



**CABUYAO WATER  
DISTRICT  
Manual of Operations**

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## **A. INTRODUCTION**

The CABWAD Manual of Operations consists of the policies, procedures and regulations of the District. The manual complies with the provisions of Presidential Decree 198 and the District's Citizens Charter and is reviewed and updated annually based on resolutions passed by its Board of Directors.

As of December 31, 2015, CABWAD is classified as Category C Water District with 10,376 active service connections. The District has water distribution lines throughout the City of Cabuyao and serves all of its 18 barangays.

The District has three (3) divisions, namely, Finance and Commercial Division, Administration and General Services Division, and Engineering and Construction Division. The tasks and functions of the District are accomplished through the collaborative efforts of the three divisions.

## **B. BRIEF HISTORY OF CABWAD**

The year is 2003. Thirty years after Presidential Decree 198 was passed into law, Cabuyao Water District was formed amidst the growing need for a sustainable supply of potable and reasonably priced water. The formation of CABWAD could not come in a much better time. The demand for potable water is at its peak and the clamor for an efficient water service provider is being voiced out by every sector of the society. Consequently, CABWAD was formed.

Initially, CABWAD was composed of only five employees: a General Manager and four field and office personnel. There were five members of the Board of Directors coming from the different sectors of the society. Like every budding organization, CABWAD encountered many difficulties and trials. The eagerness and dedication of the employees and the Board of Directors was unquestionable, but without the proper funding, the organization was destined to fail.

The local government of Cabuyao extended its helping hand. It subsidized the salaries of the employees and it also provided additional funding for small projects paving the way for the turn-over of the water system of two subdivisions

in Cabuyao, namely, Cabuyao Major Homes and Terelay Subdivision. It was a good boost for the morale of the CABWAD staff, and a good indicator that the future of CABWAD is slowly being shaped. From then on, steadily, the District's economic viability strengthened-up and projections for future service connections were realistically forecasted.

In 2006, the Local Water Utilities Administration (LWUA) awarded a 1.4-Million-Peso loan to CABWAD which was eventually used for the rehabilitation of Katapatan Homes' water system. With more than 500 service connections, the addition of Katapatan Homes greatly increased the revenue of the District.

Then in 2010, CABWAD took a giant leap forward. LWUA awarded a 100-Million-Peso loan intended for the construction of the water system of 7 barangays. Seeing that the loan would be enough to cover the cost of laying distribution pipes for 15 barangays, Engr. Dominador K. De Castro, Jr., the Interim General Manager, modified the original plan and went on to execute a new scheme that would prove to be an excellent idea. By the end of 2011, 17 barangays were already being serviced by CABWAD, leaving just one barangay on the expansion list – Barangay Casile.

CABWAD's streak of providence continued in 2012. The city government of Cabuyao awarded a 4-Million-Peso donation intended for the pipe-laying project of Brgy. Casile. The venture was minute compared with the previous LWUA-backed project. But it was enough to put CABWAD in the list of the very few water districts who managed to put-up service distribution lines in all of the barangays within its territorial jurisdiction.

### **C. MISSION AND VISION**

**MISSION:** To continuously provide potable water to all consumers within the City of Cabuyao and to protect water resources within the District's territorial jurisdiction.

**VISION:** To make potable water available to all Cabuyeños by utilizing all possible water sources such as springs, rivers, and groundwater; and to operate and

provide modern facilities for the collection, treatment, and disposal of sewerage, waste, and storm water.

## **MANUAL OF OPERATIONS**

### **Finance and Commercial Division**

The Finance and Commercial Division is in charge of the accounting, billing, and marketing operations of the District. The Division's main task is to assure the financial viability of the District while maintaining a certain standard of customer service.

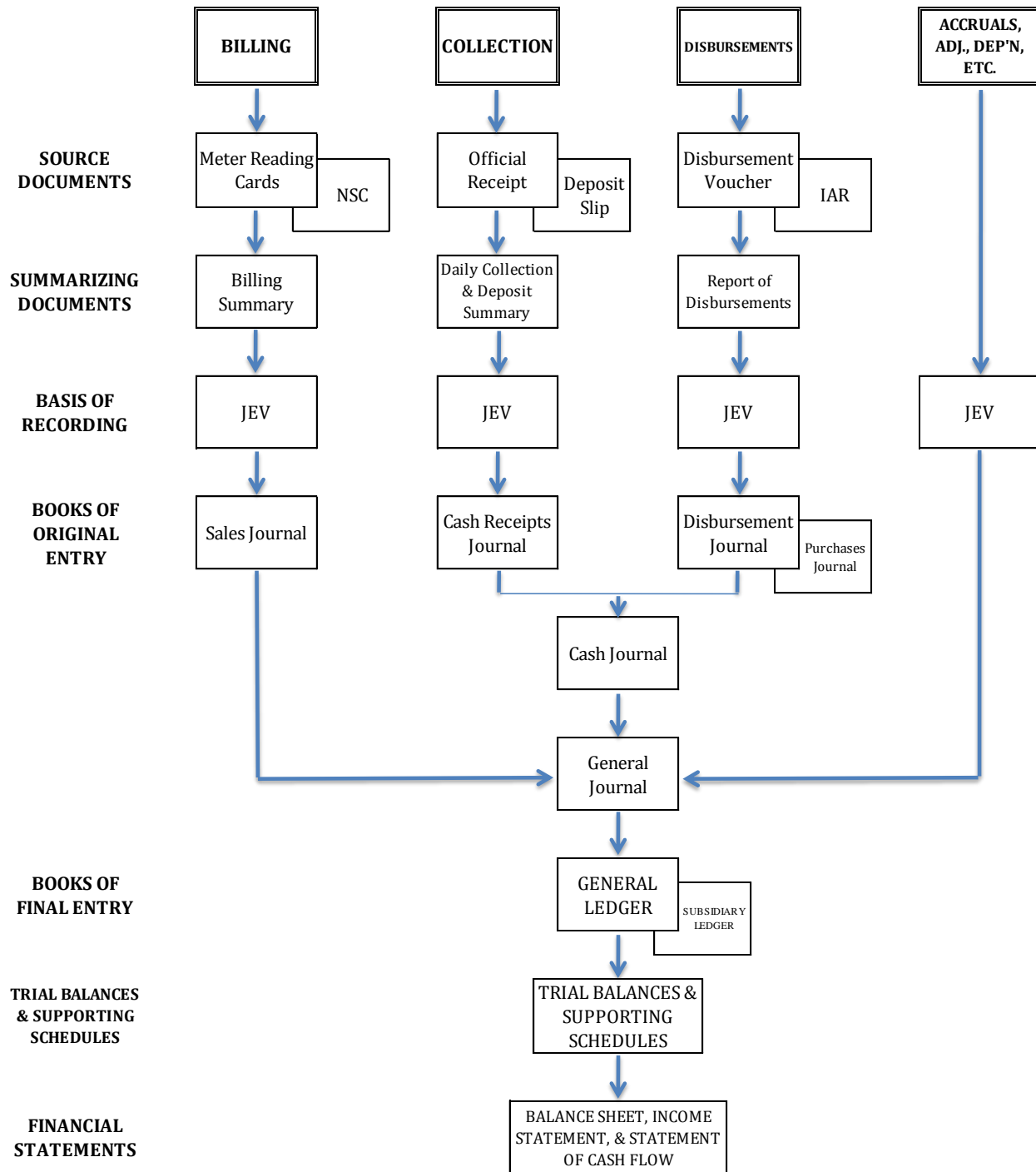
#### **Accounting Section**

All financial transactions are recorded by the Accounting Section. On a daily basis, the section prepares the disbursement vouchers, journal entry vouchers, and the daily cash position report or DCPR. Financial Statements and reports are prepared on a monthly basis. These are the following:

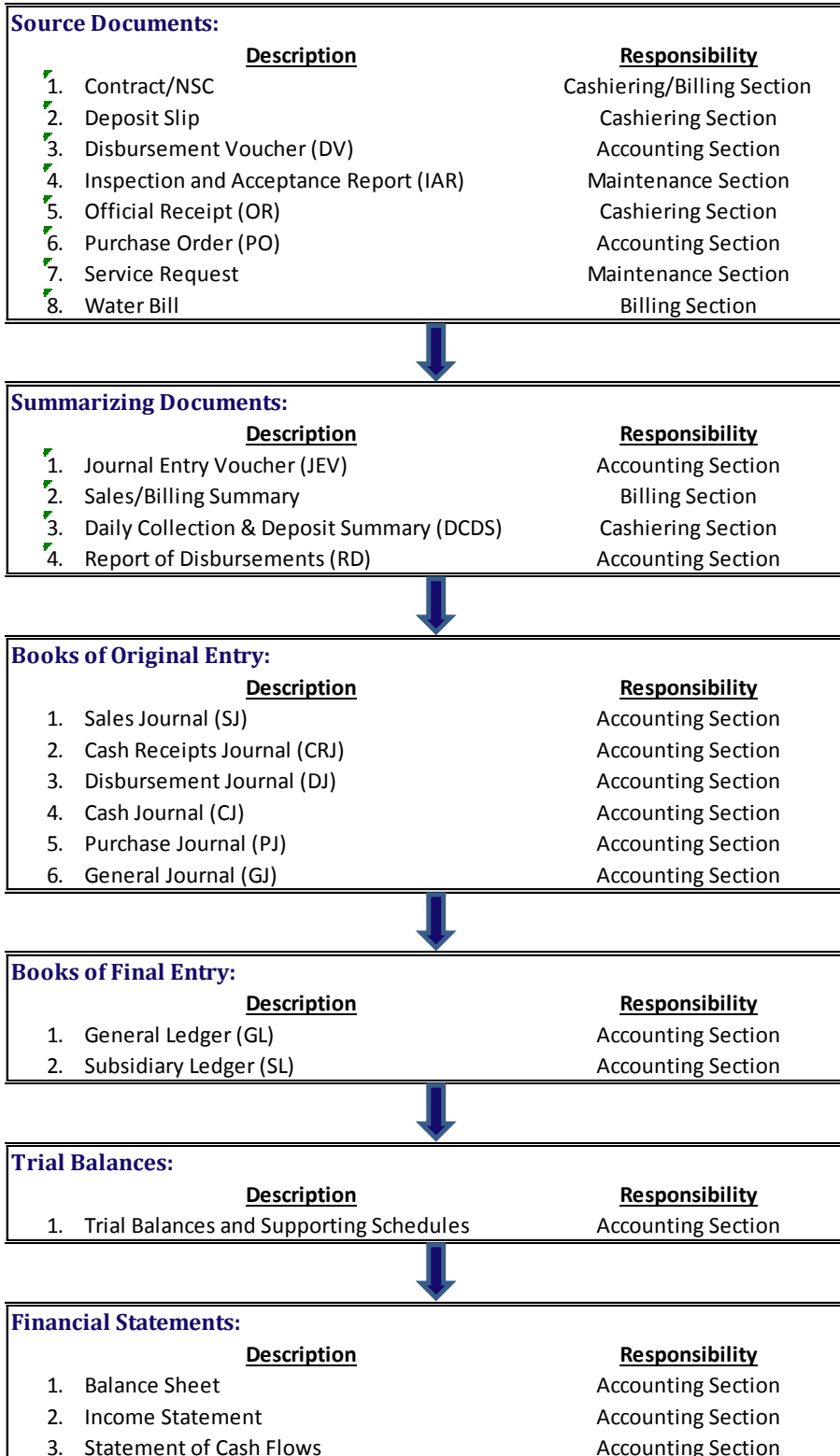
- Income Statement
- Balance Sheet
- Statement of Cash Flow
- Statement of Changes in Equity
- Bank Reconciliation Statement
- Monthly Data Sheet (MDS)

CABWAD's accounting system is summarized in **Annex A** while the flow of accounting documents is listed in **Annex B**.

## GENERAL ACCOUNTING SYSTEM PLAN Cabuyao Water District



## General Accounting System - Document Flow Cabuyao Water District



The annual Financial Statements are submitted to the Commission on Audit while the monthly Financial Statements and MDS are submitted to the Local Water Utilities Administration (LWUA).

### Commercial Section

The primary function of the Commercial Section is billing and collection. Service requests and complaints are also managed by this Section.

Below are the list of the Commercial Section’s tasks and functions:

Nature of Services	Forms
Application for New Service Connection	Service Contract and O.R.
Leak Repair	Service Request Form
Bill Inquiry	Service Request Form
Request for temporary or permanent disconnection	Service Request Form
Request for change of ownership/ account name	Deed of Sale and Change of Ownership Form
Calibration of meter	Service Request Form
Reconnection of service	Service Request Form
Transfer of meter	Service Request Form

Installation charges for new service connections (as seen below) is implemented by the Commercial Section with the approval of the District’s Board of Directors.

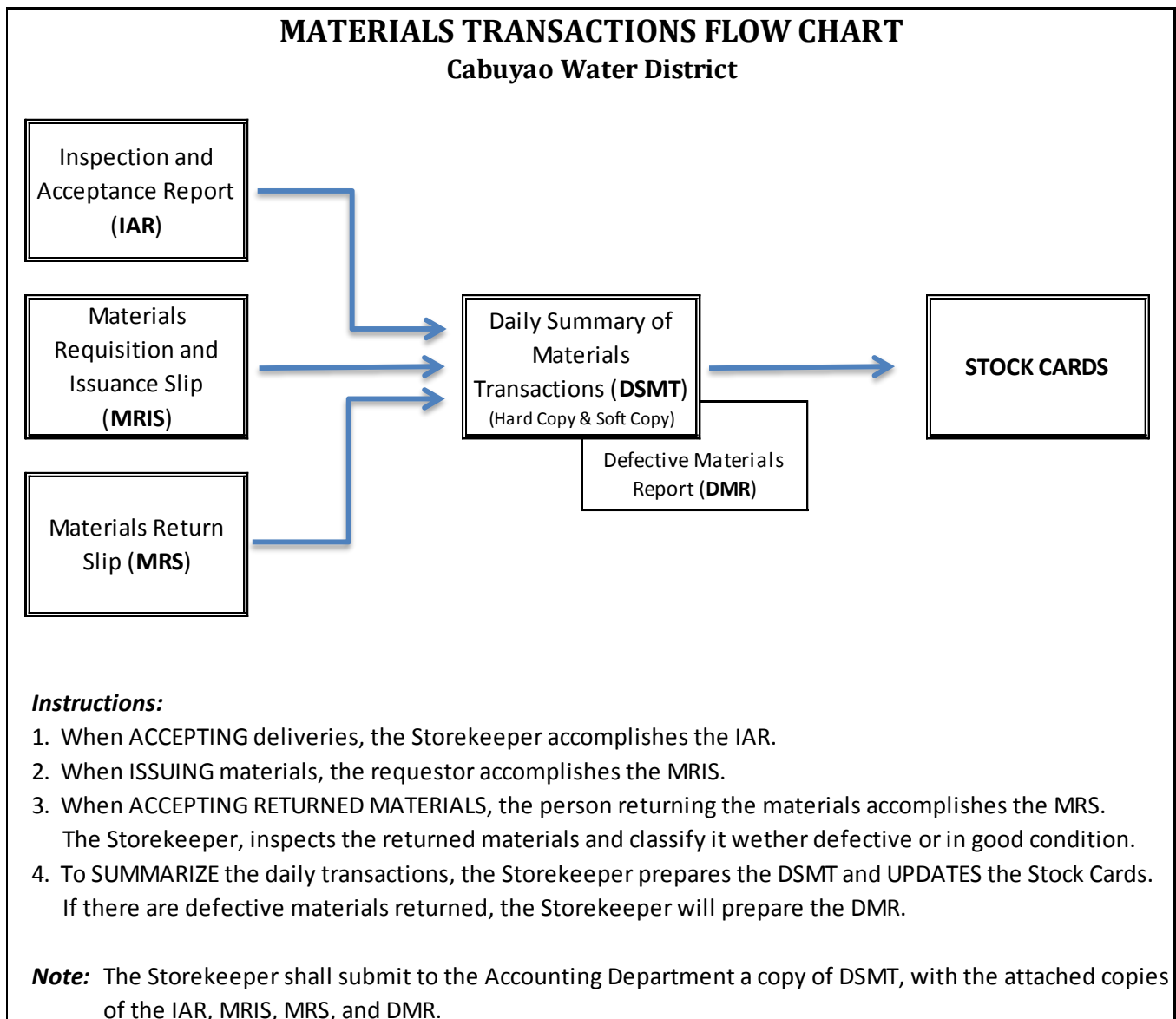
STANDARDIZED COMPUTATION OF INSTALLATION CHARGES	1/2"		3/4"		1"	2"	3"
	Exc.	Cluster	Exc.	Cluster	Exc.	Exc.	Exc.
<b><i>Mainline is along the road</i></b>							
Materials Price	3,245.00	3,080.00	3,595.00	3,280.00	6,480.00	26,180.00	57,600.00
Other Charges (Restoration)	135.00		185.00		200.00	200.00	480.00
Total Installation Charges	3,380.00	3,080.00	3,780.00	3,280.00	6,680.00	26,380.00	58,080.00
Inspection Fee	120.00	120.00	120.00	120.00	120.00	120.00	120.00
<b>Total Charges</b>	<b>3,500.00</b>	<b>3,200.00</b>	<b>3,900.00</b>	<b>3,400.00</b>	<b>6,800.00</b>	<b>26,500.00</b>	<b>58,200.00</b>
<b><i>Mainline is across the road</i></b>							
Installation Charges	3,245.00	3,080.00	3,595.00	3,280.00	6,480.00	26,180.00	57,600.00
Other Charges (Restoration)	835.00		885.00		900.00	1,400.00	3,680.00
Total Installation Charges	4,080.00	3,080.00	4,480.00	3,280.00	7,380.00	27,580.00	61,280.00
Inspection Fee	120.00	120.00	120.00	120.00	120.00	120.00	120.00
<b>Total Charges</b>	<b>4,200.00</b>	<b>3,200.00</b>	<b>4,600.00</b>	<b>3,400.00</b>	<b>7,500.00</b>	<b>27,700.00</b>	<b>61,400.00</b>



## Administration and General Services Division

Materials management is one of the essential functions of the Administration and General Services Division. Procurement of materials and other assets are strictly monitored by this Division.

Inventory of materials are carefully tracked through the use of a computerized inventory system. Before the materials inflow or outflow is recorded in the computerized inventory system, it passes through a series of procedure as shown below:



## **Engineering and Construction Division**

This division is in charge with the construction and maintenance works of CABWAD. These involve planning and design, pipe-laying activities, construction works, repair and restoration works, and system analysis.

Moreover, the Division is responsible for keeping the water supply potable based on the standard set by the Philippine National Standard for Drinking Water 2007 (PNSDW 2007).

Based on PNSDW 2007, the following are the guidelines in identifying priority drinking-water quality parameters for monitoring:

The Local Health Authority at the municipal or city level shall identify the list of parameters that will be examined to determine the potability of drinking water supply provided in the local area. To achieve this, the local health authority through the Local Drinking Water Quality Monitoring Committee shall undertake a systematic assessment of all the parameters listed in the 2007 Philippine National Standards for Drinking Water (PNSDW 2007) in consultation with, but not limited to, the following authorities: health, water resources, water supply provision, environment, agriculture, geological services/mining, industry, and radiological services. As a matter of prudent public health decision, particularly in situations where resources are limited, to give priority to ensuring availability and accessibility of water supply all individuals over rendering treatment to water for the benefit of few individuals. Based on its health significance and acceptability, the following priority parameters shall be tested:

1. microbiological
2. arsenic
3. cadmium
4. lead
5. nitrate

6. benzene
7. color
8. turbidity
9. iron
10. pH
11. manganese
12. chloride
13. sulfate
14. TDS