISION
 1. Determines the production rate, develop resulting schedules.
 2. Insures the maintenance of production equipment and facilities.
 3. Responsible for the treatment of the entire water system.
 4. Monitors the running condition of motors.
 5. Monitors water appearance and source.
 6. Maintains accurate records of production operation, machinery levels and pressure of the District.
 7. Monitors water level.

QUALITY CONTROL DIVISION

1. Conducts regular bacteriological and chemical test

2. Tests and checks water quality in different sampling points and