

# SASMUAN WATER DISTRICT

## **OPERATIONAL CONTROL AND SUPERVISION**

The General Manager shall exercise operational control over the following duties:

1. Regular conduct of staff and committee meetings;
2. Preparation of agenda for Board meeting;
3. Implementation of agency's policies, rules and regulations;
4. Participation in district's activities with other organizations.

The General Manager has the ultimate decision-making authority in all matters affecting the district.

The Administrative and Finance Department shall exercise operational control over the following duties:

1. Preparation of Financial statements;
2. Preparation of statement of Bank Reconciliation;
3. Preparation of Creation, Reclassification and upgrade of Positions;
4. Preparation and updating of PPE Depreciation Schedule;
5. Preparation of Annual budget; 6. Conduct of in-house training;
7. Preparation and release of Payroll;
8. Meet BIR deadlines;
9. Preparation and submission of Alphalist of withholding taxes, annual registration fee & Income Tax Return (ITR);
10. Preparation of Disbursement Voucher;
11. Liquidation of Cash advances;
12. Report of Monthly remittances and loan payment;
13. Preparation and payment of BIR, GSIS, HDMF, Philhealth LWUA)
14. Reports of daily Collection and Deposit;
15. Deposits of cash and check collections;
16. Administration of Petty Cash Fund;

17. Release of checks;
18. Maintenance of 201 files;
19. Submission of SALN;
20. Updating leave records;
21. Preparation and submission of Report on Salaries and Allowances (ROSA) received by principal officers and governing board of Directors to Commission on Audit (COA);
22. Issuance of "Acknowledgment Receipt of Equipment" (ARE) Semi expendable and Nonexpandable property ;
24. Preparation of Purchase Order/Request;
25. Posting to Phil-GEPS for invitation to bid; DWD Operations Manual 19
26. Preparation of procurements;
27. Issuance of materials and supplies;
28. Physical count of inventory;
29. Submission of Inspection and Acceptance Report (IAR);
30. Delivery of Documents to outside public.

The Commercial Department shall exercise operational control over the following duties:

1. Processing of Applications for: New water service connections, change name, maintenance & inspection order;
2. Issuance of Official Receipts;
3. Submission of Schedule of Accounts Receivable;
4. Submission of Collection Report;
5. Checking of high water consumption.
6. Submission of Water Sample ; submission of water samples for Bacti-Testing and Heterological Plate Count (HPC) to Provincial Health Office monthly
7. Submission of Chemical & Physical testing of water samples from all pumping stations;
8. Submission Summary report on Microbiological Test of water samples to LWUA;

The Technical Division shall exercise operational control over the following duty:

1. Water meter relocation;
2. Repair/Calibration of water meter due to blurred, stuck-up or damage;
3. Repair of the main or distribution line;
4. Repair of service line or meter stand pipe leak;
5. Installation of new water service connections;
6. Issuance of water bills (SOA)
7. Issuance of Official Receipts upon collection (field collection)
8. Conduct of network flushing activity;
9. Report on Non-Revenue Water (NRW) or Unaccounted water per cubic meter;
10. Operation & maintenance of generators
11. Operational Chlorinator equipment

**OPERATIONAL MANUAL**  
**COMMERCIAL DEPARTMENT**

New Service Connection, Collection, Disconnection & Reconnection

1. Applying Service Connection

1.a. About the service the connection will be made until it is approved and all charges are paid

1.b. How to avail of the service

1.c. Who may avail of the service

All residents of Sasmuan Pampanga

Present Requirement for application of Service Connection

Step 1: Fill up forms for new connection

Step 2: Pay application and cost of service materials indicated on the materials requisition slip

Step 3: Installation of Service Connection/Tapping

2. Collection

A. Payments may be made at the Sasmuan Water District office at #29 Purok Ugnayan Sta. Lucia Sasmuan Pampanga

B. Payments may be collected by the authorized Sasmuan Water District collections

3. Disconnections

A. All concessionaires with an arrears of 2 months above are subject for disconnection

B. Request for disconnection of Service connections will be made upon application and after all the corresponding fees and obligations are paid.

4. Reconnection

A. Reconnection fee and unsettled accounts must be paid before reconnection of disconnected service connection will be made

B. Maintenance personnel will reconnect the service connection

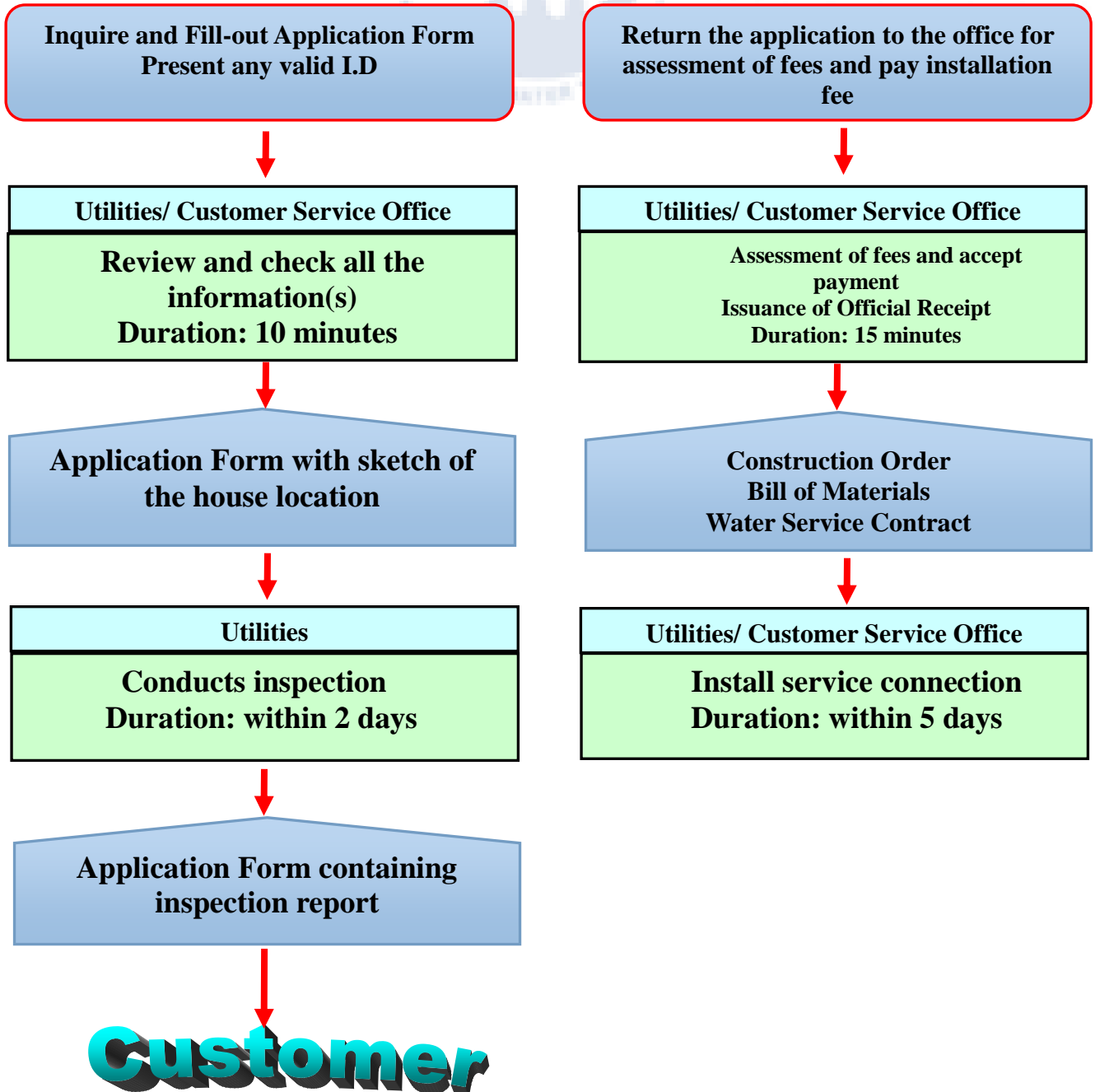
# OPERATING PROCEDURES

## I. COMMERCIAL SERVICE DEPARTMENT

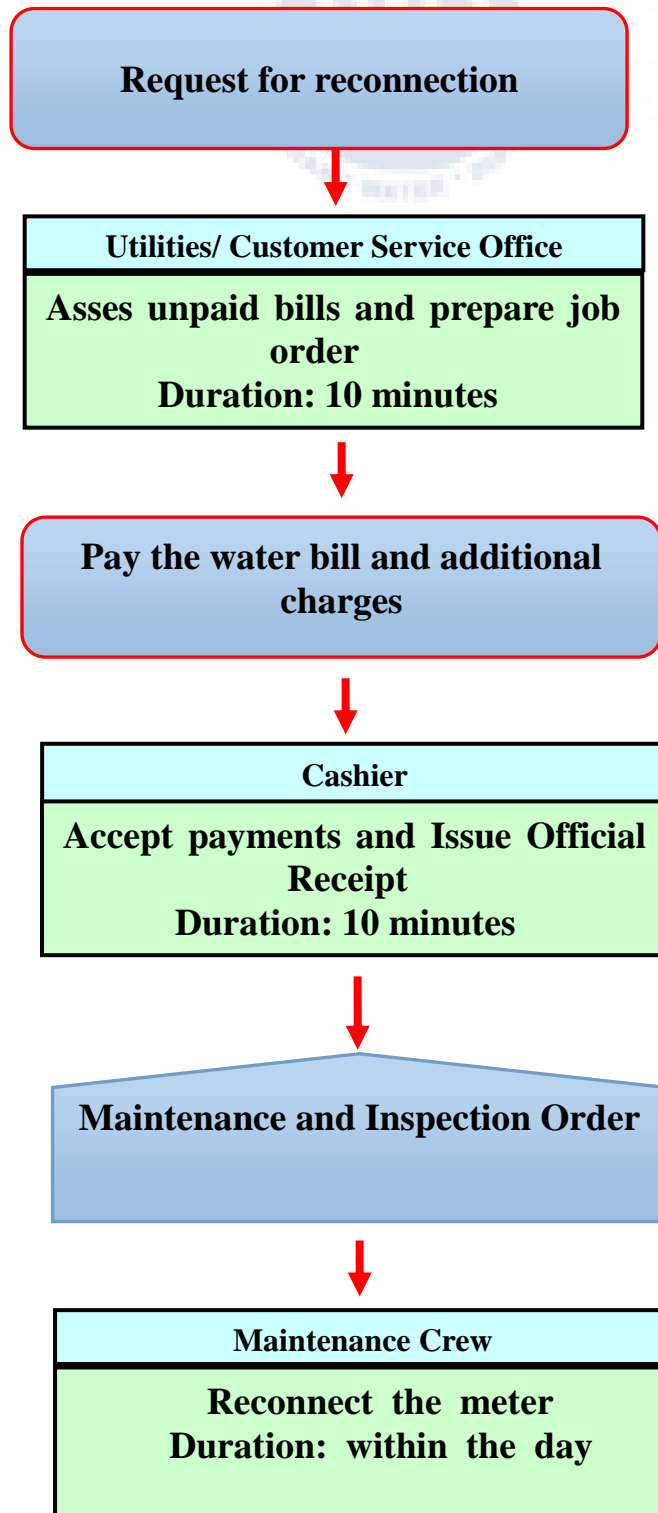
### A. NEW CONNECTION

Step 1:

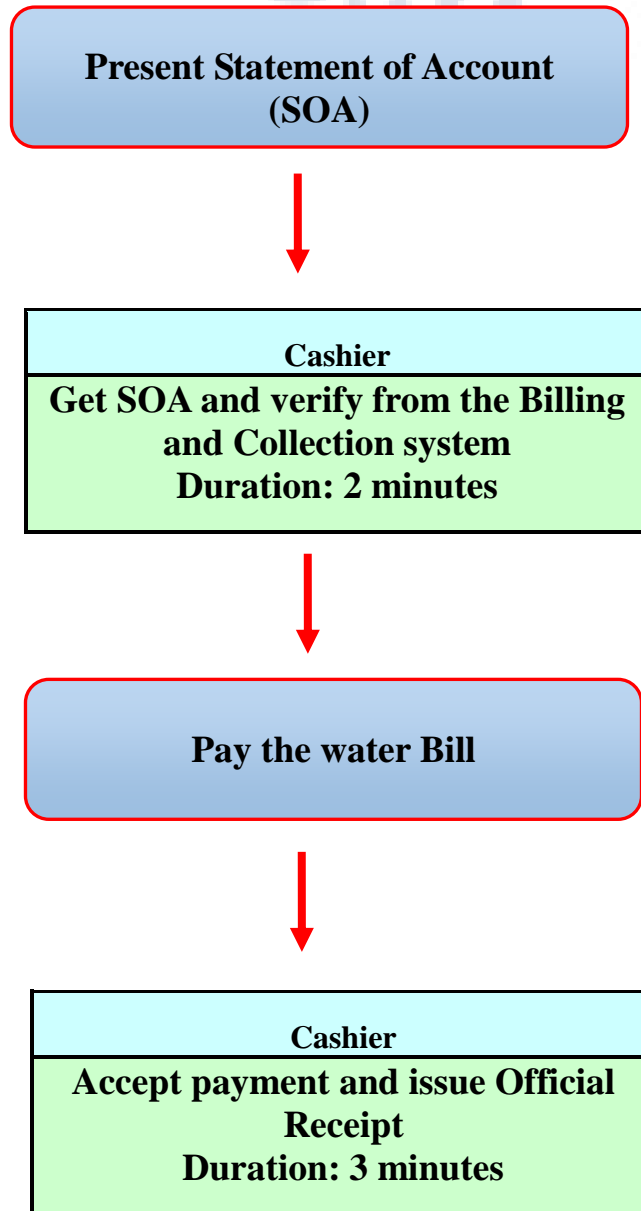
Step 2:



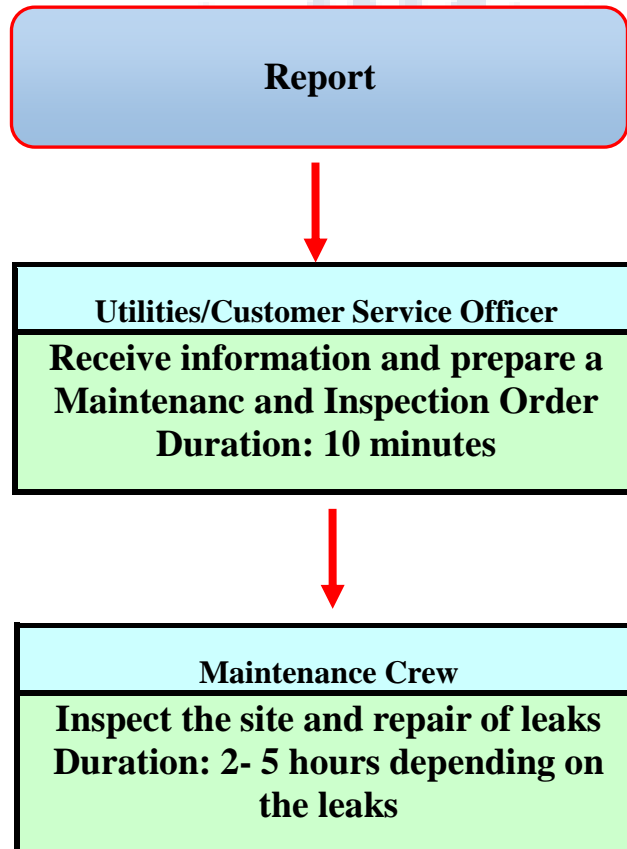
## B. RECONNECTION OF DISCONNECTED LINES



C. PAYMENT OF WATER BILLS

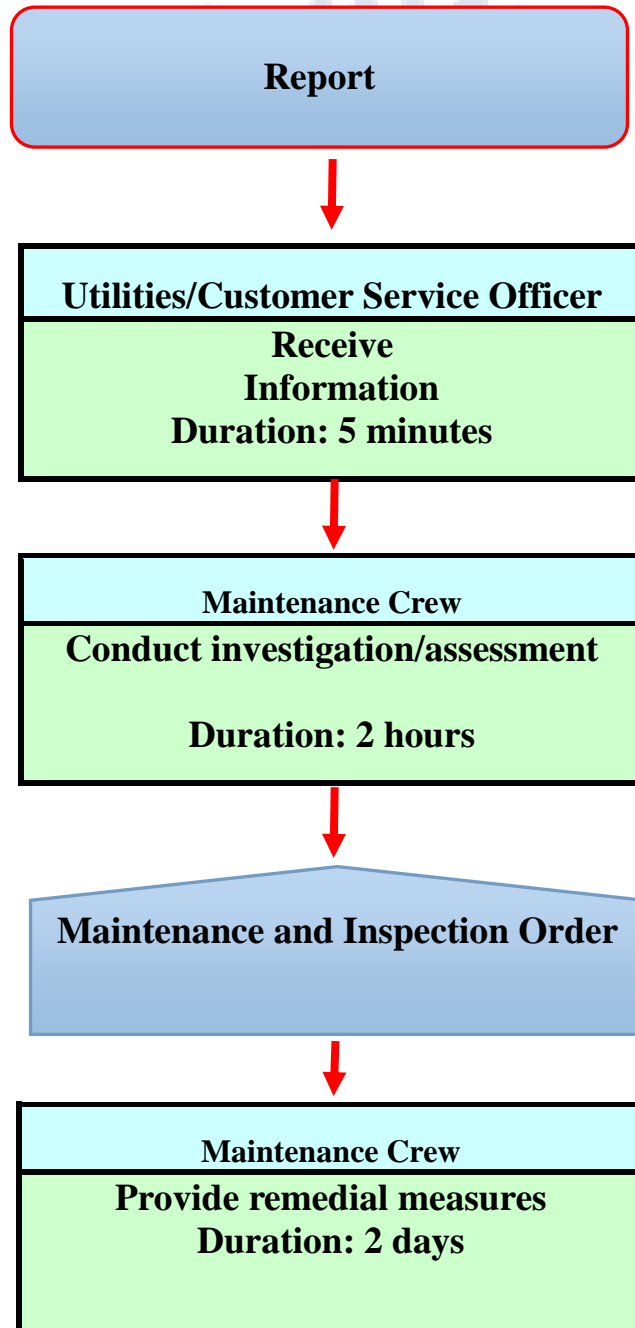


D. COMPLAINTS ON LEAKS



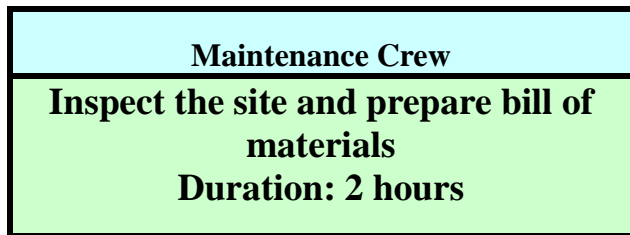
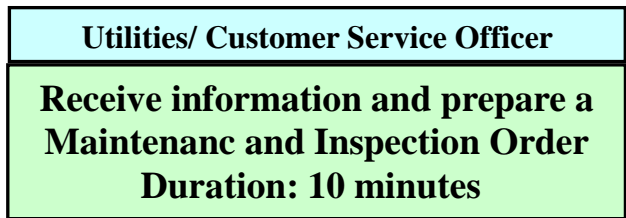


E. COMPLAINTS IN LOW PRESSURE/HGH CONSUMPTION

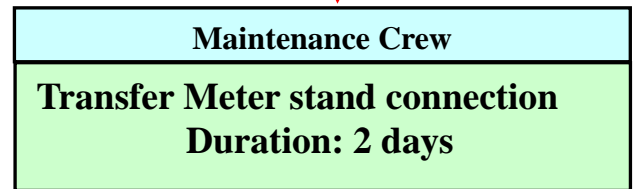
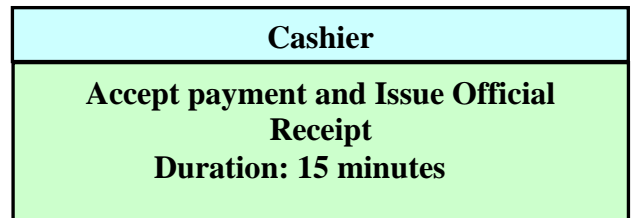


F. TRANSFER OF LINE/RELOCATION OF WATER METER

Step 1:



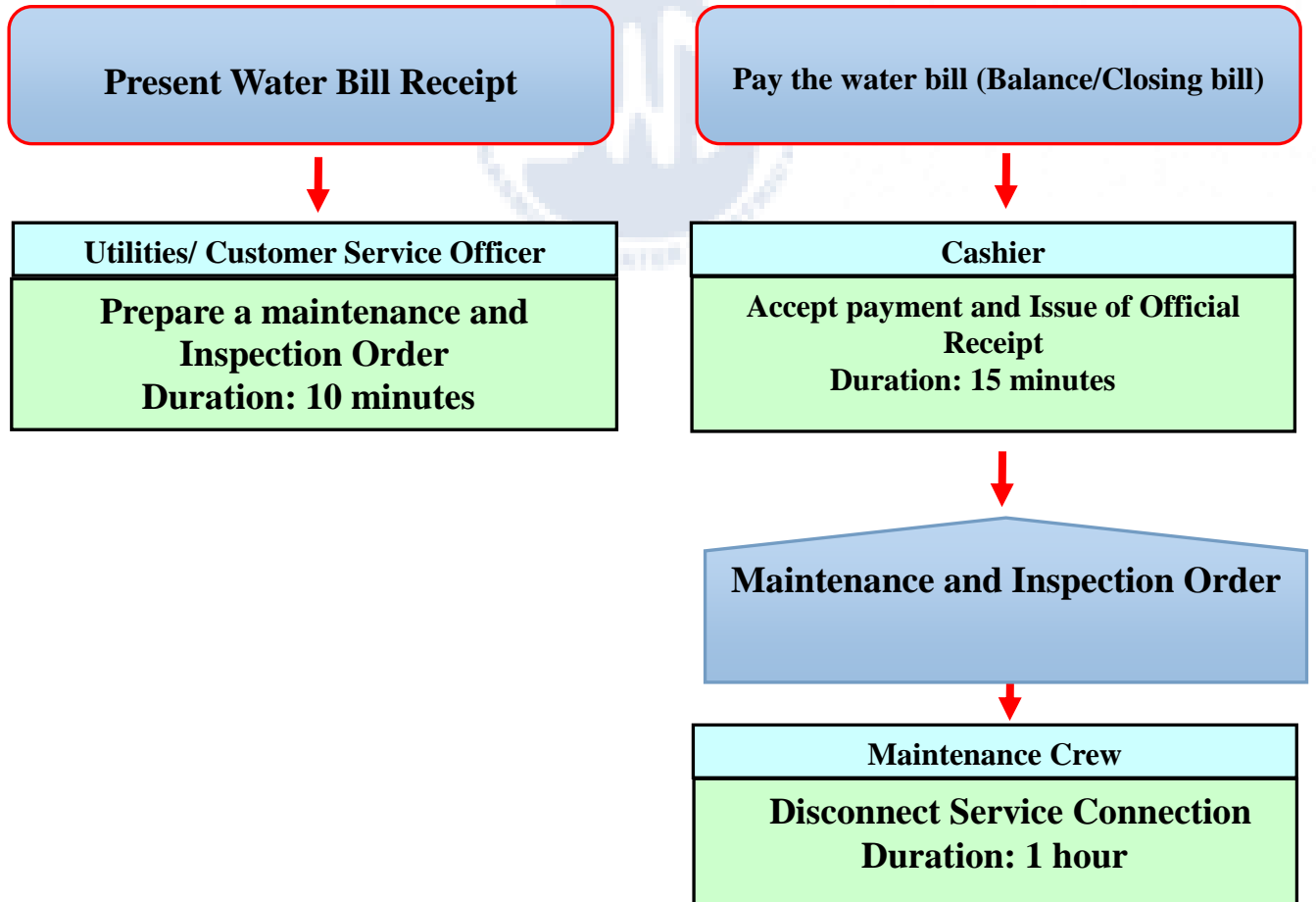
Step 2:



G. REQUEST FOR VOLUNTARY DISCONNECTION

Step 1:

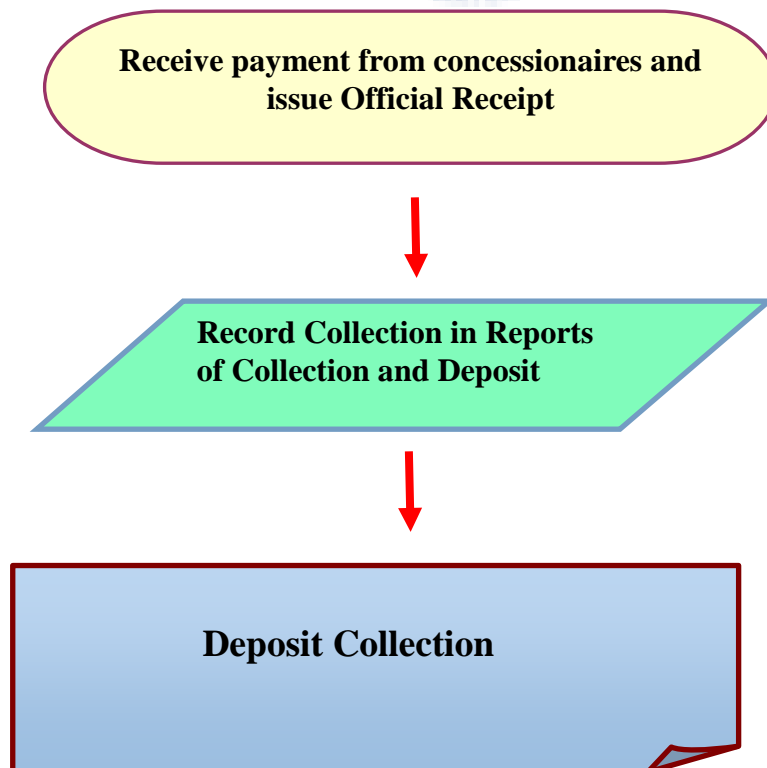
Step 2:



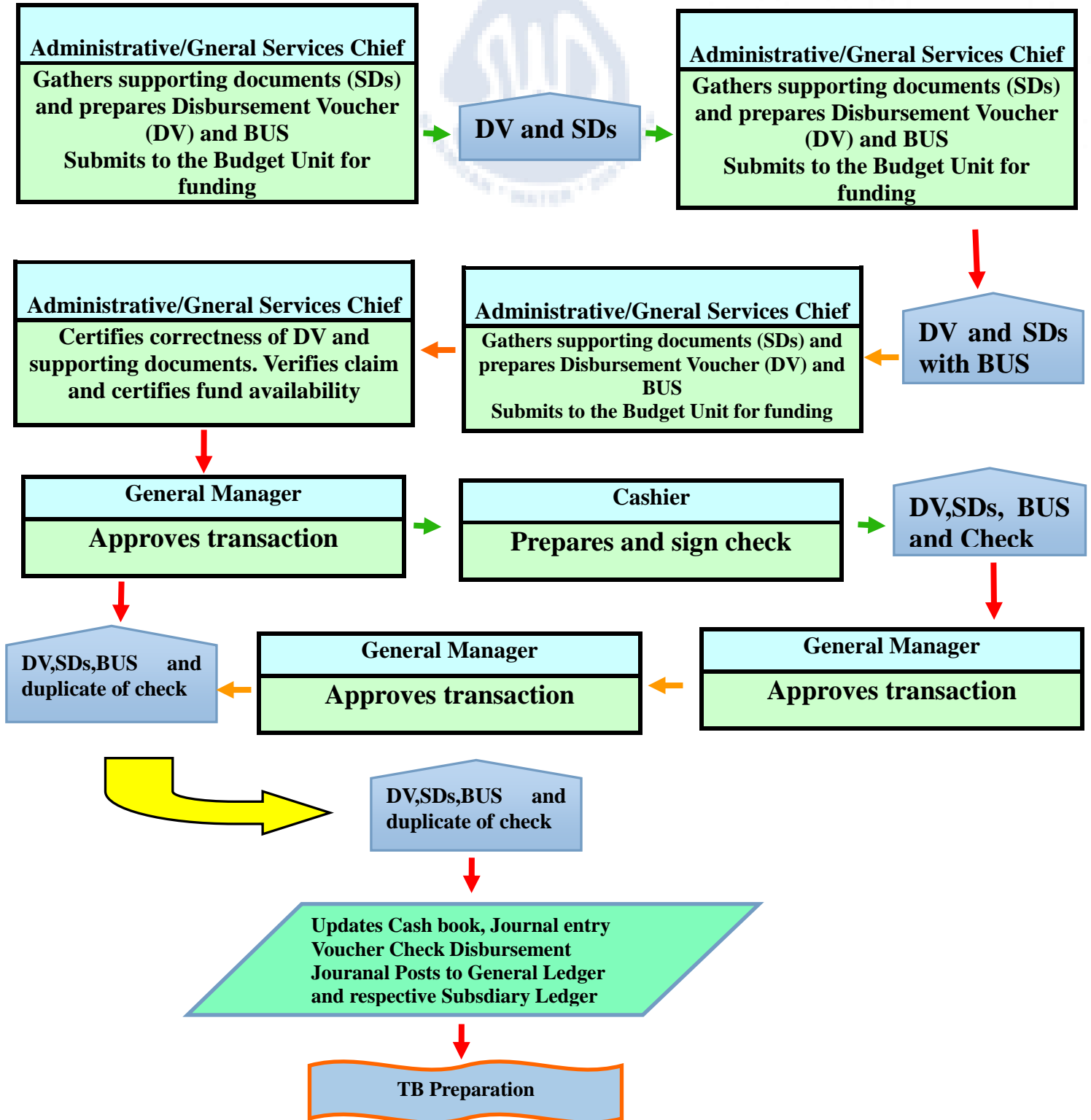
H. ADMINISTRATIVE AND FINANCE SERVICE DEPARTMENT

ACCOUNTING WORKFLOW

RECEIPTS AND COLLECTION PROCESS

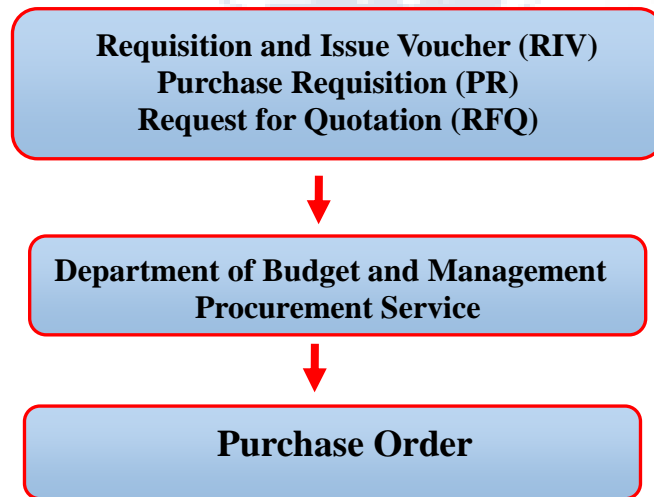


## DISBURSEMENT PROCESS

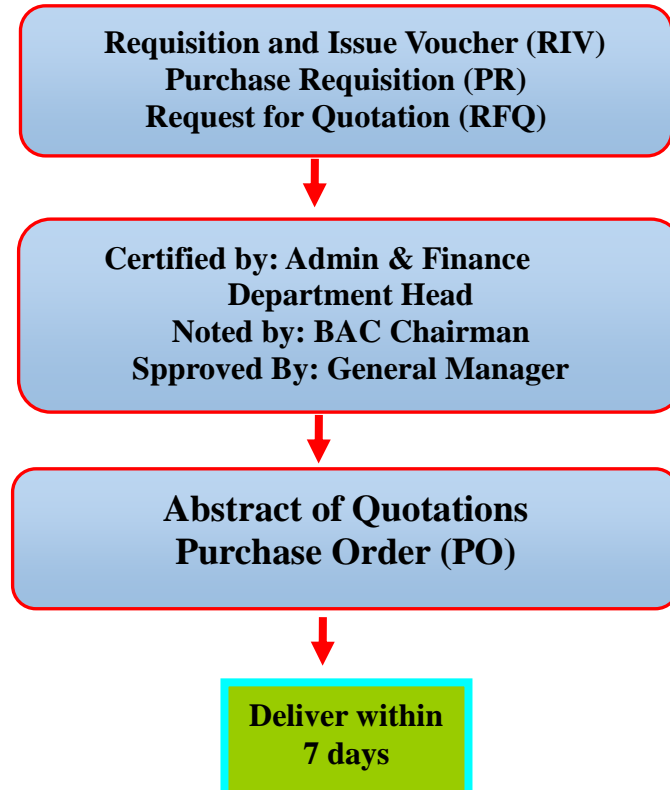


## PROCUREMENT PROCESS

### OFFICE SUPPLIES:



### MERCHANDISE:



RECEIPT OF DELIVERIES OF INVENTORY



ISSUANCE OF OFFICE SUPPLIES

