



METRO COTABATO WATER DISTRICT

Gov. Gutierrez Avenue, Cotabato City, P.O. Box 657
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January 31, 2020

MR. JECI A. LAPUS

Administrator
Local Water Utilities Administration
Katipunan Avenue
Quezon City


Dear Administrator Lapus,

We are pleased to submit the attached accomplished Form A indicating the performance accomplishment for Fiscal Year (FY) 2019 of the Metro Cotabato Water District (MCWD), in compliance with DBM-LWUA Joint Memorandum Circular No. 2019-1, dated November 18, 2019 relative to the guidelines of the grant of Performance Based Bonus (PBB) for Fiscal Year 2019 under Executive Order No. 80, s. 2012 and 201 s.2016

We hope you find everything in order.

Thank You.

Very Truly Yours,


MARGARITA F. ROALES
Acting General Manager

FORM A
PERFORMANCE TARGETS/ACCOMPLISHMENT
FY 2019

DEPARTMENT/AGENCY: METRO COTABATO WATER DISTRICT

MFOs AND PERFORMANCE INDICATORS		AGENCY FY 2018 ACTUAL ACCOMPLISHMENTS	DELIVERY UNITS FY 2019 TARGET	RESPONSIBLE DELIVERY UNITS	AGENCY FY 2019 ACTUAL ACCOMPLISHMENT	ACCOMPLISHMENT RATE	REMARKS
A. Water Facility Service Management							
2019 Budget:							
PI 1(Quantity) <i>Access to Potable Water</i>	Percentage of households with access to potable water against the total number of household within the coverage of the LWD	98.15%	98%	COMML. & ENGG. OPNS DEPT.	98.15%	100.15%	54 brgys within the service area, 53 brgys covered
PI 2 (Quality) <i>Reliability of Service</i>	Percentage of household connections receiving 24/7 supply of water	87.28%	80%	ENGG. OPNS DEPT.	86.17%	107.71%	
PI 3 (Timeliness) <i>Adequacy</i>	Source capacity of LWD to meet demands for 24/7 supply of water	1.42:1	1.25:1	ENGG. OPNS DEPT. (Prod. Div)	1.89:1	151.20%	
B. Water Distribution Service Management							
2019 Budget:							
PI 1 (Quantity) NRW should not exceed 30%	Percentage of unbilled water to water production	29.38%	30%	COMML. & ENGG. OPNS DEPT	27.16%	109.47%	
PI 2 (Quality) Potability	Daily chlorine residual requirement should be at least 0.3ppm at the farthest point	0.83ppm	0.30 ppm	ENGG. OPNS DEPT. (Prod Div)	0.80 ppm	266.67%	
PI 3 (Timeliness) Adequate/reliability of service	Average response time to restore service when there are interruptions due to line breaks and/or production equipment or facility breakdown as reflected in the CSC-approved Citizen's Charter for LWD	w/ in 24 hours	w/ in 24 hours	COMML. , ENGG. OPNS DEPT (Maintenance/ Production Divisions)	w/ in 24 hours	100%	

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C. SUPPORT TO OPERATIONS (STO)							
2019 Budget							
PI 1 Staff Productivity Index	Categories A, B & C=1 staff for every one hundred twenty (120) service connections.	1:184	1:120	ADMIN. DEPT (HRD)	1:187	155.83%	
PI 2 Affordability	Reasonableness/Affordability of water rates Water rate for the 1 st 10cu.m must not exceed 5% of the average income of LIG. Water rates should be LWUA-approved	2.69%	Less than 5%	COMMERCIAL DEPT.	2.69%	185.87%	
PI 3 Customer Satisfaction	Ease of doing business- compliance to CSC Memo no. 14-2016 Percentage of customer complaints acted upon against received complaints. Complaints received through the WD customer service unit within the period prescribed by ARTA and other issuances.	96.26%	95%	COMMERCIAL DEPT & ENGG OPNS. DEPT.	97.62%	102.76%	
PI 4	QMS Certification <ul style="list-style-type: none"> Post QMS Certification in TS page Submit certified true copy of QMS certificate to GQMC through DBM-SPIB 	Feb. 4, 2018	Dec. 31, 2019	OGM, ISO Coordinator, All Departments, DVs and Unit Heads	Posted – Sep 11, 2019 Submitted – Sep 11, 2019		
GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)							
2019 Budget							
PI 1 Financial viability and sustainability	Collection Efficiency	92.92%	90%	COMML. DEPT.	93.16%	103.51%	
	Positive Net Balance in the Average Net Income for twelve (12) months	100%	100%	FINANCE DEPT.	100%	100%	
	Current Ratio	1.52:1	1.50:1	FINANCE DEPT.	1.97:1	131.33%	

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PI 2 a. Compliance with COA reporting requirements	In accordance with the prescribed current and period of submission (Submission of five financial reports, i.e. Balance Sheet, Statement of Income and Expenses, Statement of Cash Flow, Statement of Government Equity, Notes to Financial Statement	Feb. 19, 2019	Mar. 31, 2020	OGM FINANCE DEPT.	Jan. 31, 2020		
	Report on Aging of Cash Advance	Nov. 28, 2018	Dec. 31, 2019	FINANCE DEPT.	Nov. 25, 2019		
	Microbiological/Chlorine Residual Report	Feb. 9, 2019	Feb. 20, 2020	ENG'G OPTN (PROD DIV)	Jan. 9, 2020		
	Physical/Chemical Report	Feb. 9, 2019	Feb. 20, 2020	ENG'G OPTNS (PROD DIV)	Jan. 16, 2020		
PI3 Budget Utilization Rate (BUR)	Actual Disbursement on CAPEX Approved CAPEX budget for the current year	86.65%	At least 85%-90%	FINANCE DEPT.	86.84%	102.16%	
PI4 Annual Procurement Plan	Submission of Annual Procurement Plan to GPPB-TSO for FY 2019	Mar. 5, 2018	Apr. 15, 2019	OGM, ALL DEPT. HEADS, BAC, BAC Secretariat	Jan. 29, 2019		
	Submission of Annual Procurement Plan for Common Use Supplies and Equipment (APP-CSE) for FY 2020 to VS- PhilGEPS	Sept. 26, 2018	Oct. 31, 2019*	OGM, ALL DEPT. HEADS, BAC, BAC Secretariat	Oct. 29, 2019		* Due date was extended to Dec 15, 2019
PI5 Prior years' COA audit recommendations	Sustained Compliance with Audit Findings	Dec. 28, 2018 44.44%	Dec. 31, 2019 30%	OGM and FINANCE DEPT	Dec. 27, 2019 33.33%	111.1%	

We commit to deliver and agree to be rated on the attainment of the following targets for the period January to December 2019

HELEN L. SAMPANO

OIC Department Manager A - Finance Services

JOSELITO D. NUÑEZ, JR.

OIC Department Manager A- Admin Services

JOCELYN A. PLAZOS

OIC Department Manager A - Commercial Services

VENANCIO E. VILLARMA, JR.

Department Manager A, Engineering and Operation

Approved By:

MARGARITA F. ROALES

Acting General Manager