



ANNUAL REPORT 2017

MANOLO FORTICH WATER DISTRICT

Manolo Fortich 8703, Bukidnon

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Introduction

Providing the community with safe and potable water is a great and challenging task that Manolo Fortich Water District (MFWD) has to face with commitment and dedication 24/7. With the 9,348 total active service connection, delivering water services to 56,088 population that covers 17,881.01 hectare land area requires strength and sweat in the name of public service.

“United we stand; divided we fall” as it was said. The year 2017 is a fruitful one with notable accomplishments despite the various challenges the district faced the entire year. These accomplishments and successes were credited to all employees who gave their equally important contribution in meeting the goals set by management for 2017. Their concerted efforts and continuous support to the all MFWD’s quest of delivering quality services to the customers was made possible.

Foremost; MFWD had prudently utilized its financial resources as shown in its year-end financial statements which speaks its fluidity that assures continuous operation of providing safe and potable water to the community.

Another significant accomplishment MFWD has for 2017 is the crafting of MFWD Water Safety Plan (WSP) Manual which was done on March 2017 and was subsequently submitted to Local Water Utilities Administration (LWUA). The action was taken as MFWD heed the call of LWUA’s Memorandum Circular No. 010-14 dated December 1, 2014. Said LWUA Circular upholds the Department of Health Administrative Order No. 2014- 027 dated September 4, 2014. Another accomplishment made was the completion of MFWD 5- Business Plan (BP) for year 2017-2021. With that early completion of MFWD’s BP as a requirement from LWUA, MFWD extended assistance to other water districts in the region as resource facilitator to several BP workshops in coordination with Northern Mindanao- Natural Resource Management Council (NorMin-NMRC).

MFWD management also put premium on its employees’ welfare. Thus as part of the accomplishment highlights, the management through its administrative section initiated in-house skills development training, NC II Assessment examination. One Hundred percent (100%) of the district’s employees were sent to various trainings, orientations, workshops and seminars for career enhancement. For the district’s DRRM Program, an in-house Safety training and seminar was also conducted. All employees, including the general manager were also subjected to a drug test conducted by Philippine Drug Enforcement Agency (PDEA) in support to the Civil Service Commission Memorandum Circular No. 13 S. 2017.

Being a government water utility mandated to extended its services to nearby waterless communities, MFWD was able to expand its water services to barangays

Puerto and Balubal which belongs to the adjacent Cagayan de Oro City. This undertaking was made possible with the Cagayan de Oro City Government. The project added 54 new water service connections with 324 people receiving safe and potable water supply. Also the district was able to extend 4,860.0 meters in various sizes of water pipelines to Sitio Kitam-is and Cebukawan located at barangay Lonucan of the municipality. To meet the higher demand of water supply during peak hours, MFWD started the construction of the 300.0 cu.m elevated steel tank to be completed first quarter of the 2018, completed a 5 lps deep well at kihare and develop another 5 lps producing deep well at mulberry area to be completed first quarter of 2018 also.

For a sustainable water supply, MFWD initiated a backyard greening program and conducted intensified information campaign on environmental various protection and climate change to schools and several fora of various organizations.

2017 Highlights of Accomplishments

ADMINISTRATION, COMMERCIAL and FINANCE DIVISION

Responsible for the implementation of human resource programs policies and programs pursuant to Civil Service Commission issuances, law and rules; prepare and monitor personnel compliment requirement for the achievement of agency's goals; formulate and implements program on personnel development and continuous upgrading of Human Resource System to optimize human resource utilization, properly compensated through proper performance management; learning and development; and rewards, recognition and incentive program;

Human Resource Services Section

- Personnel Work Force Compliment

Status	Female	Male
Permanent	7	13
Temporary		2
Casual	6	15
Job Order	3	36
Honorarium		8
Consultant		1
Total	16	75

- Personnel Compliment Per Section

Section	Perm- anent	Temp- orary	Casual	Job Order	Honor- arium
Administration & General Services	7		6	6	
Commercial	7		4	4	
Accounting and Finance	2		2	1	
Engineering & Maintenance	4		6	26	
Production & Quality Control		2	3	2	7
Total	20	2	21	39	7

- Acquire approval from Department of Budget and Management for the creation of new seven (7) positions, thus District's Plantilla of Personnel has now a total 60 positions.
- Appointment of Atty. Mario Narciso C. Albarece as new member of the Board of Directors, replacing Engr. Reynaldo S. Bagayas who passed away on May 26, 2017.



Atty. Mario NC Albarece - Representing Professional Sector

- Personnel Development and Career Enhancement

The Management through the HR Services Section conducted in-house Seminar on Safety, Plumbing Skills Upgrade Training and facilitated NC II Plumbing Assessment in 2017 for skills development and safety awareness. These training and seminar are necessary in the delivery of efficient services to the customers. The NCII Plumbing assessment aims to level up competence of the districts' maintenance personnel.

The HR section also facilitated conducted of pre-employment/promotional and behavioral examinations to all its employees and all applicants. This was initiated considering the district's plan of hiring additional workforce and moving up of its qualified and deserving employees. The district enter into an agreement with Central Mindanao University (CMU) for the conduct of said examination for a fair assessment of candidates to various positions as the result will form part of the criteria for evaluation.



MFWD Employees taking the promotional and behavioral examination conducted by CMU



MFWD personnel attentively listens to safety discussion



Maj. Hermie Pava demonstrated CPR application during rescue



MFWD employees intently analyzed problem given during Plumbing Skills Upgrade Seminar



Discussion with the trainer



Actual plumbing exercises during skills assessment.



The group defended their output during the skills assessment with Engr. Jovel Petalcorin of TESDA Provincial Training Center.

General Services Section

The section is responsible for the district's adherence to the provision of RA 9184 otherwise known as Philippine Procurement Act. The section also has the responsibility to ascertain that adequate supply of materials, fittings, supplies and equipment essential for the continued service to the public, thus conduct regular inventory of expendable and semi-expendable materials and supplies. The section formulates and implements system on vehicle deployment and use as well as formulate and implements policies related to the security of the district's properties and employees. , formulate and implement system on vehicle deployment and use; formulates and implements policies related to security measures of building, grounds and people in the organization; and responsible for the renewal/application of fidelity bond of MFWD officials and employees and maintain updated insurances and registration of the district's vehicles.

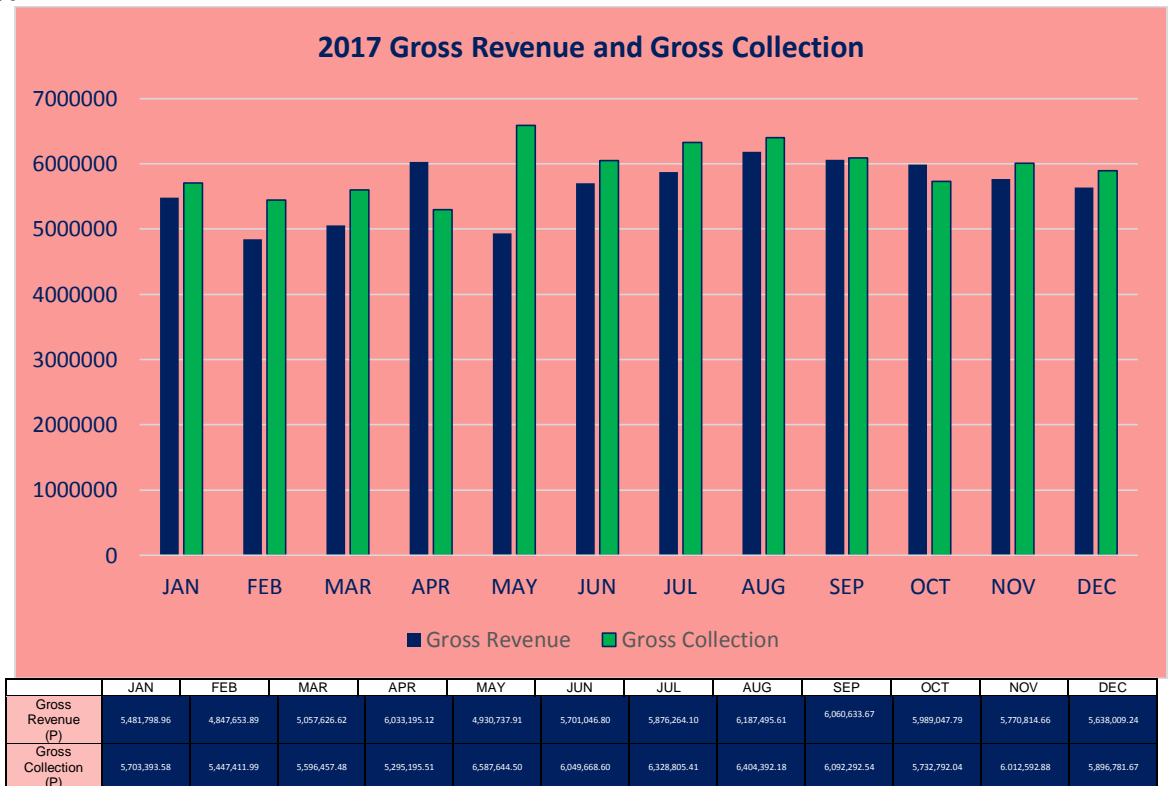
- ❖ Monitor and control daily consumption issuance of fuel, oil and lubricants to employees during performance of their respective functions.
- ❖ Conducted ocular inspection of water reservoirs, transmission pipe lines, chlorinators and all other water facilities for truthful Water Safety Plan presentation.
- ❖ Initiated and completed the crafting of MFWD Water Safety Plan and 5-year Business Plan
- ❖ Renew Fidelity Bond of Bonded official and employees.
- ❖ Monitor and maintain an up to date insurance of building and vehicles.
- ❖ Ramp construction at the administration building's entrance for the benefit of the senior citizens and physically challenge customers in compliance with the new building code
- ❖ Bids and Awards committee conducted 2 successful biddings;
- ❖ MFWD bagged first place for Math-Science Quiz, High School Level, during the 35th Northern Mindanao- Natural Resources Management, Inc, (NorMin-NRMC, Inc), represented by Kaye Abarquez 10th grader of Manolo Fortich National High School. MFWD representative will represent region 10 on the Math-Science Quiz National Level during PAWD Convention.

Accounting and Finance Section

Accounting and Finance Section is responsible for the maintenance of the corporate books of account, keep accounting records, and all other financial transactions of the agency. They are responsible in the preparation of district's financial statements and budget management; observe lawful procedures in cash handling management, disbursement and control of district's funds as provided in the Government Accounting and Auditing Manual.

In 2017, the district has P154,807,752.13 total assets which has raised to 10.85 % compared to 2016, a P16,968,751.03 net receipt equivalent to 58.80% increase over 2016 and reached P67,574,324.37 income where 8.84% increase was attained compared with 2016 income.

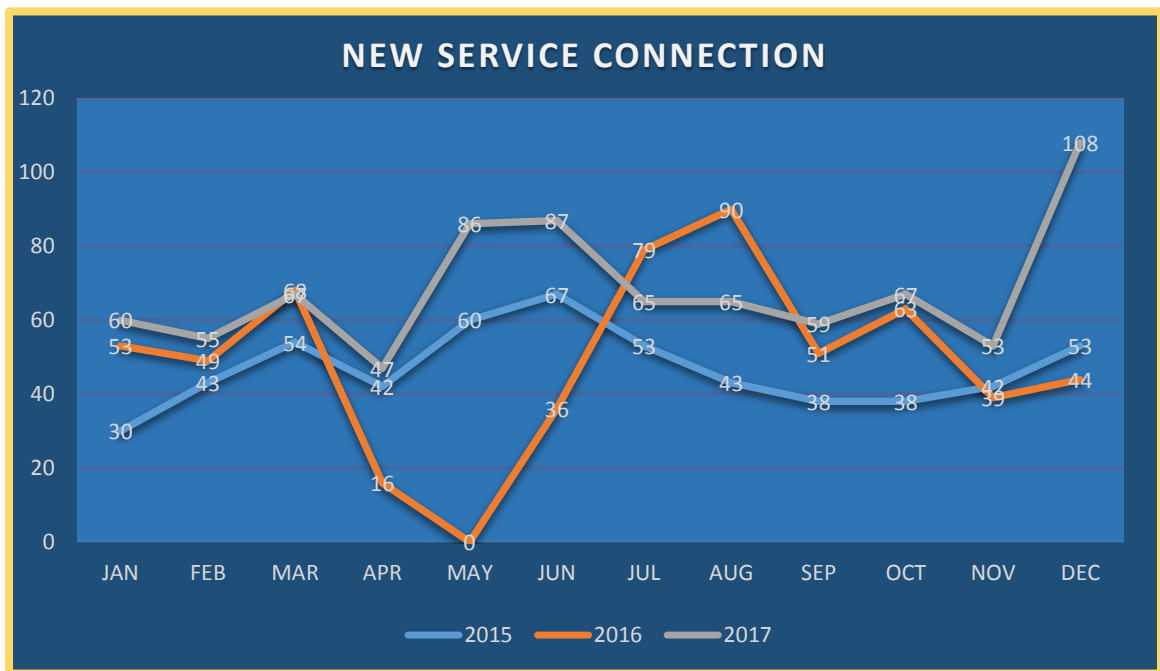
The district's collection efficiency was pegged at 95.99% and a collection ratio of 93.38%.



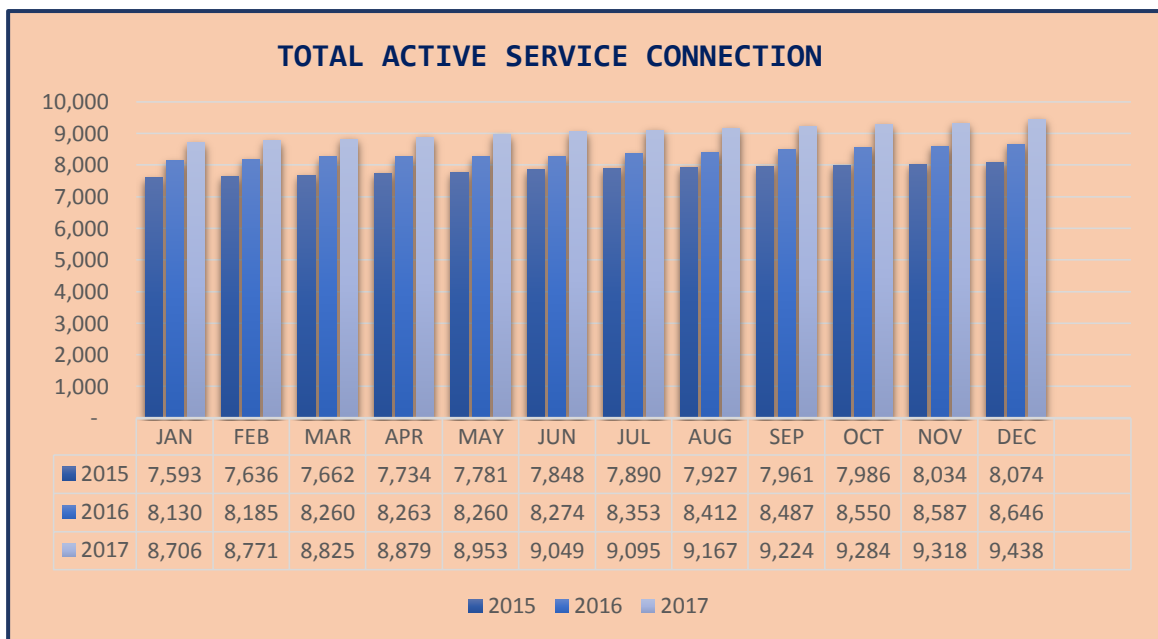
Commercial Section

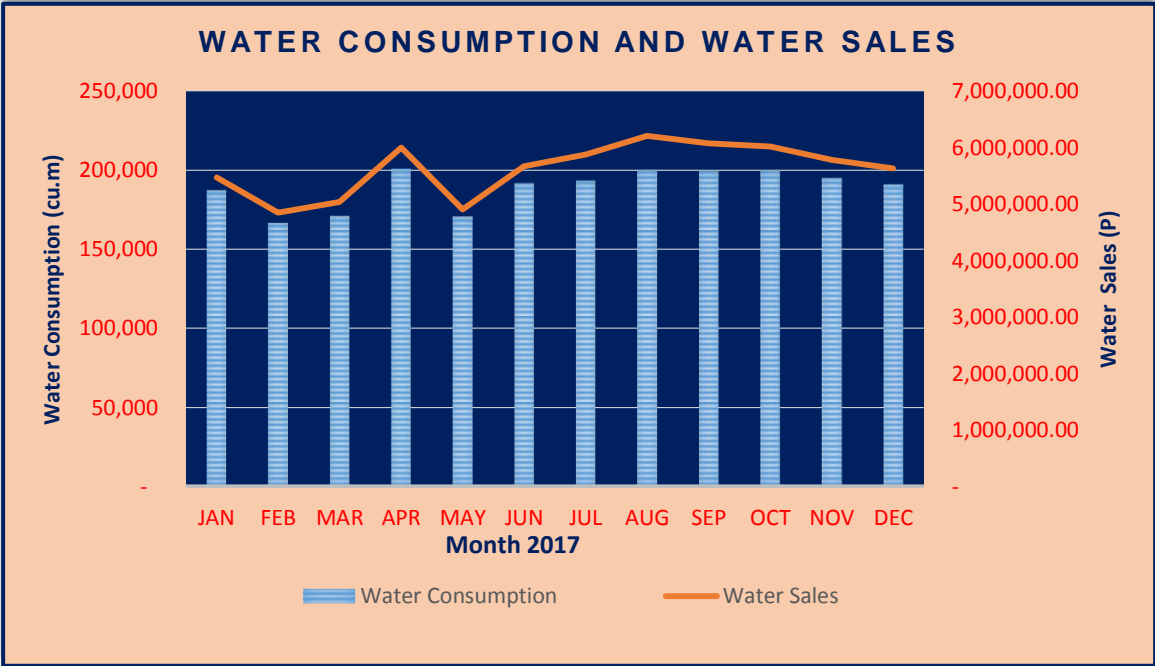
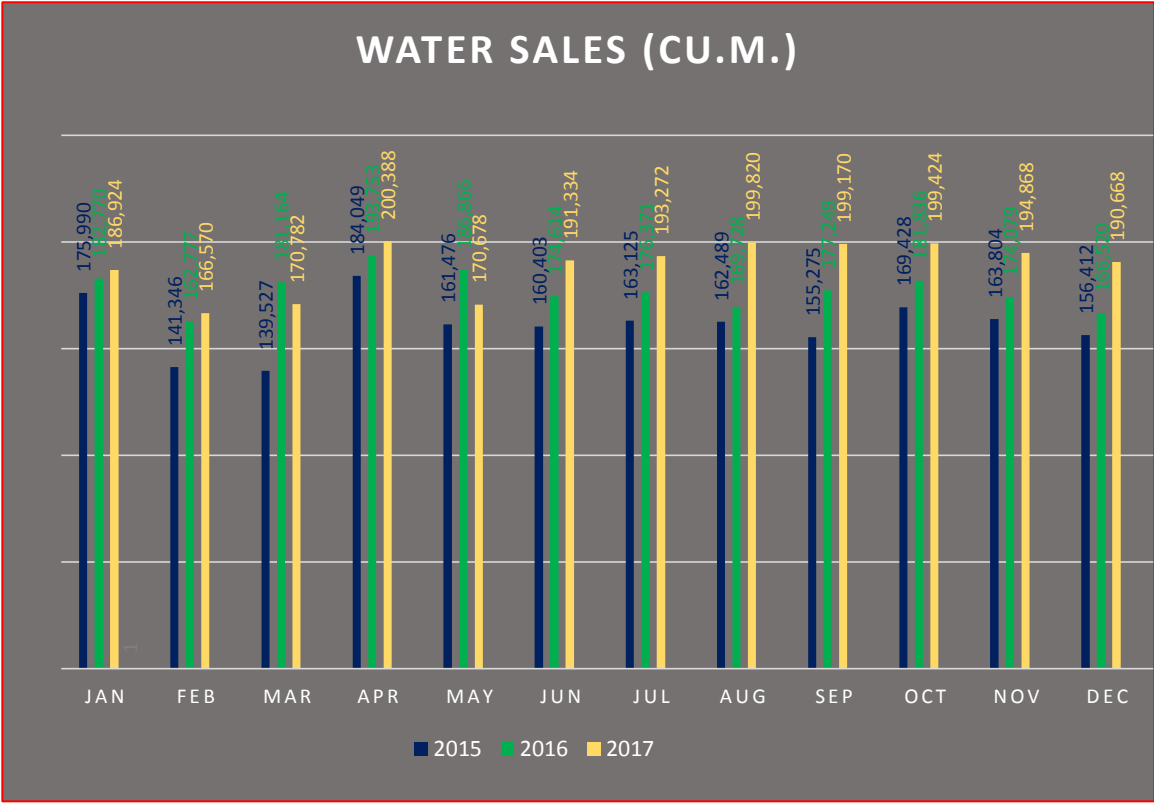
The Commercial Section is responsible for an upkeep and accurate customer records pertaining to their reading billing and water bill accounts with the district. It also maintains an updated record on customer's delinquency, formulate and implements policies on disconnections to carry out high collection efficiency. The section also is responsible for processing applications for new service connections, receives and attends customers' complaints and requests and investigate illegal connections and other fraudulent practices on water and water services and implements lawful penalties as provided for by RA 8041.

The section also formulates and implements effective marketing strategy to increase market growth and keeps records of month billing and collection, monthly service connection data, monthly water consumption and waters sales.



The district has zero(0) new connection on May 2016 since the management suspended installation of new service connection due to the severe dry season caused by El Niño Phenomenon.





ENGINEERING and MAINTENANCE DIVISION

Engineering and Construction Section

Responsible in the preparation of feasibility studies, ocular inspections for all projects the district may undertake. The section also prepare the Program of Works (POW) and all other documentary requirement prior project implementation to ascertain the undertaking is in order. Implements the project based on program and budget allocations. Monitors project implementation, thus prepare and submit timely progress report. Prepare report of completion, as built plan and turn over documents to the accounting and Finance section for inclusion in the book accounts.

- Development, Construction and Completion of Kihare Deep Well Pump
- Started implementation of Mulberry Pump Station Development with target date of completion on first quarter of 2018
- Started implementation of the 300.0 cu.m elevated steel tank at Bayabason Pumping Station with target date of completion on the first quarter of 2018.
- Completion of the Dampilasan Project a 5 lps additional to the existing water supply
- A 4,860.0 meter pipeline extension of various sizes was laid in sitios Kitam-is and Cebukawan all in barangay Lonucan
- Expansion of 8,000 meters of 6"Ø and 4"Ø pipeline to Barangay Balubal of Cagayan de Oro providing water to additional 324 people.



Completed Kihare deep well development



↑ Construction of the 300cu.m. elevated steel tank at Bayabason
 Extension Project at Sitio Kitam-is and Cebukawan of Brgy. Lonucan ↓



Maintenance Services Section

Responsible for the maintenance work of transmission, lateral and distribution pipes including all appurtenances. Performs maintenance work to spring sources and production wells. Responsible for valving schedules to ensure equal distribution of water supply to customers. Install service pads, stub outs and new service connections. Responsible for the repair of minor and major leakages and damages to water facilities. Install PRSV, air breather, PRV and other appurtenances for an efficient water supply delivery to the public.

- Rehabilitated and upsizing 6" Ø pipelines 8"Ø at Damilag, Manolo Fortich
- Electric Motor and Pump of Miranda Pump Station was upgraded from 30 hp to 60 hp to boost water supply delivery to four (4) barangays
- Repair of **xxx** transmission and distribution pipelines damaged by road improvement projects

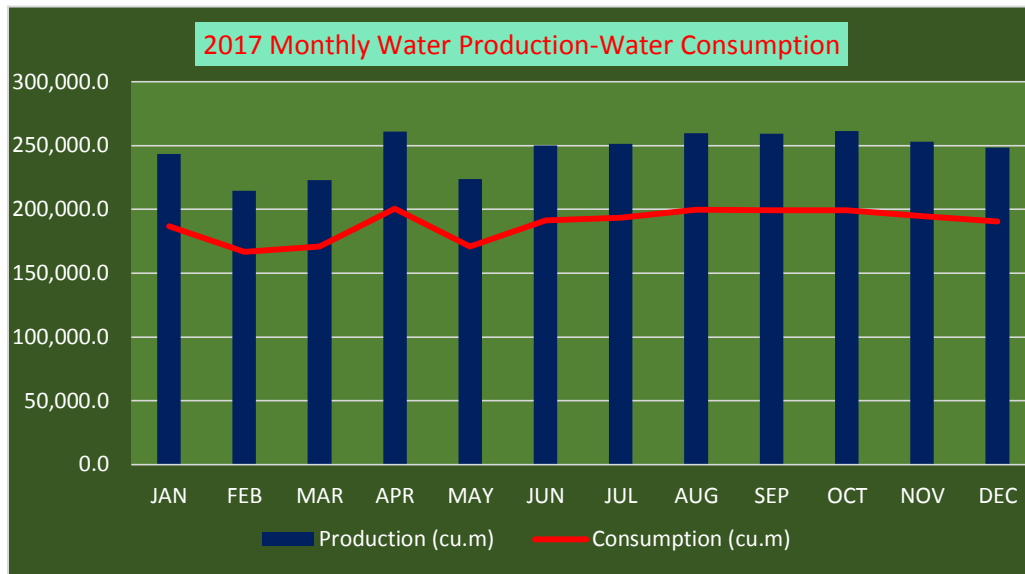


Rehabilitation and upsizing from 6"Ø to 8"Ø transmission pipelines at Damilag, Manolo Fortich

Production and Water Quality Section

Responsible for the assessment of customers' water supply demand in order to determine volume of water production in order to deliver adequate water supply to all customer any time of the day even during peak hours. Maintain the upkeep of the production well and water reservoir and treatment equipment to ensure safe and potable water supply to the people. Determines the water quality making sure it meets the required standard set by the Philippine National Standards for drinking water. The

section is responsible for the conduct of regular residual chlorine monitoring, water sampling collection for bacteriological, physical and chemical analysis.



List of Tanks and Reservoirs			
Name of Reservoir	Capacity per Day (cu.m)	Location (Barangay)	No. of HH Served
Balamban Reservoir	20.0	Agusan Canyon	414
Bayabason Concrete Ground Reservoir	200.0	Damilag	3,343
Belen Executive Homes Elevated Tank	20.0	Damilag	219
Bliss Concrete Ground Reservoir	80.0	Tankulan	56
Cristan Villa Elevated Steel Tank	40.0	Dicklum	325
Gamboa Elevated Steel Tank	200.0	Damilag	1,367
Kihare Concrete Ground Reservoir	200.0	Tankulan	408
Lingi-on Concrete Ground Reservoir	40.0	Lingi-on	495
Mangima Intake Box	25.0	Tankulan	676
Mantibugao Reservoir	50.0	Mantibugao	586
Mulberry Concrete Ground Reservoir	60.0	Tankulan	464
PCH-1 Elevated Tank	50.0	Damilag	475
PCH-2 Elevated Tank	50.0	San Miguel	270
Sto. Niño Concrete Ground Reservoir	100.0	Sto. Niño	455

Water Sources and Discharge Capacity			
Name of Source	Location	Source Type	Discharge Capacity (lps)
Artajo Station	Alae	Deep well	1.262
Balamban 1	Agusan Canyon	Spring	5.048
Balamban 2	Agusan Canyon	Spring/Pump	1.578
Bayabason I	Damilag	Spring/Pump	56
Bayabason II	Damilag	Spring/Pump	11.358
BEH Station	Damilag	Deep well	1.578
Cristan Villa Station	Diclum	Deep well	1.893
Diclum 3	Diclum	Spring	2.840
Diclum 2	Diclum	Spring	3.471
Diclum 1	Diclum	Spring	3.155
Kihare Pump Station	Tankulan	Deep well	4.417
Manupihon	Lingi-on	Spring/Pump	1.578
Miranda Pump Station	Damilag	Deep well	10.0196
Mulberry Station	Tankulan	Deep well	3.786
PCH 1 Station	Damilag	Deep well	5.679
Pol-oton	Tankulan	Spring	3.155
Tagbalola 1	Alae	Spring	1.262
Tagbalola 2	Mantibugao	Spring/Pump	5.048
Kisabong Station	Agusan Canyon	Spring/Pump	9.000
Mangima Station	Tankulan	Spring/Pump	9.465

PHYSICAL AND CHEMICAL SAMPLING and PRESERVATION METHODS ACCORDING to PARAMETERS														
Parameters	Max. Limit (PNSDW)	Method	Water Sources											
			1	2	3	4	5	6	7	8	9	10	11	12
Arsenic; mg/l	0.01	Colorimetry	<0.01	<0.01	<0.01	<0.01	<0.01	<0.01	<0.01	<0.01	<0.01	<0.01	<0.01	<0.01
Cadmium; mg/l	0.003	AAS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lead; mg/l	0.01	AAS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nitrate; mg/l	50	Ion Selective	1	9	2	1	2	2	1	1	1	3	5	1
Color; PCU	5	Visual Comparison	1	0	2	1	0	2	10	4	1	1	0	1
Turbidity; NTU	5	Nephelometric	0.1	0.1	0.2	0.1	0.1	0.1	1.6	0.2	0.1	0.2	0.2	0.1
Iron; mg/l	1	AAS	0.00	0.00	0.00	0.00	0.0	0.	0.02	0.00	0.00	0.00	0.00	0.00
pH	6.5 – 8.5	Electrometry	7.6	5.9	7.2	7.2	7.3	7.4	7.4	7.8	7.2	7.1	6.5	7.6
Manganese; mg/l	0.40	AAS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Chloride; mg/l	250	Titrimetry	1	10	1	1	6	2	1	1	1	1	4	2
Sulfate; mg/l	250	Turbidimetric	0	0	0	1	0	0	1	0	0	0	0	0
TDS; mg/l	500	Gravimetry	51	66	58	52	158	93	64	58	57	110	71	93
Sources: 1- Balamban 1; 2-Cristan Villa; 3-Kisabong; 4-Diclum 2; 5-Tagbalola; 6-BEH; 7-Bayabason 2; 8-Miranda; 9-Kihare; 10-Manupihon; 11-Pol-oton; 12-Mangima														

AVERAGE CHLORINE RESIDUAL MONITORING REPORT 2017												
Sampling Point	Month/Chlorine Residual Recorded; ppm/Sampling Time											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Balamban 1	0.8	0.8	0.7	0.7	0.4	0.8	0.1	0.1	0.4	0.6	0.6	0.5
Balamban 2	1.0	1.0	0.8	0.8	0.6	0.8	0.6	0.7	0.7	0.6	0.7	0.7
Bayabason 1	0.9	0.9	0.8	0.6	0.1	0.9	0.1	0.1	0.2	0.6	0.6	0.6
Bayabason 2	0.9	0.9	0.8	0.6	0.1	0.8	0.1	0.1	0.8	0.7	0.7	0.6
Belen Executive Homes	0.9	0.8	0.8	0.8	0.7	0.5	0.8	0.8	0.7	0.6	0.3	0.6
Cristan Villa	0.7	0.7	0.4	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.4	0.5
Diclum 3	0.7	0.7	0.5	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.5
Diclum 2	0.7	0.7	0.4	0.3	0.3	0.3	0.3	0.3	0.3	0.2	0.4	0.5
Diclum 1	0.7	0.7	0.4	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.4	0.5
Kihare	0.6	0.6	0.4	0.3	0.2	0.4	0.3	0.3	0.3	0.3	0.4	0.4
Lingi-on	0.6	0.7	0.5	0.3	0.3	0.5	0.3	0.3	0.3	0.3	0.6	0.4
Miranda	1.0	0.9	0.9	0.8	0.1	0.5	0.1	0.1	0.3	0.5	0.3	0.6
Mulberry	0.6	0.8	0.4	0.3	0.3	0.4	0.3	0.3	0.3	0.3	0.6	0.5
Pch 1	1.0	1.0	0.8	0.5	0.1	Non functional	0.1	0.1	0.1	0.5	0.4	0.6
PCH 2	0.7	0.8	Non functional	Non functional	Non functional	Non functional	Non functional	Non functional	.3	0.3	0.3	0.5
Pol-otn	0.7	0.8	Non functional	Non functional	0.3	0.5	0.2	0.3	0.3	0.4	0.4	0.4
Tagbalola-Mantibugao	1.1	1.0	0.8	0.8	0.7	0.4	0.6	0.5	0.4	0.6	0.4	0.5
Kisabong	1.0	0.9	0.3	0.8	0.1	0.3	0.1	0.1	0.9	0.6		0.6
Mangima	0.7	0.8	0.7	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.5	0.5

ENVIRONMENTAL ADVOCACY

The prevalent climate change phenomenon, water sources are being affected in terms of their respective discharge capacity. MFWD is experiencing a bit of water shortage during a dry spell. In order to sustain the water supply to the customers, to preserve all water sources and sources to be for future, the need to take a step in environmental protection is the district's advocacy. The district is a strong supporter to the Mt. Kitanglad Tree growing project of the Bukidnon Association of Water district. And in its own simple, practical way, initiated a Tree Growing Projection within its service area. This project aims to educate people in all stages of life about climate change and its impact to water safety and supply, to grow 10,000 fruit bearing trees in the community. The district distributed 3,000 guayabano seedlings to 1,500 customers which were planted in their own backyard. A regular monitoring of the planted guayabano is done. It is expected that in three (3) years-time, the trees will be full grown and at 100% survival.



MFWD Nursery and Seed dispersal activity at barangays Damilag and Alae



Climate Change Education Information Campaign at Manolo Fortich National High School



OVER ALL ACCOMPLISHMENT

With the concerted efforts of all employees, management and the Board of Directors, year 2017 was a fruitful one and MFWD has lived with its mission of a committed delivery of excellent water services to the community with dedication, integrity and transparency through employee empowerment and community involvement. The 9,483 customers received safe and potable water supply in their respective taps and are satisfied recipients of districts services.