

Pol.WD's Mandates and Functions

Legal Basis on the Creation of PWD

- PD 198 – Provincial Water Utilities Act of 1972
- Sangguniang Bayan Resolution No. 63 Series of 1980.
- LWUA Certificate of Conformance No. 153 Dated June 19, 1981.

System of Operation

- Private Entity (1980 – 1990)
- Government Owned and Controlled Corporation (1991 – Present)

Purpose and Formation (PD 198 Chapter II Sec. 5)

Local water district may be formed pursuant to this Title for the purpose of:

- Acquiring, installing, improving, maintaining and operating water supply and distribution systems for domestic, industrial, municipal and agricultural uses for residents and lands within the boundaries of such districts
- Providing, maintaining and operating wastewater collection, treatment and disposal facilities, and
- Conducting such other functions and operations incident to water resources development, utilization and disposal within such districts, as are necessary or incidental to said purpose.

Watershed Management (PD 198 Chapter VII-Sec. 31-e)

- A district shall have the right to: Take over the management, administration, operation, and maintenance of all watersheds within its territorial boundaries.

Functions of Different Offices

Office of the Board of Directors

- Appoints General Manager and the Legal Officer;
- Approves the WD rules and regulations, corporate plan, annual budget, contracts, loans, acquisition of real property at pre-determined amounts and nature, organizational structure, compensation and benefits, water rates and charges;
- The policy making body of WD.
- Responsible for the operation of the District and its long term and short-term planning.
- Recommends organizational structure and manpower level, compensation and benefits schedules, water rates and charges, acquisition of real property, construction contracts, acceptance of completed projects, management strategies appropriate for the district, executes payment for approved projects and programs.

Office of the General Manager

- Responsible for the operation of the District and its long term and short-term planning.
- Recommends organizational structure and manpower level, compensation and benefits schedules, water rates and charges, acquisition of real property, construction contracts, acceptance of completed projects, management strategies appropriate for the district, executes payment for approved projects and programs.

Administrative and General Services Division

- Formulates and implements human resource programs, policies and procedures pursuant to Civil Service law and rules;
- Formulates and implements procedures on procurement of adequate supply of quality materials, equipment and services;
- Formulates and implements policies on records management for the whole organization.
- Formulates and implements policies related to security measures of building, grounds and people in the organization

- Formulates and implements systems on warehousing and maintenance of materials, supplies, vehicles and equipment in accordance with the regulations and policies.
- Procurement, Personnel and Gen. Services (3 Sections)

Finance Division

- Responsible for the maintenance of the corporate books of accounts and all accounting records, documents and the preparation of Financial and Accounting reports and Analysis.
- Implements procedures and policies on cash management particularly on safekeeping, disbursement, control of water districts funds.
- Also implements procedures and policies on collection of water bills, cash funds and other monies or income of the District.
- Coordinates with concerned departments in the preparation of the annual budget and prepares and monitors projected financial reports based on approved annual budget.
- Also determines financial resources available to carry out water district programs.
- Cash, Budget & Accounting Services (3 Sections)

Commercial Division

- Maintains accurate and updated customer service records and follow-up all delinquent accounts, and enhances collection efficiency;
- Enforces utility rules and regulations as to billings, delinquencies and adjustments.
- Receives and processes service application including installation of new service connection and attends to customer complaints and requests.
- Also conducts marketing surveys and formulates program on customer relations.
- Attends to customer complaints and requests such as closed accounts;
- Investigate illegal connection, and
- Implements policy on delinquent customers.
- Customer Services & Customer Account Services (2 Sections)

Engineering and Operations Division

- Determines water production requirements and ensures the steady supply of water to the service area;
- Maintains water pumps and water treatment facilities and water quality in accordance with the standards set by the Philippine National Standards for Drinking Water & World Health Organization;
- Conducts preventive maintenance and repair of equipment and facilities.
- Initiates programs for protection and development of water resources and watershed areas.
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- Implements programs for extension, expansion, and improvement of water supply system and undertakes repair and maintenance of transmission and distribution pipelines, including appurtenances.
- Formulates and implements corrective maintenance of water meters and other measuring devices;
- Plans and designs mainline extension, including mainline improvement, water supply system, pumping facilities and other structures.
- Production& Construction. & Maintenance Services (2 Sections)