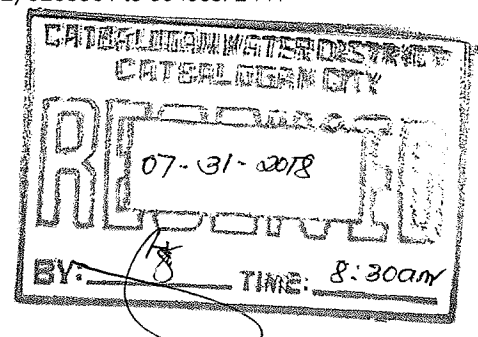


For  
posting of  
our website  
JCS  
07-31-18

Philippine  
Association of  
Water  
Districts

# PHILIPPINE ASSOCIATION OF WATER DISTRICTS, INC.

2/F LWUA Bldg., Katipunan Road, Balara, Quezon City, Philippines 1101  
Telefax (02) 9275032 Telephone (02) 9205453 Trunkline (02) 9205581 to 99 locs. 244 / 296  
Email: [office@pawd.org.ph](mailto:office@pawd.org.ph)



## THE GENERAL MANAGERS Category C and D Local Water Districts in the Philippines

Dear GMs:

In compliance with the Memorandum Circular 2016-01 dated 12 May 2016 coming from the Inter-Agency Task Force (IATF) on the Harmonization of Government Performance Monitoring Information and Reporting Systems requiring local water districts categorized as B, C & D to come up with an operations manual, the Philippine Association of Water Districts will be having a workshop on Operations Manual Preparation for the said LWD categories.

We would like to invite you or a representative from your water district to attend the 3-day workshop on August 7-9, 2018, in Metro Tuguegarao Water District Training Hall. This workshop is aimed to familiarized LWDs with the basic operations of water district and be equipped with the basic skills in preparation of Operations Manual.

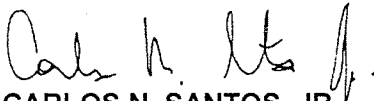
A registration fee of Php 5,000.00 for a live-out workshop will be collected. Kindly fill up and send back to PAWD office your confirmation sheet to [inah.albuera@pawd.org.ph](mailto:inah.albuera@pawd.org.ph) TeleFax No.: (02) 9275032, Mobile Nos.: (0917) 1494091, the soonest time possible.

Looking forward to your participation.

Very truly yours,

  
**ISAUROS B. GRAVADOR**  
Chairman, PAWD Training Committee

NOTED BY:

  
**CARLOS N. SANTOS, JR.**  
PAWD President

**PROGRAM**  
**Operations Manual Preparation for Category C & D LWD's**  
**Metro Tuguegarao Water District Training Hall**  
**August 7-9, 2018**

<b>TIME</b>	<b>ACTIVITY/TOPIC</b>	<b>SMERS/IN – CHARGE</b>
<b>DAY 1 (AUGUST 7, 2018)</b>		
<b>8:30AM – 10:00AM</b>	Arrival and Registration	Training Staff
<b>10:00AM – 10:30AM</b>	Preliminaries Invocation <i>Pambansang Awit</i> House Rules	
<b>10:30AM – 11:00 AM</b>	Acknowledgement of Participants Welcome Remarks Expectation Setting	
<b>11:00AM – 12:00 AM</b>	<b>Introduction</b> <ul style="list-style-type: none"> <li>• What is an Operations Manual?</li> <li>• Why should local water districts have operations manual?</li> <li>• Parts of Operations Manual</li> </ul>	
<b>12:00PM – 1:00 PM</b>	<b>LUNCH BREAK</b>	
<b>1:00PM – 3:00 PM</b>	<b>Operating Procedures</b> <ul style="list-style-type: none"> <li>• Water Production &amp; Distribution</li> </ul>	Atty. Isauros B. Gravador General Manager Digos Water District
<b>3:00PM – 5:00PM</b>	<b>Workshop</b> <ul style="list-style-type: none"> <li>• Write up for Agency Information</li> <li>• Write up for Water Production &amp; Distribution Processes</li> </ul>	
<b>DAY 2 (AUGUST 8, 2018)</b>		
<b>9:00AM – 9:30AM</b>	Recap	
<b>9:30AM – 10:30AM</b>	Presentation of Outputs by Group	Atty. Isauros B. Gravador
<b>10:30AM – 12:00AM</b>	Operating Procedures	

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	<ul style="list-style-type: none"><li>Administration and Financial Aspects</li><li>Commercial Aspects</li><li>Control of Records and Documents</li><li>Appendices</li></ul>	General Manager Digos Water District
<b>12:00PM – 1:00 PM</b>	LUNCH BREAK	
<b>1:00PM – 3:00PM</b>	Workshop <ul style="list-style-type: none"><li>Write up for Administration</li><li>Write up for Commercial</li></ul>	
<b>3:00PM – 3:15PM</b>	Coffee Break	
<b>3:15PM – 5:00 PM</b>	Presentation of Outputs by Group	
<hr/>		
<b>DAY 3 (AUGUST 9, 2018)</b>		
<b>9:00AM – 11:00AM</b>	Presentation of Outputs by Group	
<b>11:00AM – 12:00NN</b>	Consultation and Review of Outputs	
<b>12:00NN – 1:00PM</b>	LUNCH BREAK	
<b>1:00PM – 2:00PM</b>	Closing Program and Evaluation	
<b>2:00PM – 5:00 PM</b>	Consultation/Benchmarking/Site Visitation	
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**Please bring the following:**

- VISION and MISSION of the Water District
- Laptop
- USB

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## CONFIRMATION SHEET

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**Workshop on Operation Manual  
August 7-9, 2018  
Metro Tuguegarao Water District Training Hall**

**Water District:** \_\_\_\_\_

	<b>Name</b>	<b>Designation</b>
1		
2		
3		

Please send your confirmation not later than August 6, 2018

Send Confirmation to: [inah.albuera@pawd.org.ph](mailto:inah.albuera@pawd.org.ph)

TeleFax No.: (02) 9275032

Mobile No.: (0917) 1494091