

AGENCY'S MANDATES AND FUNCTIONS

II. VISION – To be a world class water provider and to serve the various strata of consumers within the district and neighboring communities

III. MISSION – To serve at the utmost capacity of providing the public the safest potable water supply at affordable rates and to expand the service of water to more people

CORE VALUES

LEADERSHIP; INTEGRITY; FOCUSED ON THE WELFARE OF CONSUMERS; EFFICIENCY

LEADERSHIP: WE are committed and empowered to become model employees aspiring to serve with full confidence, obedience and diligence and to work together to consummate the synergy of professionalism and good governance for the betterment of all within our area of responsibility

INTEGRITY – We are committed public servants exemplifying the highest standards of discipline in performing our individual tasks collectively and honed to be honest and upright

FOCUS ON CONSUMERS - Our consumers' welfare is the prime concern of the BWD by maintaining prompt and efficient service geared towards achieving a complete customer satisfaction

EFFICIENCY – We are collectively grouped individuals equipped with adeptness, mastery to the tasks assigned to us with the mission to provide excellent and sustainable services within the district

STRATEGIC OBJECTIVES

As stated above, and extending the core value of the district into a wider horizon of commitment, the strategic objectives of Balaoan Water District emanates from a well-defined and controlled FINANCIAL PLANNING, vividly accounted strategies and plans with CONSTANT REVIEW of all its progresses and WELL-GUIDED MANAGEMENT with its COMPETENT HUMAN RESOURCES. They all originated from the KEY QUESTIONS asked during the STRATEGIC PLANNING:

1. What is the present nature of our business?
2. What should the character of our company be?
3. What are our opportunities?
4. Where do we want to go?
5. What must we do to get there?
6. What must we do right now?
7. What progress have we made, and have conditions changed?

From the above questions, the BWD exerted much “effort” to improve the present nature of our business – that, of providing safe potable water with reasonable rates; our vision and mission declares and define the character of our business (company); determined to unravel various problems and to engage with full determination with the various opportunities we are wont to receive; to work as one body in the implementation and development of our short term and long term goals; development of a corporate strategy for reaching these goals; development of specific plans, programs, with timetable for accomplishment in marketing facilities, organization and finance; implementation of current segment of plans and internal and/or external growth; envision internal operations during the next period; maintain internal development on products(potable water) including measures evolving ecological safety by improving watersheds and other water sources, markets(marketing strategies), facilities, organizations (well-organized and well-trained staff), finance; acquisition search, negotiation, integration; have periodic reviews of progress or plan assumption; and at the core, we valued feedbacks to previous steps for further study and modification of operations, time-tables, plans, strategies, goals and objectives as necessary.

The BWD had adopted and maintained a well-managed internal control to safeguard its assets, check the accuracy and reliability of our accounting data, promote operational efficiency and encourage adherence to prescribed managerial policies - so that at the end, there could be a new tool in constructing and reconstructing the INFRASTRUCTURE of the MANAGEMENT CONTROL SYSTEM namely, MANAGERIAL BUDGETING and RESPONSIBILITY ACCOUNTING

CREEDO

WE believe that we are an organized group of employees geared to perform our individual tasks collectively and in an organized manner in attaining the highest and most productive performance in establishing our basic and strategic goals - providing the necessary product we are apt to provide our customers: this efficient service and potable water

WE believe that having a dynamic, friendly and efficient management, the BWD can sustainably attain its goal and can be at par with other districts in terms of public service i.e. observance of transparency in all its transactions, complying judiciously with applicable laws, embracing a well organized social responsibilities, provide every employees a healthy, responsive and gender-sensitive working environment, provide appropriate and adequate training, development and enhancement programs and a management that is well equipped to provide opportunities for career growth.

WE serve the public to the best of our abilities unselfishly sans reservation. Sincerity is our main weapon in performing our duties and responsibilities bearing in mind that in everything we do, we do them for public's sake and for the betterment of the District. We are socially responsible by putting first the delivery of the basic needs of the community and of the people – this potable water – to balance their survival and of the district as a whole.

We continue to serve the public with optimum responsibility with all our honesty, faithfulness and integrity – dedicated to the proposition that to serve well the constituency is to maintain the life of the agency – to continue and sustain the service we are wont to provide

WE believe that we are the co-benefactor of our milieu – next to God - and of our government – to devoutly protect the same – to provide a better service for a better and meaningful life for the next generation. We are the backbone of the BWD to sustain life by providing everyone concerned the most safe and clean potable water.

OPERATIONAL CONTROL AND SUPERVISION

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

- 1. Regular conduct of staff and committee meetings**
- 2. Prepare 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 Unit 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 Position**
- 4. Preparation and updating of PPE Depreciation Schedule;**
- 5. Preparation of Annual Budget**
- 6. Preparation and release of payroll**
- 7. Meet BIR deadlines**
- 8. Preparation and submission of Alphalist of withholding taxes, annual registration fee & income tax return (ITR)**
- 9. Preparation of Disbursement Voucher;**
- 10. Liquidation of Cash advances;**
- 11. Report of monthly remittances and loan payments**
- 12. Preparation and payment of BIR, GSIS, HDMF, PHILHEALT and LWUA;**
- 13. Reports of daily collection and deposit;**
- 14. Deposit of Cash and check collections**
- 15. Administration of Petty Cash Fund**
- 16. Release of Checks**
- 17. Maintenance of 201 Files**
- 18. Submission of SALN**
- 19. Updating of Leave Records**
- 20. Preparation and submission of Report on Salaries and Allowances (ROSA) received by principal officers and Board of Directors to Commission on Audit (COA);**
- 21. Submission of monthly Report on Appointment Issued in compliance to CSC Level II Accreditation and other reports which concern to personnel;**
- 22. Preparation of Purchase Order/Request**
- 23. Posting to Phil-GEPS for invitation to bid;**
- 24. Preparation of procurements**
- 25. Issuance of Materials and Supplies**
- 26. Physical count of inventory**

- 27. Submission of Inspection and Acceptance Report (IAR)**
- 28. Delivery of documents to outside public**

The Commercial Section shall exercise operational control over the following duties;

- 1. Processing of applications for: new service connection, reconnection, disconnection, relocation of water meter/service line, inspection order, change name and complaints to high consumption;**
- 2. Issuance of official receipts;**
- 3. Submission of collection report;**

The OPERATION/TECHNICAL SECTION shall exercise operational control over the following duty;

- 1. Inspection and installation of new service connection;**
- 2. Repair of the transmission and distribution pipelines, service lines and other leakages;**
- 3. Water Meter and service line relocation;**
- 4. Water meter reading and issuance of water bills (SOA);**
- 5. Issuance of official receipt upon collection (Field Collection)**
- 6. Conduct of network flushing activity;**
- 7. Report on Non-revenue water (NRW) or unaccounted water per cubic meter;**
- 8. Collection and submission of water samples to DOST for the regular monthly bacteriological test and submitted the result to the Office of the Municipal Mayor, Municipal Health Office and LWUA;**
- 9. Operation and Maintenance of Chlorination House & equipment**
- 10. Operation and maintenance of pumping stations and spring sources**