

SAN JOSE DEL MONTE CITY WATER DISTRICT
City of San Jose del Monte, Bulacan

PROJECTED CASH FLOW STATEMENT

For the Year 2013

		AMOUNT
Inflows:		
Operating Revenues	(see Page 8)	544,230,916.04
Revenues from Sale of Fittings	(P5,000 x 3,600 conn x 20%)	3,600,000.00
Misc. Service Revenues:		
Inspection Fee	(P50/connection)	180,000.00
Registration Fee	(P50/conn x 3,600 conn)	180,000.00
Tapping Fee	(P300/connection)	1,080,000.00
Reconnection Fee (meter stand)	(12,000 conn. @ P50/conn)	600,000.00
Reconnection Fee (underground)	(4,000 conn. @ P500/conn)	2,000,000.00
Other Revenues		
Interest Revenues		2,008,755.63
Notarial Fee	(P75 per connection)	270,000.00
Total Inflows		554,149,671.67
Outflows: *		
Operation and Maintenance Expenses		394,522,259.96
Commercial	24,464,314.38	
Production & Distribution	215,422,925.51	
Engineering	36,988,100.61	
Admin & Finance	117,646,919.45	
Capital Expenditures		23,884,000.00
Commercial	1,183,000.00	
Production & Distribution	8,112,000.00	
Engineering	13,509,000.00	
Admin & Finance	1,080,000.00	
Provision for Amortization:		102,409,628.80
Principal	19,533,546.28	
Interest	82,876,082.52	
Provision for Franchise Tax		14,618,888.75
Year 2013 (2% of Metered Sales)	10,332,805.43	
May 2001 - September 2003 (Backbilling)	4,286,083.32	
Provision for 2% Reserve Fund		10,332,805.43
Taxes Assumed on Interest		401,751.13
Total Outflows		546,169,334.06
Net Inflows/(Outflows)		7,980,337.61
Add: Cash Balance, Beginning		500,000.00
Cash Balance, Ending		8,480,337.61

Prepared by:

YOLANDA D. BERBANO

Division Manager - Finance

Recommending Approval:

ENGR. LORETO G. LIMCOLIOC

General Manager

Verified by:

VIRGINIA S. DE SILVA

Department Manager - Admin & Finance

Approved by:

MR. FELIPE M. POLICARPIO, JR.

Chairman, Board of Directors

Board Resolution No. 060 Series of 2012

SAN JOSE DEL MONTE CITY WATER DISTRICT
City of San Jose del Monte, Bulacan

PROJECTED INCOME STATEMENT
For the Year 2013

	AMOUNT
Operating Revenues:	
Metered Sales	516,640,271.70
Penalty Charges	19,388,524.34
Meter Maintenance Fee	8,202,120.00
Other Sales or Services	3,600,000.00
Misc. Service Revenues	4,040,000.00
Total Operating Revenues	551,870,916.04
Less: Operating & Maintenance Expenses	394,522,259.96
Depreciation Expense	46,800,000.00
Utility Operating Income	110,548,656.08
Other Income:	
Interest Revenues	2,008,755.63
Notarial Fee	270,000.00
	112,827,411.71
Miscellaneous Income Deductions:	
Franchise Tax	14,618,888.75
Taxes Assumed on Interest	401,751.13
Reserve Fund	10,332,805.43
Net Income before Interest Charges	87,473,966.40
Interest Charges:	
Interest on Long Term Debt	82,876,082.52
NET INCOME/ (LOSS)	4,597,883.88

Prepared by:


YOLANDA D. BERBANO
Division Manager - Finance

Recommending Approval:


ENGR. LORETO G. LIMCOLIOC
General Manager

Verified by:


VIRGINIA S. DE SILVA
Dept. Mgr.-Admin & Finance

Approved by:


MR. FELIPE M. POLICARPIO, JR.
Chairman, Board of Directors
BR No. 066 Series of 2012

SCHEDULE OF ALLOCATIONS FROM RESERVE FUND
For the Year 2013

PARTICULARS	AMOUNT
Accumulated Reserve Fund	97,437,230.78
Landbank (As of October 31, 2012)	67,437,230.78
Metrobank	30,000,000.00
Add: Set-up fund for Nov, Dec 2012 & Y2013	12,012,805.43
Source Development Share for Subdivisions:	15,358,807.41
I. Postdated checks due until 12/31/12	1,977,365.65
a. HAUSPLUS VENTURES - Villa Anapolis Subd.	63,975.00
b. GOLDENVILLE REALTY - Towerville Ph. 6	606,495.67
c. FIRST SARMIENTO PROPERTIES - University Heights	58,291.66
d. KIRKWOOD DEV'T. CORP. - Kelsey Hills Subd.	849,958.32
e. GOLDENVILLE REALTY - Heroesville 1	305,315.00
f. RED OAK PROPERTIES INC. - Amaresa Subd.	93,330.00
II. Postdated checks due on 2013:	13,381,441.76
a. HAUSPLUS VENTURES - Villa Anapolis Subd.	223,912.50
b. GOLDENVILLE REALTY - Towerville Ph. 6	6,069,182.68
c. FIRST SARMIENTO PROPERTIES - University Heights	408,041.62
d. KIRKWOOD DEV'T. CORP. - Kelsey Hills Subd.	2,549,874.96
e. GOLDENVILLE REALTY - Heroesville 1	3,663,780.00
f. RED OAK PROPERTIES INC. - Amaresa Subd.	466,650.00
Total Reserve Fund 2013 -	124,808,843.62
Less: Allocations for Projects	
Carry-Over Cost of Projects:	105,668,011.47
a. Raw Water Balancing Tank for WTP2	3,286,163.40
b. WTP 2 Treated Water Pump Upgrading	2,941,898.00
c. Bulk Water Supply System Project (see Schedule II-A)	87,714,953.07
c1. Package 1 - HDPE Pipes	27,294,119.01
c2. Package 2 - Fabricated Steel Ground Reservoir	2,922,250.00
c3. Package 3 - Pumps & Motors	5,783,052.00
c4. Package 4 - Steel Pipes & Fittings	3,141,906.81
c5. Package 5 - CI Fittings	3,643,012.00
c6. Package 6 - Electromagnetic FlowMeters	1,725,000.00
c7. Package 7 - Valves	8,614,810.00
c8. Package 8 - Generator Sets	2,456,000.00
c9. Labor, Equipments & Other Related Costs	32,134,803.25
> Labor	23,858,841.25
> Site Work (Land Dev't./Access Road)	780,000.00
> Steel Gate & Barbed Wire Fence	230,000.00
> Pump House & Service Entrance	1,997,400.00
> Meralco Line	3,400,000.00
> Construction Equipments	1,635,000.00
> Permit/ DPWH Bond	233,562.00
d. Bolted Steel Tank for Muzon	11,724,997.00
NET RESERVE	19,140,832.15

Prepared by:

YOLANDA D. BERBANO
Division Manager - Finance

Recommending Approval:

ENGR. LORETO G. LIMCOLIOC
General Manager

Verified by:

VIRGINIA S. DE SILVA
Dept. Manager - Admin & Finance

Approved by:

MR. FELIPE M. POYCARPIO, Jr.
Chairman, Board of Directors
BR# 060 Series of 2012

**SUMMARY OF BUDGET PROPOSAL
For the Year 2013**

A. Regular Operation & Maintenance Expenses and CAPEX

PARTICULARS		AMOUNT
REVENUES:		544,230,916.04
Metered Sales	(page 4)	516,640,271.70
Meter Maintenance Fee	(page 4)	8,202,120.00
Penalty Charges	(page 4)	19,388,524.34
Other Revenues:		9,918,755.63
Sale of fittings	(P5,000 x 3,600 conn x 20%)	3,600,000.00
Inspection Fee	(P50/connection)	180,000.00
Registration Fee	(P50/conn x 3,600 conn)	180,000.00
Tapping Fee	(P300/connection)	1,080,000.00
Reconnection Fee: Meter Stand	(12,000 conn. @ P50/conn)	600,000.00
Underground	(4,000 conn. @ P500/conn)	2,000,000.00
Notarial Fee	(P75/connection)	270,000.00
Interest Revenues on Bank Deposits		2,008,755.63
TOTAL REVENUES		554,149,671.67
LESS:		
EXPENSES:		394,522,259.96
Commercial Department	(page 25-26)	24,464,314.38
Production & Distribution Department	(page 49-50)	215,422,925.51
Engineering Department	(page 38)	36,988,100.61
Admin & Finance Department	(page 7-8)	117,646,919.45
CAPITAL EXPENDITURES:		23,884,000.00
Commercial Department	(page 24)	1,183,000.00
Production & Distribution Department	(page 48)	8,112,000.00
Engineering Department	(page 36-37)	13,509,000.00
Admin & Finance Department	(page 6)	1,080,000.00
Total		
PROVISION FOR:		
FRANCHISE TAX		14,618,888.75
Year 2013 (2% of Metered Sales)		10,332,805.43
May 2001 - September 2003 (Backbilling)		4,286,083.32
LOAN AMORTIZATION:		102,409,628.80
Principal		19,533,546.28
Interest		82,876,082.52
RESERVE FUND (2% of Metered Sales)		10,332,805.43
NET REVENUES -		8,382,088.71
B. Allocation from Reserve Fund/Source Development Share (Bulk water & on-going projects)		105,668,011.47
C. Allocation for Septage Management Project		121,000,000.00

Prepared by:

YOLANDA D. BERBANO
Division Manager - Finance

Recommending Approval:

ENGR. LORETO G. LIMCOLIOC
General Manager

Verified by:

VIRGINIA S. DE SILVA
Depn. Manager-Admin & Finance

Approved by:

MR. FELIPE M. POLICARPIO, JR.
Board Chairman
BR# 060 Series of 2012

PROJECTED REVENUE FOR 2013

I. REVENUE SCHEDULE/STARMALL/MASTERPIECE ASIA

Month	Ave. cons. per month (m ³)	Metered Sales
January	2,649.14	Php 234,012.18
February	2,392.77	211,365.84
March	2,649.14	234,012.18
April	2,563.68	226,463.40
May	2,649.14	234,012.18
June	2,563.68	226,463.40
July	2,649.14	234,012.18
August	2,649.14	234,012.18
September	2,563.68	226,463.40
October	2,649.14	234,012.18
November	2,563.68	226,463.40
December	2,649.14	234,012.18
Total	31,191.44	Php 2,755,304.70

II. REVENUE SCHEDULE/DES EAUX LOMA/DECCA

Month	Ave. cons. per month (m ³)	Metered Sales
January	98,317.74	Php 2,477,609.90
February	88,803.12	2,237,841.20
March	98,317.74	2,477,609.90
April	95,146.20	2,397,687.00
May	98,317.74	2,477,609.90
June	95,146.20	2,397,687.00
July	98,317.74	2,477,609.90
August	98,317.74	2,477,609.90
September	95,146.20	2,397,687.00
October	98,317.74	2,477,609.90
November	95,146.20	2,397,687.00
December	98,317.74	2,477,609.90
Total	1,157,612.10	Php 29,171,858.50

III. REVENUE FOR EXISTING SERVICE AREA

Month	Ave. cons. per month (m ³)	Metered Sales
January	1,218,560.71	Php 40,118,863.90
February	1,100,635.48	36,236,393.20
March	1,218,560.71	40,118,863.90
April	1,179,252.30	38,824,707.00
May	1,218,560.71	40,118,863.90
June	1,179,252.30	38,824,707.00
July	1,218,560.71	40,118,863.90
August	1,218,560.71	40,118,863.90
September	1,179,252.30	38,824,707.00
October	1,218,560.71	40,118,863.90
November	1,179,252.30	38,824,707.00
December	1,218,560.71	40,118,863.90
Total	14,347,569.65	Php 472,367,268.50

IV. PROJECTED NEW WATER SERVICE CONNECTIONS

Month	Target No. of Connections	Accumulated No. of Connections	Ave. cons. per month (m ³)	Metered Sales	
January	300	300	5,400	Php	158,280.00
February	300	600	10,800		316,560.00
March	300	900	16,200		474,840.00
April	300	1,200	21,600		633,120.00
May	300	1,500	27,000		791,400.00
June	300	1,800	32,400		949,680.00
July	300	2,100	37,800		1,107,960.00
August	300	2,400	43,200		1,266,240.00
September	300	2,700	48,600		1,424,520.00
October	300	3,000	54,000		1,582,800.00
November	300	3,300	59,400		1,741,080.00
December	300	3,600	64,800		1,899,360.00
Total			421,200	Php	12,345,840.00

PROJECTED REVENUES FOR 2013

MONTH		ACCUMULATED NO. OF CONNECTIONS	TOTAL CU.M.	METERED SALES				TOTAL
					MMFEE	PENALTY		
Dec-12	66401							
January	300	66,701	1,324,927.59	Php 42,988,765.98	Php 667,010.00	1,611,085.76		45,266,861.74
February	300	67,001	1,202,631.37	39,002,160.24	670,010.00	1,462,118.13		41,134,288.37
March	300	67,301	1,335,727.59	43,305,325.98	673,010.00	1,623,748.16		45,602,084.14
April	300	67,601	1,298,562.18	42,081,977.40	676,010.00	1,578,313.08		44,336,300.48
May	300	67,901	1,346,527.59	43,621,885.98	679,010.00	1,636,410.56		45,937,306.54
June	300	68,201	1,309,362.18	42,398,537.40	682,010.00	1,590,975.48		44,671,522.88
July	300	68,501	1,357,327.59	43,938,445.98	685,010.00	1,649,072.96		46,272,528.94
August	300	68,801	1,362,727.59	44,096,725.98	688,010.00	1,655,404.16		46,440,140.14
September	300	69,101	1,325,562.18	42,873,377.40	691,010.00	1,609,969.08		45,174,356.48
October	300	69,401	1,373,527.59	44,413,285.98	694,010.00	1,668,066.56		46,775,362.54
November	300	69,701	1,336,362.18	43,189,937.40	697,010.00	1,622,631.48		45,509,578.88
December	300	70,001	1,384,327.59	44,729,845.98	700,010.00	1,680,728.96		47,110,584.94
TOTAL			15,957,573.19	Php 516,640,271.70	Php 8,202,120.00	Php 19,388,524.34		544,230,916.04

SAN JOSE DEL MONTE CITY WATER DISTRICT
City of San Jose del Monte, Bulacan

TABLE OF OUTPUTS

MAJOR FINAL OUTPUTS (OPCR)	OUTPUTS (IPCR)	PERFORMANCE MEASURES	PERFORMANCE TARGETS	SUCCESS INDICATOR	ORGANIZATIONAL OUTCOME/ SECTORAL GOALS
SAFE & POTABLE, ADEQUATE WATER	PRODUCTION & DISTRIBUTION DEPARTMENT				
	Water Production				
		QUANTITY	Production of 18.3 million cubic meters of water for a period of one year	Production of 18.3 million cubic meters of water for a period of one year	Adequate Water Supply
	- Water Production of safe and potable water	QUALITY	100% conformance with the Philippine National Standard for Drinking Water	Produced water passed and conformed with the Philippine National Standard for Drinking Water	Quality Water
	Distribution of Water Supply				
	- Adequacy of Water Supply	QUANTITY	24/7 water supply to the 95% total active water consumers	24/7 water supply to the 95% total active water consumers	Improved Water Supply
		QUALITY	Chlorine residual of at least 0.3ppm to 95% of water samples collected	Chlorine residual of at least 0.3ppm to 95% of water samples collected	Quality Water Supply
	Non-Revenue Water Management				
	- Non-Revenue Water Control	QUANTITY	Lowered the unaccounted for water to 23 percent by the end of the year	Lowered the unaccounted for water to at least 25 percent	Reduced Non Revenue Water
	Maintenance Works				
	- Well Rehabilitation of Deepwell Sources	QUANTITY	3 deepwells in a year	Rehabilitated 3 deepwells in a year	Adequate Water Supply
	- Maintenance of Production Facilities	QUALITY	110 production facilities per year number of production facilities maintained	Well maintained 110 production facilities	Improved production facilities

SAN JOSE DEL MONTE CITY WATER DISTRICT
City of San Jose del Monte, Bulacan

TABLE OF OUTPUTS

MAJOR FINAL OUTPUTS (OPCR)	OUTPUTS (IPCR)	PERFORMANCE MEASURES	PERFORMANCE TARGETS	SUCCESS INDICATOR	ORGANIZATIONAL OUTCOME/ SECTORAL GOALS
SAFE & POTABLE, ADEQUATE WATER	ENGINEERING DEPARTMENT				
	Water Facilities Improvement				
	- Additional Water System Facilities	QUANTITY	2,000 linear meters of pipelines newly laid and activated per year one(1) additional water facilities in a year	2,000 linear meters of pipelines newly laid and activated per year one (1) additional water	Improved Water distribution facilities Improved water facilities
	- Rehabilitation of Structures (Elevated Steel Tank, Pump House and Fence)	QUALITY	three (3) structures to be improved and modernized in a year	three (3) structures to be improved and modernized in a year	Improved water facilities Enhanced corporate image of San Jose Water
	New Service Connection				
	- Implementation of New Service Connection	QUANTITY	2,400 new service connection implemented per year as per standard installation of San Jose Water	100% implementation of actual new service connection application connections per year	Increased income
		QUALITY	100% accomplished NSC w/in acceptable standard installation	95% accomplished NSC w/in acceptable standard installation	
	Other Infrastructure Project				
	- Improvements/Construction of Building Ground/Facilities	QUANTITY	100% of actual aproved Program of Works in a year	100% implementation of approved program of works in a year	Improved facilities
	Water Maintenance Services				
	- Maintenance of Service Connection	QUANTITY	55,000 service connections maintained per year	55,000 service connections maintained per year	Total concessionaires satisfaction
		QUALITY	as per standard of San Jose Water	as per standard of SJW	Improved service connections Improved service to concessionaires

SAN JOSE DEL MONTE CITY WATER DISTRICT
City of San Jose del Monte, Bulacan

TABLE OF OUTPUTS

MAJOR FINAL OUTPUTS (OPCR)	OUTPUTS (IPCR)	PERFORMANCE MEASURES	PERFORMANCE TARGETS	SUCCESS INDICATOR	ORGANIZATIONAL OUTCOME/ SECTORAL GOALS
SAFE & POTABLE, ADEQUATE WATER	- Rehabilitation of Pipelines and Defective Water System Facilities	QUANTITY	1,984 linear meters of pipelines rehabilitated in a year	1,984 linear meters of pipelines rehabilitated in a year	Maximized pipelines life span
		TIMELINESS	10 units of hydrant/blow-off maintained per year	10 units of hydrant/blow-off maintained per year	Maximized hydrant life span
	Water Maintenance and Calibration				
	- Calibration and Maintenance of Water Meter	QUANTITY	4,000 water meter maintained & calibrated per year	4,000 water meter maintained and calibrated per year	Maximized meter life span
	- Replacement of Old Water Meter	TIMELINESS	5,000 old water meter replaced per year	5,000 old water meter replaced per year	Maximized meter life span
	COMMERCIAL DEPARTMENT				
	Service Connections				
	- New Service Connections Processed	QUANTITY	2,880 NC processed in a year (w/o meter)	2,880 NCs processed in a year (240 NCs/month)	Increased new service connections Increased Income
		QUALITY	95% accuracy	95% accuracy	
	- Marketing Strategies/ Programs Formulated	QUANTITY	100% of scheduled orientation per year	100% of scheduled orientations/ seminars	
		TIMELINESS	on time orientation New Marketing strategies at least one(1) new program within the year	New Marketing strategies at least one(1) new program within the year	Increased service connections Increased Income
		QUANTITY	95% accuracy	95% accuracy	
	- Demand Letters Issued	QUANTITY	100% of accounts scheduled were issued with demand and multiple connection letters	100% of accounts scheduled were issued with demand and	Reduced accounts Receivables Collection Efficiency
		QUALITY	95% accuracy	95% accuracy	

SAN JOSE DEL MONTE CITY WATER DISTRICT
City of San Jose del Monte, Bulacan

TABLE OF OUTPUTS

MAJOR FINAL OUTPUTS (OPCR)	OUTPUTS (IPCR)	PERFORMANCE MEASURES	PERFORMANCE TARGETS	SUCCESS INDICATOR	ORGANIZATIONAL OUTCOME/ SECTORAL GOALS
SAFE & POTABLE, ADEQUATE WATER	- Active Service Connections	QUANTITY	100% of accounts scheduled for reconnection are processed daily	95% of accounts scheduled for reconnection are processed daily	Increased Income
		QUALITY	95% accuracy	95% accuracy	
	Customer Service				
	- Maintenance Orders	QUANTITY	100% of MOs are processed and transmitted daily	95% of MOs are processed and transmitted daily	Total customer satisfaction
		TIMELINESS	five (5) minutes per MO	five (5) minutes per MO	Timely response
		QUALITY	95% accuracy	95% accuracy	
	- Service Requests	QUALITY	100% of SRs are processed and transmitted daily	95% of SRs are processed and transmitted daily	Total customer satisfaction
		TIMELINESS	five (5) minutes per SR	five (5) minutes per SR	Timely response
		QUALITY	95% accuracy	95% accuracy	
	- Illegal Connections Apprehended	QUANTITY	100% of reported illegal connections are processed and documented daily	95% of reported illegal connections are processed and documented daily	Reduced NRW Timely Response on reported cases
		QUALITY	95% accuracy	95% accuracy	
	Billing Statement				
	- Active Water Meters Read and Billed	QUANTITY	68,395 connections are read & billed monthly	100% of active connections are read and billed monthly	Water Sales
		QUALITY	95% accuracy	95% accuracy	Customer satisfaction

SAN JOSE DEL MONTE CITY WATER DISTRICT
City of San Jose del Monte, Bulacan

TABLE OF OUTPUTS

MAJOR FINAL OUTPUTS (OPCR)	OUTPUTS (IPCR)	PERFORMANCE MEASURES	PERFORMANCE TARGETS	SUCCESS INDICATOR	ORGANIZATIONAL OUTCOME/ SECTORAL GOALS
SAFE & POTABLE, ADEQUATE WATER	ADMINISTRATIVE & FINANCE DEPARTMENT				
	Appointments				
	- Issuance of Appointments	QUANTITY	Appointments issued within 2 days from decision of appointing authority	100% Timely issuance of appointments to qualified appointees	Efficiency of service
	Employee Compensation				
	- Employees' Compensation & Benefits	QUANTITY	Accurate employees payroll prepared and submitted to the depository bank one day before payroll day	Accurate employees payroll prepared every 10th & 25th of the month	Salaries paid on time Well-motivated employees Job satisfaction
		QUALITY			
	- Monthly Remittances	TIMELINESS	Remittances prepared <u>2 days before the 10th of every month</u>	Remittance paid on or before the 10th day of every month	Updated premium (EEs & ER)& <u>loan repayments to other agencies</u> Enhanced corporate image of San Jose Water
	Personnel Welfare				
	- Leave Administration	QUANTITY	100% Leave credits certified within the day upon request	100% leave credits certified within the day upon request	Enhanced service of Human Resource personnel to employees
		QUALITY	Update 250 employees leave cards weekly	90% updated leave cards of 250 employees every week	
	-Social Services	TIMELINESS	Immediate assistance to employees' need re: work related and untoward incidents during working hours	On time assistance to employees need re: work related and untoward incidents during working hours	Enhanced services to employees Enhanced corporate image of San Jose Water

SAN JOSE DEL MONTE CITY WATER DISTRICT
City of San Jose del Monte, Bulacan

TABLE OF OUTPUTS

MAJOR FINAL OUTPUTS (OPCR)	OUTPUTS (IPCR)	PERFORMANCE MEASURES	PERFORMANCE TARGETS	SUCCESS INDICATOR	ORGANIZATIONAL OUTCOME/ SECTORAL GOALS
SAFE & POTABLE, ADEQUATE WATER	Training & Development		One (1) relevant training of at least 68 employees per year	One (1) training of at least 68 employees per year	Employees' personal development
	Awards & Incentives	QUANTITY	Full implementation of existing awards & at least 1 additional incentive identified & implemented for the year compliant with CSC, DBM & COA rules and regulations	Implementation of existing awards & at least 1 additional incentive identified & implemented for the year compliant with CSC, DBM & COA rules and regulations	Job satisfaction Enhanced employees' service
	Employee Discipline	TIMELINESS QUALITY	Complaints handled & process completed within 2 months from receipt of complaint	Observance of due process & disciplinary action taken within two months	Well-disciplined employees
	Transport Services - Vehicle Utilization	QUANTITY	Average of 485 trip tickets per month 100% maintenance of service vehicles	95% or 485 trip ticket served per month 100% accomplished periodic repairs/maintenance of 6 four-wheel motor vehicles	Efficient delivery of service
		TIMELINESS	5 comprehensive issuance for 4 wheel motor vehicle & 15 for motorcycles Execution of 23 contract of rental service vehicles one(1) week before contract expiration	100% accomplished comprehensive insurance for 5 four-wheel motor vehicles and 15 motorcycles 100% accomplished annual contract of 23 rental service vehicles	
	Building Improvement/ Security				
	- Improvement, Security and Maintenance of Building/ Grounds/Facilities	QUANTITY	Facilities & properties well-kept, secured and maintained regularly	Building/facilities well-kept and maintained regularly	Well maintained facilities

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MAJOR FINAL OUTPUTS (OPCR)	OUTPUTS (IPCR)	PERFORMANCE MEASURES	PERFORMANCE TARGETS	SUCCESS INDICATOR	ORGANIZATIONAL OUTCOME/ SECTORAL GOALS
SAFE & POTABLE, ADEQUATE WATER	Procurement of Materials/ Supply Management	QUALITY		SJ Water properties, buildings, grounds & facilities well secured	
		TIMELINESS			
	- Procurement of Materials/ Properties	QUANTITY	At least 40 completed purchase/job order request per month	At least 40 completed purchase/job order requests	Transparency Prudent procurement
	Warehousing/Property Management				
	- Receive and Issue Materials and Properties	QUANTITY	100% issued requested items at 1-5 minutes per item	100% issued requested items at 1-5 minutes per item	
		TIMELINESS	At least 30 PAR or ICS issued within the month	100% or at least 30 Property Accountability Receipt (PAR) or Inventory Custodian Slip (ICS) issued within the month	Transparency Accountability
	- Storage, Safekeeping and Security of Inventory	QUANTITY	100% received all returned items at 1-3 minutes pe item	100% received all returned items at 1-3 minutes pe item	Effective Inventory System
		TIMELINESS	100% ensured proper storage and security of materials and properties	100% ensured proper storage and security of materials and properties	Effective Asset Management
		QUALITY	At least four(4) batch insurance per year as scheduled	100% insurance of all main & extrn. offices and its content	Property Security
	Disposal of Waste Materials Unserviceable Properties	QUANTITY	At least 1 lot disposal per year	Disposed waste, unserviceable and fully depreciated materials and properties per year	Effective Waste Management
	- Inventory of Materials and properties	TIMELINESS	100% undertake physical count of inventory stocks every 2 months and properties at year end	100% undertake physical count of inventory stocks every 2 months and properties at year end	Effective Inventory System

SAN JOSE DEL MONTE CITY WATER DISTRICT
City of San Jose del Monte, Bulacan

TABLE OF OUTPUTS

MAJOR FINAL OUTPUTS (OPCR)	OUTPUTS (IPCR)	PERFORMANCE MEASURES	PERFORMANCE TARGETS	SUCCESS INDICATOR	ORGANIZATIONAL OUTCOME/ SECTORAL GOALS
SAFE & POTABLE, ADEQUATE WATER	Records Management				
	- Secure Files/Records	QUANTITY TIMELINESS	100% records/files properly secured and retrieval w/in 10 minutes	100% records/files properly secured and retrieval w/in 10 minutes	Effective Records Management
	Budget & Cash Management				
	- Executive Annual Budget Budget Utilization Slip	QUANTITY	1 Executive Annual Budget Compliant with COA, DBM & LWUA rules & regulations	95% compliant with COA DBM & LWUA rules & regulations	Transparency Accountability
		TIMELINESS	100% accurate budget utilization slip issued one(1)hour upon request	95% accurate budget utilization slip issued one (1) hour upon request	
	- Request for Budget Allocation	QUANTITY	100% of the approved request for processing 1-2 hrs. upon receipt	100% of the approved request for processing 1-2 hrs. upon	Accountability
	- Comparative Report of Actual vs. Projected Budget for Revenues, CAPEX & Expenses	TIMELINESS	1 Annual Report 100% accurate 5 days upon request	3- 1 Annual Report 100% accurate 3-5 days upon request	Accountability Transparency
	- Budget Monitoring	QUANTITY	95% of all accounts per year	95% of all accounts per year	
	- Collection and Deposit	QUANTITY	100% accurate issuance of Official Receipt	100% accurate issuance of Official Receipt	Creditable Cash Management
		QUALITY	100% of total collections received deposited at least twice a week	100% of total collections received deposited at least twice a week	Transparency / Accountability
		TIMELINESS	100% of total collections received deposited at least twice a week	100% of total collections received deposited at least twice a week	
	- Disbursements	QUANTITY	100% accurate issuance of 5,000 checks per year	100% accurate issuance of 5,000 checks per year	

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SAFE & POTABLE, ADEQUATE WATER	Accounting				
	- Financial Reports	QUANTITY	100% accurate financial reports	100% accurate financial reports	Accountability
	Consolidated Financial & Operation Data (MDS)	QUANTITY	12 Monthly Data Sheet	12 Monthly Data Sheet	Transparency
	Reports/Reconciliation Submitted	QUALITY	Inventory Report Bank Reconciliation Daily Cashier's Position Report	Inventory Report Bank Reconciliation Daily Cashier's Position Report	

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MAJOR FINAL OUTPUTS (OPCR)	OUTPUTS (IPCR)	PERFORMANCE MEASURES	PERFORMANCE TARGETS	SUCCESS INDICATOR	ORGANIZATIONAL OUTCOME/ SECTORAL GOALS
SAFE & POTABLE, ADEQUATE WATER	OFFICE OF THE GENERAL MANAGER CORPORATE AFFAIRS Promotional Activities Internal Relations Activities	QUANTITY TIMELINESS	Printed quarterly publications w/in two months of the next quarter	Printed quarterly publications w/in two months of the next quarter	Well-informed & motivated employees
		QUANTITY TIMELINESS	Facilitates at least one(1) orientation of new employees w/in a year	Facilitates orientation of new employees	
			Preparation of programs for corporate activities, documentation for each activity	Preparation of programs for corporate activities, documentation for each activity	
	Community & Institutional Relations Activities	TIMELINESS	Oratorical & Poster Making Contest	Oratorical & Poster Making Contest	Enhanced corporate image of San Jose Water
			Advertisements prepared w/in three days from approval	Advertisements prepared w/in three days from approval	
			Filled up information sheets/ survey forms, coordination of request for Cultural Group performance	Filled up information sheets/ survey forms, coordination of request for Cultural Group performance	
	Media Relations Activities	TIMELINESS	Timely preparation and release of materials in support of NRW Drive	Timely preparation and release of materials in support of NRW Drive	Improved Information campaign
			Press releases for print & broadcast media	Press releases for print & broadcast media	
			Printed quarterly publications for concessionaires, LGU offices & other sector institutions within 45 days of the next quarter	Printed quarterly publications for concessionaires, LGU offices & other sector institutions within 45 days of the next quarter	
	Customer Relations Activities	QUANTITY TIMELINESS	Printed quarterly publications for concessionaires, LGU offices & other sector institutions within 45 days of the next quarter	Printed quarterly publications for concessionaires, LGU offices & other sector institutions within 45 days of the next quarter	Customer Satisfaction Improved Public Relationship
		QUALITY, QUANTITY TIMELINESS	Balitarp preparation at all SJW offices w/in the last week of every month w/o misleading information	Balitarp preparation at all SJW offices w/in the last week of every month w/o misleading information	

SAN JOSE DEL MONTE CITY WATER DISTRICT
City of San Jose del Monte, Bulacan

TABLE OF OUTPUTS

MAJOR FINAL OUTPUTS (OPCR)	OUTPUTS (IPCR)	PERFORMANCE MEASURES	PERFORMANCE TARGETS	SUCCESS INDICATOR	ORGANIZATIONAL OUTCOME/ SECTORAL GOALS	
SAFE & POTABLE, ADEQUATE WATER	Corporate Communications	QUANTITY TIMELINESS	Bulletin boards accurate updating w/in the 3rd week of every month 50,000 calendars prepared w/in the 2nd week of January	Bulletin boards accurate updating w/in the 3rd week of every month 50,000 calendars prepared w/in the 2nd week of January	Enhanced Corporate image of San Jose Water	
		TIMELINESS QUALITY	100% of MOA and letters drafted and finalized within one day from instruction of the GM, free from errors or at least with minimal corrections	100% of MOA and letters drafted and finalized within one day from instruction of the GM, free from errors or at least with minimal corrections		
		QUANTITY QUALITY TIMELINESS	200 copies of Annual Report with accuracy of information and comprehensiveness of report prepared within four months from end of year to be reported	200 copies of Annual Report with accuracy of information and comprehensiveness of report prepared within four months from end of year to be reported	High prestige of San Jose Water	
	Management Administrative Services					
		Logbook of all incoming/outgoing documents	TIMELINESS	100% of all incoming and outgoing information recorded in the log-book	100% of all incoming and outgoing information recorded in the log-book	Efficiency of service
		Board Meetings coordinated and minutes recorded	TIMELINESS	100% attendance of Board in meetings held	100% attendance of Board in meetings held	Improved services
	Coordination of GM's instructions	TIMELINESS	Minutes taken during the meeting and drafted within five working days from conduct of meeting	Minutes taken during the meeting and drafted within five working days from conduct of meeting		
		TIMELINESS	Instructions relayed to concerned supervisors	Instructions relayed to concerned supervisors	Effective administration services	
			Within 30 minutes from GM's instructions	Within 30 minutes from GM's instructions		

