

FORM A
DEPARTMENT PERFORMANCE ACCOMPLISHMENT
 FY 2015

DEPARTMENT/AGENCY: CATBALOGAN WATER DISTRICT

MFOs AND PERFORMANCE INDICATORS (1)	DEPARTMENT FY 2014 ACTUAL ACCOMPLISHMENT	DEPARTMENT FY 2015 TARGET	RESPONSIBLE BUREAUS/OFFICES	DEPARTMENT FY 2015 ACTUAL ACCOMPLISHMENT	ACCOMPLISHMENT RATE	REMARKS (4)
Major Final Outputs (MFOs) / Operations						
MFO 1: Water Facility Service Management						
2015 Budget:						
Performance Indicator 1: <i>(Quantity) Access to potable water</i>	38%	At least 42% of barangays covered with access to potable water	Commercial / Engineering / Administrative	38%	90.4%	
Performance Indicator 2: <i>(Quality) Reliability of service</i>	85%	At least 85% of actual service connections receiving 24/7 water supply	Commercial / Engineering / Administrative	85%	100%	
Performance Indicator 3: <i>(Timeliness) Adequacy</i>	1.25:1	Not less than 1.25:1 in (lpcd) ratio of total source capacity to demand	Engineering	1.25:1	100%	
MFO 2: Water Distribution Service Management						
2015 Budget:						
Performance Indicator 1: <i>NRW</i>	21%	At most 20% of Non-Revenue Water	Commercial / Engineering / Administrative	22%	91%	
Performance Indicator 2: <i>Potability</i>	0.3 ppm	At least 0.3 ppm Average deviation from PNSD (Chlorine Residual Requirements) from January 1 to December 31.	Engineering	0.3 ppm	100%	
Performance Indicator 3: <i>Adequacy</i>	24 hrs	At most 24 hrs response time	Commercial / Engineering /	24 hrs	100%	
STO ⁽²⁾						
2015 Budget						
a. QMS Certification or Operations Manual	n/a	Operations Manual Submitted	Administrative	Operations Manual Submitted	100%	
b. STO Indicator for the priority of the agency head	n/a	80% Digitizing and plotting household information to GIS	Engineering / Administrative	95% Digitizing and plotting household information to GIS	118%	

MFOs AND PERFORMANCE INDICATORS (1)	DEPARTMENT FY 2014 ACTUAL ACCOMPLISHMENT	DEPARTMENT FY 2015 TARGET	RESPONSIBLE BUREAUS/OFFICES	DEPARTMENT FY 2015 ACTUAL ACCOMPLISHMENT	ACCOMPLISHMENT RATE	REMARKS (4)
GASS (3)						
2015 Budget						
A. BUR						
A1. Obligations BUR		n/a	Commercial – Finance	n/a	n/a	n/a
A2. Disbursement BUR		55%	Commercial – Finance	50.11%	91%	The target is set low due to the forecasted El Niño.
B. Submission of PFM to COA and DBM						
B1. BFAR – Budget and Financial Accountability Reports		Submission	Commercial – Finance	Submitted	100%	
B2. Report on Ageing Cash Advance		Submission	Commercial – Finance	Submitted last November 27, 2015	100%	
B3. COA Financial Reports		Submission	Commercial – Finance	Submitted	100%	
C. APCPI						
		Submission	BAC	Submitted thru email Last November 27, 2015	100%	
D. Submission of APP						
		Submission	BAC	Submitted	100%	

Recommending Approval:


 EXEQUIEL C. CABRIGAS III
 Planning Officer

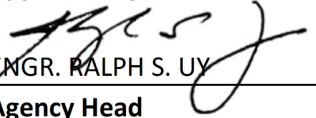
1/11/2016
 Date

Prepared by:


 JESSAMINE Q. COSTO
 Budget Officer

1/11/2016
 Date

Approved by:


 ENGR. RALPH S. UY
 Agency Head

1/12/2016
 Date

Instructions to filling out Form A or the Department Performance Target/Accomplishment Report Form

- (1) All MFOs and Performance Indicators specified in the Performance-Improved Budget of an agency must be indicated in the Form A/A1. Hence, if the agency has 3 MFOs and 4 PIs per MFO, all 12 PIs must be indicated in the Form A/A1.
- (2) In addition to the STO indicators and targets indicated in the agency's FY 2015 PIB, agencies must include two Support-to-Operations Indicators, which are as follows:
 - a. One is the Quality Management System (QMS) for at least one core process certified by any international certifying body approved by the IATF or the submission of an Operations Manual covering selected core processes or areas of operation.
 - b. The second STO indicator can be one of the priority agenda of the agency head.
- (3) Five (5) common General Administrative Support Service (GASS) indicators, which are:
 - a. The Budget Utilization Rate (BUR), consisting of:
 - i. Obligations BUR, which computed as obligations against all allotments issued for FY 2015, including those released under the "GAA as a release document" policy; and
 - ii. Disbursement BUR, which is measured by the ratio of total disbursement (cash and non-cash, excluding personnel services) to total obligations for maintenance and other operating expenses (MOOE) and capital outlays (CO) in FY 2015.
 - b. Status of submission of the Cash Advance Liquidation Ageing Report and other financial requirements to COA as required by Section 41 of PD 1445;
 - c. Status of compliance with Agency Procurement Compliance and Performance Indicators System (APCPI) per GPPB Resolution No. 10-2012;
 - d. Status of submission of the Annual Procurement Plan (APP) consistent with the 2015 GAA to the GPPB pursuant to Administrative Order No. 46 (S.2015); and
 - e. Status of submission of Budget and Financial Accountability Reports (BFARs) to COA and DBM.
- (4) Remarks column should include brief and concise explanation or justification if the agency's target for FY 2015 is not met. Supporting document may be provided to further expound the given explanation/justification. Remarks column may also contain additional information (i.e. computation, percentage, and/or absolute figures) regarding the target and/or accomplishment.

FORM A1
DETAILS OF BUREAU/OFFICE PERFORMANCE INDICATORS AND ACCOMPLISHMENTS

DEPARTMENT/AGENCY: CATBALOGAN WATER DISTRICT

Major Final Outputs/Responsible Bureaus (1)	Performance Indicator 1 POTABILITY (2)	FY 2015 TARGET for Performance Indicator 1 (3)	FY 2015 ACCOMPLISHMENT for Performance Indicator 1 (4)	Performance Indicator 2 REALIBILITY OF SERVICE (5)	FY 2015 TARGET for Performance Indicator 1 (6)	FY 2015 ACCOMPLISHMENT for Performance Indicator 1 (7)	Performance Indicator 3 ADEQUACY (8)	FY 2015 TARGET for Performance Indicator 1 (9)	FY 2015 ACCOMPLISHMENT for Performance Indicator 1 (10)	Remarks (11)
A. Water Facility Service Management										
Delivery Unit 1 : Administrative Division				Ensure that all materials needed for installation of new service connections are always available	90%	100%	Process documents related to the procurement and issuances to stock and supplies	90%	100%	
				Update Existing Stock and Supplies Inventory System with new features that will enhance efficiency on the preparation of documents related to the procurement and issuances to stock and supplies	3 Features updated	3 Features updated				
				Update Billing and Collection database specifically on the details of Customer Information Database	1 Database updated	1 Database updated				
				Develop and Implement Geographic Information System	1 GIS	1 GIS Developed & Implemented				
				Provide trainings on Crafting Marketing Strategies and enhancing customer service	Provide 1 Training	1 Training Conducted				
				Update Complaints and Inquiry Database specifically on the production of statistical report on complaints related to water quality	Update 1 Database	1 Database updated				
Delivery Unit 2 : Commercial Division				Investigate new water service connection applicants	600 wsc	656 wsc investigated	Prepare and Implement Marketing Plan for 2015 to 2016	1 plan	1 plan prepared	
				Encoding of accomplished job orders and new water service connection information database	95% encoded	98% encoded	Ensure proper allocation of budget for the said activities	100%	100%	
				Timely submission of Financial Reports as basis for policy making body in crafting new policies in increasing NWSC	95% on time	100% on time				
				Timely reading of water meters and distribution of statement of accounts	95% on time	100% on time				
				Prepare and Monitor job orders for complaints and service requests	5,000 JO	5,796 JO				
				Timely Checking of reports	95% on time	100% on time				
				Preparation and Monitoring of disconnection orders	5,000	9,226				
				Timely preparation of collection letters to inactive concessionaires	150	317				
Delivery Unit 3 : Engineering Division	Installation of 300lm PVC Transmission Pipeline (Kulador 2-New Kulador Clarifier system)	80%	90%	Replacement of Old Water Meters	60%	85% Replaced	Source Exploration	3 possible source explored	3 possible source explored	
	Replacement of Pipe & Fittings (Worn out)	50%	80%	Installation of Automated Tubig Machine	10 ATM	10 ATM	Construction of Intake Box	1 Intake box Constructed	1 Intake box Constructed	
	Replace/relocate existing pipelines along the drainage canal to avoid water contamination.	75%	90%	Survey Works and Preparation of Estimates for distribution/extension line projects for areas with identified/projected new water service applicants	95% prepared	100% prepared	Construction of Barrier Wall at Nasarang	1 Barrier Wall Constructed	1 Barrier Wall Constructed	
	Conduct a daily monitoring and sampling of water on various locations or sampling points to determine necessary parameters	100%	100%	Survey new water service connections applicants	220	247	Water Production Monitoring	100% Monitored	100% Monitored	
							Installation of New Distribution Line	80% Complete	40% Complete	

Major Final Outputs/Responsible Bureaus (1)	Performance Indicator 1 POTABILITY (2)	FY 2015 TARGET for Performance Indicator 1 (3)	FY 2015 ACCOMPLISHMENT for Performance Indicator 1 (4)	Performance Indicator 2 REALIBILITY OF SERVICE (5)	FY 2015 TARGET for Performance Indicator 1 (6)	FY 2015 ACCOMPLISHMENT for Performance Indicator 1 (7)	Performance Indicator 3 ADEQUACY (8)	FY 2015 TARGET for Performance Indicator 1 (9)	FY 2015 ACCOMPLISHMENT for Performance Indicator 1 (10)	Remarks (11)
B. Water Distribution Service Management										
Delivery Unit 1 : Administrative Division	Ensure that all materials needed for the reduction of NRW are always ready	95%	100%							
	Conduct trainings regarding NRW so that middle management and staff will undersnad their roles and responsibilities in reducing NRW, since it requires a long-term combine effort from all division in the utility	1 training conducted	2 trainings conducted							
	Reaching out to customers helps increase awareness of NRW and how reducing water losses results in improved water supply and quality	95%	100%							
	Process documents related to procurement and issuances of stock and supplies on time	95%	100%							
	Update Existing Billing and Collection System, Accounting System and Cashiering System	2 systems updated	3 systems updated							
	Implemented and maintained Geographic Information System	1 GIS	1 GIS							
Delivery Unit 2 : Commercial Division	Monitoring of water meter stand which causes leakages	120	145	Conduct regular investigation for the inactive connections	100	222				
	Report leakages in service area before the meter	520	420							
	Identify at least five (5) illegal connections per year	3	0							
Delivery Unit 3 : Engineering Division	Proper recording of data before, during and after repair works to have accurate computation of water losses	95% properly recorded	100% properly recorded	Installation of Filter bag for Masacpasac line	1 Filtration Bag	2 Filtration Bags installed	Proper monitoring and recording of data for the inventory of pipes to determine rehabilitation/replacement	95%	100%	
	Calibration of water meters to ensure its workability and identify units for replacement	400 WM Calibrated	500 WM calibrated				Proper monitoring and recording of data of various power rated equipment	95%	100%	
	To conduct leak detection daily	Daily	Daily				Ensure proper allocation of budget for the said activities	100%	100%	
C. Support to Operations										
STO	QMS Certification or Operations Manual	Submission of Operations Manual and posting to website	Operations Manual Submitted and Posted to Website	STO Indicator for the Priority of the Agency Head	80% Plotting and Digitizing household information to Geographic Information System	100% of household information pltted and digitized to Geographic information system				
Delivery Unit 1 : Administrative Division	Prepare the Strategic Human Resource Plan	1 plan	1 plan prepared							
	Develop Employee Wellness Program	1 program	1 program developed							
	Develop and implement Employee Training/Development Program	1 program	1 program developed							
	Maintain cleanliness of the office for employees to have a conducive working condition	95%	100%							
	Ensure that employees are properly compensated on their work done	95%	100%							
	Providing comprehensive human resource services to support and enhance each employee, manager and applicant in working towards fulfilling the district's mission, goals and objectives	95%	100%							
	Update existing Personnel Information Management System	1 update	3 Updates installed							
	Ensure availability of personnel to meet the demand of the district	95%	100%							
	Monitor employees attendance and leave	95%	100%							
Major Final Outputs/Responsible	Performance	FY 2015 TARGET for	FY 2015 ACCOMPLISHMENT	Performance	FY 2015 TARGET for	FY 2015 ACCOMPLISHMENT	Performance	FY 2015 TARGET for	FY 2015 ACCOMPLISHMENT	Remarks

Bureaus (1)	Indicator 1 POTABILITY (2)	Performance Indicator 1 (3)	for Performance Indicator 1 (4)	Indicator 2 REALIBILITY OF SERVICE (5)	Performance Indicator 1 (6)	for Performance Indicator 1 (7)	Indicator 3 ADEQUACY (8)	Performance Indicator 1 (9)	for Performance Indicator 1 (10)	(11)
Delivery Unit 2 : Commercial Division				Provide promo program to customers	1 promo	2 promos implemented	Ensure all complaints/request are entertained with corresponding Job Order	95% entertained	100% entertained	
							Ensure all inquiries are answered with utmost courtesy	95% answered	100% answered	
							Ensure all paying customers are properly attended	2 minutes/ customer	1 minute/ customer	
							Ensure all investigation are properly acted	95% acted	100% acted	
Delivery Unit 3 : Engineering Division							Ensure all Job Orders are acted on time	95% acted	100% acted	
							Ensure all accomplished job order properly monitored	95% monitored	100% monitored	
							Ensure all accomplished job order properly monitored	95% monitored	100% monitored	
							Ensure all accomplished job order properly monitored	95% monitored	100% monitored	
D. General Administration and Support Services (GASS)										
BUR	Obligations BUR	n/a	n/a	Disbursement BUR	55%	50.11%				
Submission PFM to COA and DBM	BFARS	Submission	Submitted	Report on Ageing of Cash Advances	Submission	Submitted	COA Financial Reports	Submission	Submitted	
APCPI and APP	APCPI	Preparation	Prepared	APP	Submission	Submitted				
Delivery Unit 1 : Administrative Division				Timely Submission of Inventory Reports	95% on time	100% on time	Ensure Cleanliness of the office and sorrroundings	Daily	Daily	
				Timely submission of documents as required	95% on time	100% on time	Oversee security efforts	2 Securities	2 Securities	
				Conduct yearly physical inventory	1 inventory	1 inventory conducted	Maintain of office vehicles	2 Office vehicles maintained	3 Office vehicles maintained	
				Ensure posting of procurement in Philgeps with proper attachments as required	95% posted & complete	95% posted & complete	Ensure all properties are properly insured	95% on time	100% on time	
				Ensure all procurement are in accordance with the agency's PPMP/APP	100% ensured	100% ensured	Proper documentation of board meetings	100% documented	100% documented	
							Ensure proper maintenance of computer equipments & pheriperals	95% maintained	100% maintained	
							Ensure proper maintenance of computerized systems	95% maintained	100% maintained	
Delivery Unit 2 : Commercial Division	Ensure collection advisories are properly dessiminated	95%	100%	Timely Submission of Financial Reports	95% on time	100% on time				
	Ensure timely filing of small claims	95% on time	100% on time							
	Strict implementation of Disconnection Job Orders	Strictly Implemeted	Strictly Implemeted							
	On time Meter Reading activity	95% on time	100% on time							
	On time Billing activity	95% on time	100% on time							
Delivery Unit 3 : Engineering Division				Timely submission of Production Report	95% on time	100% on time				

Recommending approval:


EXEQUIEL C. CABRIGAS III
 Planning Officer

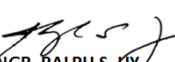
1/13/2016
 Date

Prepared By:


JESSAMINE Q. COSTO
 Sr. Corporate Accountant A

1/13/2016
 Date

Approved by:


ENGR. RALPH S. UY
 General Manager

1/13/2016
 Date