



CASIGURAN WATER DISTRICT

2023

ANNUAL REPORT



Serbisyong Bulahos Para sa Gabos

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FOREWORD

2023 can be considered as post pandemic year, whereby the local economy was seen slowly bouncing back. It was a welcome development. Casiguran Water District, just like any other utilities, largely depends on the economic condition of the locality for its operation and even survival.

Based on hard data, CWD still maintains a healthy financial position. The Commercial and Billing Section in coordination with Accounting and Budget Section as well as the Engineering Section did a good job in posting a respectable collection efficiency – the life blood of the District. The electronic mode of bill payments and the Barangay Collection Stations also contributed to the successful collection efforts for year 2023. One may appreciate that this financial health is being attained with water rates considered as the lowest in the entire Philippines.

The Engineering and Production Section accomplished a total of 18 improvement projects with a total amount of P 2,630,454.01, using internally generated fund. This has made the system more efficient and sustained the 24/7 delivery of safe water to some 6,000 water concessionaires in Casiguran. The District continues to share its blessings to neighboring municipalities and city thru water bulk sale agreements. The quality of water being delivered is as good as ever; it is always compliant with the PNSDW. The recently approved Water Safety Plan (WSP) is another testament of the District's true resolve to continue to deliver safe water to its concessionaires.

The result of 2023 Annual Satisfaction Survey is also very encouraging and in fact inspiring. The District posted a 4.195 rating with equivalent interpretation of "Very Good." The ISO 9001:2015 aligned survey methodology was used. It was conducted from November to December of 2023 with 25 respondents from each of the 24 served Barangays or a total of 600 participating water consumers. It is good to note that the District continues to maintain a very high satisfaction rating for year 2023.



FOREWORD

The District has been successful in conducting several Corporate Social Responsibility (CSR) programs previously denied during pandemic. Pa Jollibee Year 6 was again conducted at Escuela, Casiguran, Sorsogon. Participation at Brigada Escuela was also conducted to help in preparing the elementary schools truly conducive to learning.



The District has been unfailing in making sure that employees are well motivated by providing worthwhile recreational and team-building activities. The District has also been consistently giving opportunities for career developments; knowing that the most important asset of the District are the employees. It is in our belief agency cannot be stronger than its employees.

The Orok Cold Spring Resort, owned and managed by CWD, has posted an unprecedented increase of number of guests surpassing the figures posted on pre-pandemic years. The revenue generated from the resort is being used to finance watershed protection programs and subsidize the day-to-day operation of the District, resulting to very low water rates for its consumers. The resort is the number one tourist destination in the municipality and one of the best in the Province. The only one of its kind among water districts.

This Annual Report is accomplished and presented not only for compliance purposes but also intends to document the 2023 highlights of CWD operation. May this document serve as a testament of the District's true resolve to serve every Casiguranon including the people of neighboring municipalities and city. Rest assured that the Board and Management will continue to protect the water sources of the District including the water system, if only to assure that the coming generations will still enjoy abundant, steady, affordable and safe water.

Serbisyong Bulahos para sa Gabos, ngonian asin sa maarabot na panahon!

MISSION, VISION AND QUALITY POLICY

To provide potable and sufficient water supply, affordable to every concessionaire through an effective and efficient delivery system.



The Casiguran Water District works towards a dynamic, reliable and self-sustaining water utility, using its resources for the optimum satisfaction of its concessionaires.

We at the Casiguran Water District Commit to:

- Provide safe and sufficient water supply, affordable to every concessionaire's,
- Ensure that services are maintained and improved to comply with highest standards,
- Efficiently manage our operations, and
- Comply with all pertinent and applicable regulatory and statutory requirements.

To meet changing concessionaire's needs, demands and expectations we will continually improve the effectiveness of our Quality Management System by adopting Risk-Based thinking at all times.

"Serbisyon Bulahos Para sa Gabos"



**CASIGURAN WATER DISTRICT
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I. GENERAL

A. ADMINISTRATIVE AND GENERAL SERVICES

1. Attached approved organization charts in effect as of report year's end	
a. Functional Chart – showing unit board functions.	ANNEX A
b. Position/Organizational Chart (key employees only)-showing Permanent position and incumbents.	ANNEX B
2. Attach list of employed personnel with pertinent information (See Annex C – List of Plantilla Personnel 2023)	ANNEX C
The following summarizes the District's staffing	
a. Total Number of employees	42
b. Number of permanent employees	14
c. Number of casual/temporary employees/laborers	5
d. Number of employees meeting minimum qualifications per job description adopted by the District	23
e. Number of employees not classified as casual/temporary who do not meet the minimum qualifications established by the District	0
3. Has the District adopted a policy prohibiting hiring of personnel Related up to the fourth degree by affinity or consanguinity (Yes or No)	YES
If not, how many of the employees are related to other employees Or officials within the fourth degree by affinity or consanguinity	NONE
4. Has the District adopted rules and regulations regarding the following: (Yes or No)	
a. Personnel matters	YES
b. Utility customers relations	YES
c. General Utility operations	YES
During the year, in how many instances (or how many times) have exemption to these rules and regulations been in special cases?	NONE
5. Attach list of policy – setting resolutions adopted, repealed or amended by the District Board including those adopting LWUA guidelines	ANNEX D
6. Has the District written and properly updated, reliable records of the Following? (Field check may be undertaken, if necessary) Yes or No	
a. Customer Complaints	YES
b. Billing and Collection	YES
c. Delinquencies in payment of water bills	YES
d. Meter histories	YES
e. Service Connections	YES
f. Equipment histories	NA
g. Equipment downtime	NA
h. Bacteriological tests	YES

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I. GENERAL

i. System pressure	YES
j. Leak reports	YES
k. Unaccounted for water	YES
l. Pump efficiencies	NA
m. Water production	YES
n. Water consumption	YES
o. Valve and pipeline location	YES
p. General accounting	YES
q. Stock inventory	YES
r. Stores usage	YES
s. Employees records	YES
t. Minutes of the Board Meeting	YES

7. For this year, Auditing has been done by the Commission on Audit YES

8. Attach list of reports being prepared regularly by the District on a monthly Basis as required in the Commercial Practice Manual (Omit this item if the District has not yet installed the commercial practices system in which Case, indicate that the said system has not been installed yet. See Attached Annex E-List of Reports Prepared Regularly) ANNEX E

B. FINANCE AND COMMERCIAL DIVISION

1. Attach the District's financial statements for the report year including a A comparison of the immediate past year. (See Annexes F1 - F6) Financial Report) ANNEX F

2. For the year under report, the District's total budgetary outlay was Broken down into: (Source: Approved Budget)

a. Operating outlay (original budget)	28,617,578.00
b. Capital Outlay (original budget)	17,525,950.00
c. Debt Service	7,107,937.00
d. Reserve	1,812,210.00

3. For this same one-year period, the District's Gross Revenue was Broken down into (Source: Financial Report)

a. From water sales	26,587,520.00
b. Other water revenues	1,024,575.00
c. Other non-operating income	4,688,216.00

4. For the same one-year period, the District's expenditure was Broken down into (Source: Financial Report)

a. Operational (operation & maintenance expense, including Depreciation	26,587,520.00
b. Capital Outlay	1,024,575.00

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I. GENERAL

(Annexes G-summary of Loan Payments-LWUA & DBM)	4,688,216.00
5. For the same one-year period, the total salaries, wages & other emoluments paid for the District's employees were broken down into:	
a. For permanent employees	5,356,487.00
b. For casual/temporary	827,532.00
6. Expenses for power/fuel for pumping during the year (Acct. #726, if Commercial Practices Accts. Are in effect)	NA
7. Total amount billed during the year is broken down into: (FOH)	
a. Current billings	26,587,520.00
b. Old Accounts	0.00
8. Total amount collected (water sales only during the year) was broken down into:	
a. Current billings	25,272,832.00
b. Old Accounts-Arrears	1,276,313.00
9. Total amount uncollected (delinquent) at years end excluding Bad Debts. (Source: Year-End Report)	0.00
10. Total reserves at year's end	2,410,469.00
11. Complaints filed, processed and settled during the year	
a. Total number filed, processed and settled during the year	2,441
b. Number dismissed for lack of merit/withdrawn	0
c. Number investigated	2,441
d. Number settled to the satisfaction of complaints	2,441
e. Number elevated to the District Board	0
f. Number settled by the Board	0
g. Number elevated to the higher authorities	NONE
12. At year's end, the following water rate charges were in force	NONE

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I. GENERAL

13. Every water district want to know what its water users think of their water system and the quality of their services in order that it could do what is best to ensure maximum satisfaction of its customers. During the middle of the year, the district conducted a random survey covering 600 water users (not less than 40), and herewith is the result of such survey: N=600

Questions	Excellent	Very Good	Good	Fair	Poor
1. Ang Kalidad ng tubig ay malinis	382	105	88	13	12
2. Ang Serbisyo ng tubig ay sapat	293	109	139	34	25
3. Ang presyo ng tubig ay nasa tamang halaga	344	106	122	19	9
4. Mabilis bang natutugunan ang iyong mga service request?	246	143	131	55	25
5. Magalang ba ang pakikitungo ng mga kawani ng CWD?	385	111	87	8	9

Casiguran Water District is dedicated to upholding the highest standards of service, and as part of our ongoing commitment to excellence, we recently conducted a thorough Customer Satisfaction Survey. This survey aimed to gauge the perceptions and experiences of our valued customers across various dimensions of our services.

Quality, a fundamental pillar of our commitment, received a commendable rating of 4.387. This underscores the satisfaction our customers feel regarding the quality of water we provide, reflecting the effectiveness of our water treatment processes and infrastructure.

Sufficiency, a critical aspect in ensuring that the water supply meets the demands of our community, obtained a solid rating of 4.018. This indicates a reliable and consistent delivery of water, reflecting our commitment to meeting the needs of our customers with efficiency.

Affordability, a concern that resonates with every customer, received a noteworthy rating of 4.262. This underscores our dedication to providing value without placing an undue financial burden on our community, aligning with our mission to make water services accessible.

Efficiency, a measure of the effectiveness of our operational processes, scored 3.883. This rating provides valuable insights, indicating areas where enhancements can be made to streamline our operations and better serve our customers.

The Attitude of our staff, a crucial component in customer satisfaction, received an impressive rating of 4.425. This reflects the positive and professional interactions experienced by our customers, emphasizing the human element in delivering quality service.

The Overall Rating, a composite reflection of these key dimensions, stands at 4.195. This rating places us in the "Very Good" category on the Customer Satisfaction scale, a testament to the positive experiences reported by the majority of our customers.

**CASIGURAN WATER DISTRICT
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I. GENERAL

C. ENGINEERING, CONSTRUCTION AND PRODUCTION DIVISION

1. Has the District adopted by Board of Directors resolutions, a set of design and construction standard? (Yes or No)	NO
If so, who prepared it?	N/A
Is it being adhered to strictly?	N/A
2. Does the District undertake bacteriological test of its water? (Yes or No)	YES
How often are these tests made per year?	MONTHLY
Is LWUA being furnished copies of these test reports?	YES
For the report year, how many such reports were submitted to LWUA?	12
3. State the method of water treatment employed by the district, if any	Drip Type
Chlorination	
4. Does the district undertake regular pump efficiency tests? (Yes or No)	NA
How many of these pumps does the district have in its system	NA
How many of these pumps are operational?	NA
Attach list of pumps now in operation.	NA

D. OPERATIONAL

1. Total water production during the year in cubic meters	3,630,000
2. Total water billed in cubic meters	3,164,426
3. Average per capita consumption in Liters.	102.63
4. Attach list of CWD Water Sources	ANNEX J
5. Is the district provided with measuring devices to measure their water Production? (Yes or No)	NA
If yes, what type? Orifice plate, water meter propeller type and Venturi type & flow meter	NA
6. As of the year's end, the district has the following existing service connection And related information. (See Annex L - Service Connection Growth)	ANNEX L
a. Total number of existing connections	7,589
b. Number of active connections	6,636
c. Number of metered connections	
1. With functioning meters	6,636
2. With non-functioning meters	0
d. Number of flat rate connections	3
e. Number of connections (customers) regularly billed	6,607
f. Number of delinquent customers	4,510
g. Average number of customer per connection	5

**CASIGURAN WATER DISTRICT
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I. GENERAL

7. Estimated population of district service area	41,416
a. Estimated population served by utility whether fully or partially	33,180
8. Because of inadequate facilities, the district had to provide partial service In accordance with the following average length of time each 24-hourday:	
a. Less than 6 hours service	NONE
b. 7 - 12 hours service	NONE
c. 13 - 18 hours service	NONE
d. 19 - 24 hours service	6,636
(Note: You may vary the number of hours as may be necessary to Suit actual conditions)	
9. Attach list of all major equipment and machinery (with an initial cost of at Least P10,000.00 including pertinent information.) (See Annex _ - List of Major Equipment)	NA
10. Does the District keep written record of requests for service? (Yes or No)	YES
a. Does the record show the data when such requests were made and the nature of the service requested? (Yes or No)	YES
b. On the average, how long (in days) does it take the District to respond and attend to such requests?	2 days
c. How many such reports were received during the year	2,441
d. How many of these reports were attended to during the year?	2,398

Submitted by:

ENGR. EDUARDO P. TEJADA
General Manager

WATER DISTRICT PROFILE

IDS-Form No. 001 - Revised May 2014

CASIGURAN WATER DISTRICT							
WD PROFILE AS OF: DECEMBER 2023							
Coverage:*	Casiguran, Gubat, Juban, Sorsogon City			Total Population:	41,416	No. Households	9,587
CCC No.	366	Total No. of Barangays: *	25	Province:	Sorsogon		
Date Issued:	10/10/1988	No. of Barangays Covered:**	24	Region:	V	Cong. District:	1st
Date Formed:		No. of Served Barangays:	24	Congresswoman:	Dette Escudero		
Date Filed:		No. of Unserved Barangays:***	1	Governor:	Edwin B. Hamor		
Category:	C	Population Served (%)****	80%	Mayor:	Maria Minez Hamor		
Date Categorized / Recategorized:		03/29/2012		Credit Classification			
No. of Active Connection:		6,636	No. of Employees:	42	Employee/ S.C. Ratio		158 :1
MANAGEMENT and BOARD COMPOSITION							
General Manager:		Engr. Eduardo P. Tejada		Date of Appointment:		Sept. 02, 2002	Status Permanent
Board of Directors:	Sector	Terms of Office		Position	Remarks		
Mr. Eduardo T. Frivaldo	Civic	01/01/2019	to 12/31/2024	Member			
Mr. Manerto D. Te	Education	01/01/2021	to 12/31/2026	Vice-Chairman			
Mr. Ruis H. Jersey	Business	01/01/2023	to 12/31/2028	Chairman			
Mrs. Neney V. Labalan	Women	01/01/2019	to 12/31/2024	Member			
Engr. Brian B. Espedido	Professional	01/01/2021	to 12/31/2026	Sec./Treasurer			
Appointing Authority		Maria Minez Hamor		Board Per Diem	Php	3,075	Date Approved: June 1, 2016
WATER RATES SCHEDULES							
	Per Public Hearing Dated:			Existing	Remarks		
	Dom/ Gov't/	Comm					
Min. Charge	88.00	176.00		88.00			
11 - 20 cu.m	9.80	19.60		9.80			
21 - 30 cu.m	10.80	21.60		10.80			
31 - 40 cu.m	12.00	24.00		12.00			
41 - up	12.00	24.00		12.00			
LWUA Approved:				Yes	Date of Effectivity: February 1, 2007		
LOAN STATUS							
	LWUA		NON-LWUA		Remarks		
Total Loans Aailed	P	47,998,913.52	P	27,264,918.88			
Required Mo. Amortization	P	206,449.00	P	282,600.96			
Projected Collection, (YTD)	P	2,764,088.37	P	3,687,705.07			
Actual Collection, (YTD)	P	2,764,088.37	P	3,687,705.07			
Collection Efficiency, (YTD) %		100.00%		100.00%			

WATER DISTRICT PROFILE

FINANCIAL DATA (DEC 2023)		YTD	Performance Indicators		Actual	Benchmarks
Total Revenues		32,300,310.05	Net Income Ratio		0.09	≥ 0.25
Total Expenses		29,239,729.12	Operating Ratio		0.69	≤ 0.75
Net Income		3,060,580.93	Current Ratio		3.02	≥ 2:1
Receipts		44,701,119.05	Collection Ratio		91.57%	90% - 100%
Disbursements		44,348,461.89	Cash Reserve (JSA = % of Gross Revenue)		3.89%	3% - 10%
Net Receipts/Disbursements		352,657.16	Debt Service		Current	Current
Cash Balance, Beginning		4,463,632.04	NRW, %		12.83%	≤ 20%
Cash Balance, Ending		4,816,289.20	Adequacy (Production)		2.50	≥ 1.25:1
Cash Reserves (JSA)		1,254,937.53	BactiTest Reports (C/R) %		12/12	12/12
Other Reserves:		1,155,531.32	Residual Chlorine		0.3 ppm	@ least 0.3 ppm
Operating Revenues:		32,300,310.05	No. of Hours of Water Service		24hrs	24hrs
TECHNICAL DATA			Staffing Ratio		158	≥ 100-120:1
No. of Source/s of Supply		Rated Capacity	Water Supply Improvement / Development Projects			
Spring/s:	2	10,879,920.0 lps		Completed Project	Proposed Project	
Wells:		lps	POW Cost	14,000,000.00	3,500,000.00	
Surface:		lps	Source of Funds	LWUA -Loan	Intemal Funds	
Storage Facilities	2,800	m ³	Date of Implementation	15-Feb-22	01/15/2024	
Total Water Production, YTD	3,630,000	m ³	Target Date of Completion	20-Sep-23	12/15/2024	
Total Water Billed, YTD	3,164,426	m ³	Projected Additional S.C.	500	300	
Treatment Facilities (Type)	Drip type Chlorinator		Additional Supply Capacity	1 MLD	.5 MLD	

ISSUES AND CONCERNS:	RECOMMENDED COURSE/S OF ACTION
1. There is an increasing demand for water by the municipality of casiguran and bulk customers.	1. As of December 31, 2023, there is no shortage of water in Orok Spring but the management developed a new source which started last Feb 2022, a 14M New Water Treatment Plant which completed last September 20, 2023 in anticipation to the increasing demand of concessionaires.

Prepared by:

RALPH LOUIE H. RAFFER
Sr. Corporate Accountant

Approved by:

ENGR. EDUARDO P. TEJADA
General Manager



BOD MAINTAINS STATUS QUO

The Casiguran Water District (CWD) on its first regular meeting on January 11, 2023 opted to continue functioning with the same set of officers, effectively maintaining leadership status quo.

BOD Chairman Ruiz H. Jersey will still be the Chairman of the Board, making him the longest serving Chairman. Vice Chair Mamerto D. Te was likewise elected as Vice Chairman. Engr. Brian B. Espedido will still be the Secretary. The officers will serve for another two (2) years.

The action of the Board was embodied in Resolution Number 2023 – 01. It will be recalled that Chairman Ruiz H. Jersey was recently re-appointed as member of the Board by Mayor Maria Minez R. Hamor. Chairman Jersey, 80 years old, will represent again the Business Sector. He is a seasoned policy maker and his appointment is expected to be confirmed by the Local Water Utilities Administration (LWUA).

Mamerto D. Te and Engr. Brian B. Espedido of Education and Professional Sectors respectively, were both appointed to the BOD on December 14, 2020. Other members of the Board are Neney V. Labalan of Women Sector and Eduardo T. Frivaldo of the Civic Sector.

The Board of Directors of CWD is the highest authority of the District. As a collegial body, all authorities and powers of the District emanate from BOD as per PD 198.



CWD COOP CONDUCTS ANNUAL GENERAL ASSEMBLY

The CWD Employees Cooperative conducted 13th Annual General Assembly on January 20, 2023 at CWD Conference Room. It was attended by 36 members of the Coop to discuss important issues and to comply with the requirements of Cooperative Development Authority.



Financial operation and current financial position were discussed by Ralph Louie H. Rafer. Based on the figures presented, it appeared that the Coop has now recovered from the ill-effects of the pandemic. The net income for year 2022 even surpassed the pre-pandemic income of the Coop. Dividend rate stands at 17%.

The members of the Coop decided to elect same set of officers with Ruby R. Buban as Chairman of the Board and Antonio D. Hilis as General Manager. The fresh mandate for the officers is expected to bring the Coop in an even higher height.

With the healthy financial position of the Coop, the members approved to increase loanable amount for Salary Loan from P 60,000 to P 75,000 for permanent and casual employees. For Job Order Workers, the loanable amount is now P 45,000, higher by P 10,000 than the previous. Birthday loan of P 5 000 was also retained.

The Coop that operates for 13 years now, proves to be very helpful to its members especially in times of financial needs. It effectively safeguards its members from loan sharks.



CWD HURDLES 2ND SURVEILLANCE AUDIT FOR ISO 9001:2015 (QMS)

The Casiguran Water District (CWD) passed the 2nd ISO Surveillance Audit with no “Non-conformities” findings on March 3, 2023. The said audit was conducted using hybrid modality: two auditors from TUV Nord were physically present conducting the audit on a face-to-face mode while the other expert auditor participated virtually. The goal of the audit is to determine not only the management’s compliance with existing Quality Management System (QMS) but also its effectiveness. Also, it aims to recommend opportunities for improvement for the said QMS, all for the benefit of the District’s internal and external clients.

CWD acquired ISO 9001:2015 –Quality Management System (QMS) certification on March 3, 2021. The 1st Surveillance Audit was conducted a year after – March 3, 2022. For the last two years, the District has



been passionate about QMS knowing that it is now operating at par with the best in the industry. CWD is the first water district in the Province of Sorsogon to attain such a feat. It is expected to pass the ISO Re-Certification come next near 2024.



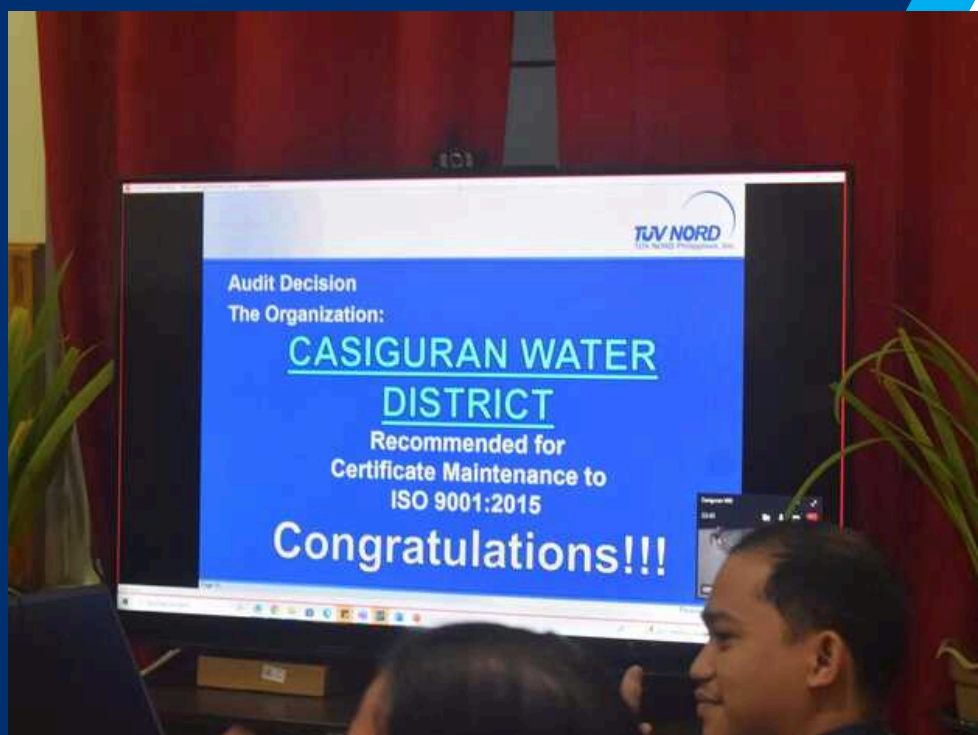
The CWD Board and Management took every step to pass the yearly mandatory Surveillance Audit since they are well aware that ISO-QMS Certification ensures the agency’s continual improvement, always maintaining risk-based thinking and a customer-focused operation

The Audit yields two (2) Comments (CM), five (5) Good Practices (GP), and six (6) Potential for Improvement (PI). Most importantly, no Non-Conformities (NC) were seen, a testimony of the District’s adherence to the QMS using international standards of delivering services to its clients. The auditors highly commended the Board and Management of CWD. The Board is headed by Chairman Ruiz H, Jersey and the Management is headed by GM Engr. Eduardo P. Tejada. The ISO Coordinator is Ralph Louie H. Rafer.

The highly competent TUV-Nord auditors were Geraldine Maguiat, Niel Patrick Ordiales, and Kristabelle Aguilar. Ms. Maguiat attended virtually while Mr. Ordiales and Ms. Aguilar conducted audits on a face-to-face mode. The ISO Core Team and CWD Section Head's readiness and passion for the QMS were evident, according to the auditors.



The ISO-QMS certification re-echoes and reflects the District's long-time motto: *Serbisyong Bulahos para sa Gabos*.



CWD JOINS THE CELEBRATION OF WOMEN'S MONTH 2023



the Casiguran Water District (CWD) joined the celebration of Women's Month by conducting gift-giving activity dubbed as "Handog Para Kay Juana" on March 8, 2023 as organized by Gender and Development (GAD) focal chairperson Ms. Ruby R. Buban. The world-wide celebration of Women's month aims, among others, to promote

awareness on gender biases. One Hundred (100) pre-selected women of Casiguran were the beneficiaries.

The gifts given were grocery items contained in a pail. It consists of noodles, canned goods, rice, coffee and sugar expected to somehow augment to the daily provision needs of families. The gifts may not be so grand but were nevertheless appreciated so much by selected women, who were mostly impoverished and have less in life. CWD, all these years, has been consistent in conducting this kind of activity considered not only as GAD-related but also a Corporate Social Responsibility (CSR) Program.

Before the actual giving of gifts, a short program was conducted. GM Eduardo P. Tejada in his message expressed gratitude to CWD employees who made the program design and actually prepared everything for the success of the subject activity. He emphasized the value of women in workplaces and in the community. He highlighted the significance of equality and personally thanked the attendees for celebrating Women's Month 2023 with CWD. He also acknowledged the support of Mayor Maria Minez Hamor for supporting always the district.

Director Eduardo T. Frivaldo in his message said that women are very important component of any community and in fact a vital cog for progress. He promised that CWD will continue to honor, respect and give importance to women in any way possible.





Chairman Ruiz H. Jersey also graced the occasion who led the distribution of the said grocery packs. CWD employees came in full force and actually handed to the beneficiaries the prepared items.

The Hon. Mayor Maria Minez Hamor was ably represented by Ms. Norina Duque and Editha Huet, Municipal Budget Officer and Municipal Social Welfare Officer respectively. The good Mayor thru her representatives conveyed gratitude to CWD for coming up again with pro-people and noble activity.

She conveyed her full and unconditional support to any undertakings by CWD specially if it is directed to the benefits of women.

A representative of the beneficiaries in the person of Ms. Habitan expressed gratitude to CWD and to the Local Government of Casiguran for always prioritizing women in Casiguran.



CWD CONDUCTS FIRE SAFETY DRILL



On March 15, 2023, the Bureau of Fire Protection (BFP) of Casiguran Sorsogon assisted Casiguran Water District employees in conducting a FIRE SAFETY DRILL. Under Presidential Proclamation No. 115-A, the month of March has been designated as "Fire Prevention Month" due to the "alarming increase of fire incidents happening across the country during this particular period." The Bureau of Fire Protection

is in charge of implementing a variety of initiatives and informational campaigns that promote fire safety.

The demonstrations and trainings were facilitated by SFO3 Rene E. Ariate together with his team: SFO3 Ricky G. Dionela, SFO2 Rey Doecareza, SFO2 Edgardo Ayende, SFO1 Chona Banico, and SFO3 Elmundo Joven. The training began with lectures on information about Fire Prevention Month. SFO3 Ariate went over each fire classification in great detail to give everyone a better understanding. Real-world scenarios were presented to help participants understand what would happen in the event of a fire. The firemen emphasized that it is critical for everyone to have the necessary trainings and expertise to keep themselves and their families safe.

A contained fire in a drum was used during the demonstration on how to properly use a fire extinguisher, wherein, a large number of CWD personnel took part in the aforementioned procedure for extinguishing a fire. Along with the demonstration of how to properly use a fire extinguisher using key points P-A-S-S (Pull the Pin, Aim, Squeeze the Lever/Handle, and Sweep Side by Side), there was an actual fire exit drill in which each a step-by-step procedure was performed. During the training, the officers in charge made certain that everyone was safe.

"In the observation of Fire Prevention Month, our firefighters want our fellow residents to exercise vigilance and be knowledgeable on preventing fire incidents," SF03 Ariarte said. The following were the insights on the conducted fire safety drill;



- 1) Check and ensure fire hazards – unattended lighted candles, gas stove/burner, overloaded and faulty electrical connections, and appliances.
- 2) Keep safe important documents, cash, and belongings in a go-to bag in an easy-access location during an emergency.
- 3) Know how and when to fight a fire, and
- 4) Never go back after evacuating a building until the authorized personnel declares it safe.



“For concerns and situations beyond our capabilities, always consult experts,” SF03 Ariarte advised. He further assured CWD employees that the Bureau of Fire Protection is eager to assist and help residents to ensure their safety.

The words of wisdom shared to CWD employees:
“Think of fire before it starts, because fire can kill.”

CWD JOINS WORLD WATER DAY CELEBRATION



Casiguran Water District joins the celebration of World Water Day at Orok Cold Spring Resort, Inlagadian, Casiguran on March 22, 2023. With the theme “Accelerating Change”, CWD conducted various activities to promote and emphasize further the importance of water. Sorsogon City Water District, Prime Water Sorsogon City, and Abejo Waters Corporation also joined the celebrations.

March 22 of any given year, World Water Day is celebrated. This is done world-wide to raise awareness of the importance of freshwater and to promote its sustainability. In 1993, the UN General Assembly passed a resolution designating the day as a yearly occasion. This day is an opportunity to learn more about water-related issues, to be inspired to tell others, and to take action to change things. Water is a basic component of life. Water is critical for creating jobs and promoting economic, social, and human progress in addition to being necessary for quenching thirst and sustaining progress.

Tree planting at Orok watershed highlighted the event. With CWD’s owned Tree Nursery, the attendees were provided with seedlings. After taking some group pictures for documentation purposes, the groups proceeded to the previously identified designated area that needs more forest cover. Thereafter, light snacks of locally sourced-out kakanin with matching kape barako were served.





When everyone settled down, after sharing some light moments with partners in the water industry, a short program ensued. General Manager Eduardo P. Tejada delivered his opening message, thanking everyone for taking time to be in solidarity with CWD in expounding the importance of fresh water, its proper use and sustainability; dwelling on the World Water Day Theme – “Accelerating Change.” He emphasized that change

should be positive and should begin with everyone’s little own ways of conserving the now-depleting fresh water.

GM Tejada acknowledged the presence of Chairman Ruiz H. Jersey, Vice Chairman Mamerto D. Te, BOD Secretary–BOD Member Engr. Bryan B. Espedido, Director Neney V. Labalan and Director Eduardo T. Frivaldo, all of Casiguran Water District.

Director Nancy L. Valdez and Director Engr. Jonathan G. Fortades of Sorsogon City Water District were likewise acknowledged. Employees of SCWD, Primewater, and Abejo Waters Corporations who came in full force for the occasion were also given due recognition. Primewater is headed by Branch Manager Ronel Roger S. Pereyra while Abejo was led by Plant Manager Biff D. Bulanon. Incidentally, CWD is supplying water in bulk to Sorsogon City.

Director Nancy Valdez also delivered a message in which she emphasized the importance of water in a person’s life. Furthermore, the Branch Manager of Prime Water Engr. Pereyra highlighted the importance of planting trees, saying that it will enable many people to have access to clean water for many years to come. The Plant Manager of Abejo Waters Corporation Biff D. Bulanon stated in his message that planting trees will lead to a better and greener future.

The activity was also graced by Casiguran Mayor Maria Minez Hamor as guest of honor and she highlighted the importance of water. The Hon. Mayor recognized the CWD BOD and management for the relentless efforts in securing the source of water not only for the benefit of the Municipality of Casiguran but also of the neighboring municipalities and city. LGU Casiguran will always be supportive of water district’s noble endeavor, after all access to safe water is a human right, the young and amiable Mayor said.

Each group came with a pre-assigned dish for lunch creating a sumptuous meal to the delight of everyone. The event turned out to be a momentous get-together of people with common dreams and aspirations of helping safe-water finds its way. The rest of the day was devoted to meetings of focal persons in relation to upcoming collaborations. CWD BOD also conducted its 2nd Regular Meeting for the month of March 2023. Extemporaneous singing event made the day for everyone. CWD Band showcased and displayed its prowess in providing music accompaniment.



The closing message was delivered by Director Eduardo T. Frivaldo. He said that problems concerning water resources are vital and will become more so in the upcoming years if the people, the water users, will not do swifter action to solve them. He added that urbanization, sanitation, climate change, natural catastrophes, and the environment are just a few of the many components of the contemporary water crisis that, while they must all be dealt with separately, are all interconnected."

GM ENGR. EDUARDO P. TEJADA RECEIVES ROCKSTAR-LEADER GENERAL MANAGER AWARD

The Philippine Association of Water District (PAWD) handed out the Rockstar-Leader General Manager award to Engr. Eduardo P. Tejada during the awards night of the 44th PAWD Convention held at the SMX Convention Center Manila last April 14, 2023.

The ROCKSTAR-LEADER GM award is given to the general manager of a local water district who has demonstrated exceptional leadership and management skills by fostering a creative and healthy work environment with awe-inspiring compassion for public service; a trailblazer of vision and inspiration who leads by example and



consistently exemplifies the standards of behavior expected of public servants and employees. Only one GM from Category C (Luzon) was adjudged as Rockstar-Leader.



PAWAD considered Engr. Ted Tejada's accomplishments as remarkable and worthy of recognition and emulation. Casiguran Water District (CWD), with GM Tejada at the helm, truly attained greater heights. PAWAD gave weight to CWD's status as a water district offering one of the lowest water rates in the Philippines at P 88.00 minimum. CWD also supplies

water in bulk to neighboring municipality and city. Being innovative and resourceful, CWD is operating a resort: Orok Cold Spring Resort, utilizing excess water from its spring source. CWD has an Employees Cooperative initiated by the GM. Incidentally CWD is a consistent Performance Based Bonus (PBB) compliant. Way back year 2016, CWD was also adjudged as one of the Most Outstanding Water District in the Philippines as conferred by the Local Water Utilities Administration (LWUA).

GM Tejada, GM of Casiguran Water District, is also the Interim GM of another water district: Sorsogon City Water District which is currently in a Joint Venture Agreement (JVA) with Primewater Infrastructure Corporation. Even with this complicated arrangement that he inherited, he managed to turn things around. SCWD is now enjoying a respectable 80% satisfaction rating, attained in three (3) years with GM Tejada as head of the management. He started with 34% satisfaction rating recorded on the first quarter of 2020.

Casiguran Water District and Sorsogon City Water District are now ISO 9001:2015 certified, another feather on GM Tejada's hat. The charismatic GM envisioned his water districts to be at par with best in the industry, practicing world-class services and constantly improving while maintaining risk-based thinking at all times and sustaining healthy financial position.



The indefatigable GM, a recipient of Most Outstanding Government Official Award from Civil Service Commission (CSC), conveyed his sincerest gratitude to his officemates, conveyed during flag ceremony, saying that the PAWD award is not for him alone but rather to every CWD and SCWD employees and BOD members of two water districts who helped him attain the feat. The award will serve as an inspiration, a challenge and source of pride to his co-workers in government, the GM added.



Engr. Tejada is truly a Rockstar-Leader GM, a low-key official who leads by example; he is the epitome of a modern-day public manager, in words and in deeds. The CWD and SCWD employees lavishly demonstrated their jubilation and extended warmest congratulations to their very own GM Ted. With the latest recognition, the famous employees' battle cry – "Serbisyong Bulahos Para sa Gabos" has gained an even stronger meaning, energy and vitality.

CASIGURAN WATER DISTRICT AND SORSOGON CITY WATER DISTRICT JOIN FORCES FOR A TEAM BUILDING IN DONSOLO



In a harmonious blend of professional development and camaraderie, employees from Casiguran Water District (CWD) and Sorsogon City Water District (SCWD) recently converged in the scenic town of Donsol, Sorsogon, for a two-day team-building event. The collaborative initiative, led by GM Engr. Eduardo P. Tejada took the place of the cancelled BIWADA Sportsfest, fostering unity and solidarity among team members. The two-day event kicked off with a seminar featuring Mr. Rowan L. Celestra, a distinguished motivational and inspirational speaker from the Department of Education (DepEd). Mr. Celestra's insightful talks on Motivation and Attitude, as well as Integrity and Commitment, resonated with the participants, providing valuable perspectives on personal and professional growth.

GM Tejada emphasized the importance of such events in the professional landscape, stating, "In our dynamic work environment, it's essential to invest in the holistic development of our team members. This team-building initiative not only strengthens our bonds but also enhances our collective capabilities as we face challenges together". Adding a spiritual dimension to the event, Reverend Father Philippe Andrew B. Gallanosa presided over a recollection,

creating a moment for reflection and unity among the participants. The spiritual component aimed at instilling a sense of purpose and shared values among the employees, fostering a harmonious work environment.



The presence of the General Managers of Donsol Water District, GM Daisy Jesoro, and Pilar Water District, GM Chloe Ann Formarejo, together with their staff added an extra layer of collaboration and knowledge-sharing to the team-building event. As both GMs actively engaged with participants from their respective districts, the exchange of ideas and experiences further solidified the sense of unity among the water district teams. This inter-district synergy not only strengthened the existing professional relationships but also paved the way for potential future collaborations, reflecting a commitment to collective growth and enhanced service delivery within the water sector.

The second day of the team-building event unfolded with a series of engaging games and activities. From trust-building exercises to collaborative challenges, the activities encouraged participants to communicate effectively, work as a cohesive unit, and build lasting connections.



As the participants returned to their respective districts, the echoes of camaraderie and shared experiences lingered, serving as a catalyst for a more collaborative and supportive work environment. The event not only contributed to the personal and professional development of the employees but also strengthened the bonds that will undoubtedly propel the districts toward shared success in the future.

CASIGURAN WATER DISTRICT (CWD) EMPLOYEES JOIN CIVIC PARADE FOR CASIGURAN TOWN FIESTA

In a vibrant display of community spirit, employees of the Casiguran Water District (CWD) actively participated in the Civic Parade held on October 6, 2023, as part of the Casiguran Town Fiesta celebrations. The presence of CWD employees in the parade not only added to the colorful spectacle but also underscored the vital role of building a network within society for swift and effective service delivery.

The Civic Parade, a cherished tradition in Casiguran, brought together various sectors of the community, including government agencies, local businesses, schools, and civic organizations. The participation of CWD employees in this festive event showcased the district's commitment to be an integral part of the local community beyond its primary role of providing water services.

The importance of building a network within society cannot be overstated, especially when it comes to service delivery. The Civic Parade served as a platform for different entities to come together, fostering a sense of unity and cooperation. In times of need, having a well-established network can significantly enhance the efficiency and immediacy of service delivery.

General Manager Engr. Eduardo P. Tejada expressed the significance of the district's involvement in community events. "Beyond our day-to-day responsibilities of providing water services, it is crucial for us to actively engage with the community. Building strong connections within the society we serve ensures that we can respond promptly to the needs and concerns of our fellow residents". The parade not only showcased the vibrant culture of Casiguran but also highlighted the interdependence of various entities within the community. The collaboration between different organizations, including the Casiguran Water District, contributes to the creation of a more resilient and responsive community. The participation of CWD employees in the Civic Parade exemplifies the district's commitment to be a responsible corporate citizen. By actively engaging with the community, the water district aims to strengthen its ties with residents and local organizations, ultimately contributing to the overall well-being and development of Casiguran. As the town continues its Fiesta celebrations, the presence of CWD employees in the Civic Parade serves as a reminder that building a network within society is not just a celebration of unity but a strategic approach to ensuring immediate and effective service delivery for the benefit of all residents.

CELEBRATING 35 YEARS OF EXCELLENCE: A JOURNEY TOGETHER



In a festive and historic gathering held at Aguador's Hub 3rd Floor CWD Corporate Center, on October 10, 2023, the Casiguran Water District (CWD) commemorated its 35th Anniversary under the theme "Celebrating 35 Years of Excellence: A Journey Together".

The milestone event brought together current and former employees, stakeholders, and community members to honor the district's three and a half decades of unwavering service. The celebration commenced with a solemn thanksgiving mass, where attendees reflected and gave thanks to the Almighty for the accomplishments and challenges that have shaped the Casiguran Water District since its establishment in 1988. Following the spiritual reflection, the participants gathered for a shared breakfast, fostering camaraderie and unity among the CWD family.

The afternoon session of the celebration was marked by a significant activity – the awarding of plaques of appreciation to retired employees who have played important roles that contributed to the growth and success of the district over the years. The simple recognition served as a token of the district's appreciation for the long years of dedicated public service. One of the focal points of the celebration was the commitment for a continuous improvement. The Casiguran Water District has been at the forefront of implementing strategies for employee enhancement and service innovation. The district recognizes that a dedicated and skilled workforce is essential for providing quality service to the community.

General Manager Engr. Eduardo P. Tejada, a prominent figure in the water industry, addressed the audience, emphasizing the importance of embracing change and adapting to the evolving needs of the community. He commended the Casiguran Water District for its proactive approach to service innovation and expressed confidence in its ability to meet future challenges.



The celebration also showcased various initiatives and projects undertaken by the Casiguran Water District to enhance its services and infrastructure. From technological advancements to community outreach programs, the district is committed to stay at the forefront of water management practices.



As the day came to a close, participants concluded the anniversary celebration with a renewed sense of purpose and pride of being part of the Casiguran Water District family. The 35th Anniversary served not only as a reflection on past achievements but also as a forward-looking platform for the district's future endeavors in providing excellent water services to the community. The journey of excellence continues for Casiguran Water District, promising a brighter and more sustainable future for the years to come.



COMBATTING VIOLENCE AGAINST WOMEN AND CHILDREN: CASIGURAN WATER DISTRICT (CWD) TAKES A STAND

In an effort to raise awareness and emphasize the importance of the legislation addressing violence against women and children, the Casiguran Water District (CWD) organized a short talk with its employees as participants, shedding light on the rights and obligations of individuals within the workplace.



The event, held on December 1, 2023 at the Conference Room elicited active participation from CWD employees, who gathered to engage in a crucial conversation surrounding the prevailing issue of violence against women and children. Recognizing the importance of creating a safe and harmonious work environment, the district is taking proactive steps to educate its workforce on this meaningful and timely topic. The

short talk of PCPL Rachel E. Andalis delved into the significance of statutes aimed at protecting women and children from violence. The competent speaker discussed various legal frameworks and policies that have been enacted to safeguard the rights and well-being of these vulnerable groups. The emphasis was placed not only on understanding of the laws but also on promoting a culture of respect and empathy within the workplace. One of the key aspects highlighted during the discussion was the vital role employees play in fostering a secure environment. Understanding the rights and obligations of individuals within the work setting is crucial for creating a workplace that is free from violence and harassment. CWD emphasized the importance of cultivating a workplace culture that upholds the dignity and safety of every employee, regardless of gender or age.

The Casiguran Water District, as an organization, reaffirmed its commitment to maintain a workplace that is not only productive but also compassionate. It recognizes that employees have the right to work in an environment free from discrimination, harassment, and violence. As part of its ongoing initiatives, CWD has pledged to continue educating its workforce on matters of gender-based violence and harassment. Workshops, training programs, and awareness campaigns will be implemented to empower employees with the knowledge and tools needed to contribute to a workplace culture that actively rejects violence against women and children.

The Casiguran Water District, as an organization, reaffirmed its commitment to maintain

The Casiguran Water District's commitment to create a safe and harmonious work environment extends beyond the short talk, marking the beginning of a sustained effort to combat violence against women and children and promote a workplace culture built on mutual respect and understanding.



PA JOLLIBEE SAN CWD YEAR 6



In a heartwarming celebration of community spirit, the Casiguran Water District (CWD) marked the sixth annual “Pa Jollibee san CWD” event on December 6, 2023, at the Escuela Multi-Purpose Gymnasium. This annual tradition brought joy and laughter to the hearts of kindergarten pupils from various barangays - Inlagadian, San Antonio, San Juan, Escuela, Casay, and Gogon.

The event, organized with the aim of spreading happiness and fostering community ties, was again a resounding success. The beneficiaries, wide-eyed Kindergarten pupils, were treated to a magical experience that included a clown magic show, the lively appearance of the famous Jollibee mascot, and a series of engaging games tailored for both parents and kids. The laughter and excitement that filled the Escuela Multi-Purpose Gymnasium were palpable as the children enjoyed the festivities specially organized for them. The CWD’s commitment of reaching out to the community went beyond its mandate of providing water services. “Pa Jollibee san CWD Year 6” serves as a testament to the district’s dedication to the overall well-being and happiness of the communities it serves. The beneficiaries of this year’s celebration were the Kindergarten pupils from selected barangays, chosen to spread the joy across different corners of Casiguran. The event not only brought smiles to the faces of the children but also provided an opportunity for parents and guardians to actively participate in the merriment.



GM Engr. Eduardo P. Tejada expressed the district's commitment to the yearly tradition.

"This annual celebration has become a cherished tradition for us. It's a way to connect with the community, especially to the young ones, and bring a moment of joy into their lives. It's heartening to see the smiles on their faces and to know that we can contribute to their happiness, even if it's just for a day".



"Pa Jollibee san CWD Year 6" stands as a testament of the district's resolve to work beyond its mandate. While CWD is primarily responsible for ensuring a clean and reliable water supply, events like these showcase the district's dedication to being an active and positive force in the lives of the residents. As the "Pa Jollibee san CWD Year 6" concluded, the echoes of laughter and the warmth of community spirit lingered in the hearts of those who attended. The Casiguran Water District remains steadfast in its commitment to serve the community not only with water but also with moments of joy and connection that extend far beyond the tap.



2023 YEAR END APPRAISAL



In a splendid year-end event at Misibis Bay Resort in Albay, employees came together in their formal attire for a momentous occasion: the annual appraisal. The atmosphere was charged with excitement and anticipation as the CWD employees from all sections, gathered to celebrate their achievements and assess their progress over the past year.

The event commenced with a short program, where each department showcased their accomplishments through engaging presentations and reports. The Administrative and General Services department highlighted their efforts in ensuring smooth operations and guest satisfaction. The Accounting and Budget team presented a detailed financial report, outlining the district's financial performance and budget allocation.

Commercial Services shared their strategies for attracting high collection and increasing revenue, while the Engineering and Construction department showcased their innovative projects aimed at enhancing the district's infrastructure.

The Production Section presented their achievements in providing high-quality services, contributing to the overall concessionaires' experience.

The Office of the General Manager rounded up the reports, emphasizing the importance of teamwork and dedication in achieving the district's goals.

Director Mamerto Te shared insights on the importance of looking behind, looking within and looking forward. For the district to boost towards progress, he said "we must look behind our shortcomings, look within our weaknesses and strengths so that we can look forward and do much better".

2023 YEAR END APPRAISAL



The General Manager, in his address, emphasized the importance of the appraisal process in evaluating the district's performance and setting goals for the future. He highlighted the need for continuous improvement and excellence, urging employees to strive for greatness and surpass their previous achievements.

Director Frivaldo echoed this sentiment, stating that the key to success lies in the cooperation and dedication of the employees. He emphasized the importance of working together as a team, supporting each other, and striving towards a common goal.

Overall, the year-end appraisal at Misibis Bay Resort was not just a celebration of achievements but also a time for reflection and planning, highlighting the district's commitment to excellence and continuous improvement.



ORGANIZATIONAL STRUCTURE

2023



ORGANIZATIONAL STRUCTURE



Republic of the Philippines
CASIGURAN WATER DISTRICT
 L, Hapal St., Central, Casiguran, Sorsogon



ORGANIZATIONAL STRUCTURE

BOARD OF DIRECTORS



OFFICE OF THE GENERAL MANAGER

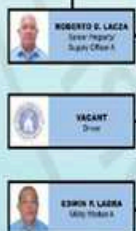


ADMINISTRATIVE & GENERAL SERVICES DIVISION

HUMAN RESOURCES GENERAL SERVICES DIVISION



PROPERTY & SUPPLIES MANAGEMENT SECTION



FINANCE AND COMMERCIAL SERVICES DIVISION

ACCOUNTING AND BUDGET SECTION



CUSTOMER SERVICE, ACCOUNTS & BILLING SECTION



CASH MANAGEMENT COLLECTION SECTION



OPERATION AND TECHNICAL DIVISION

REPAIR AND MAINTENANCE SECTION

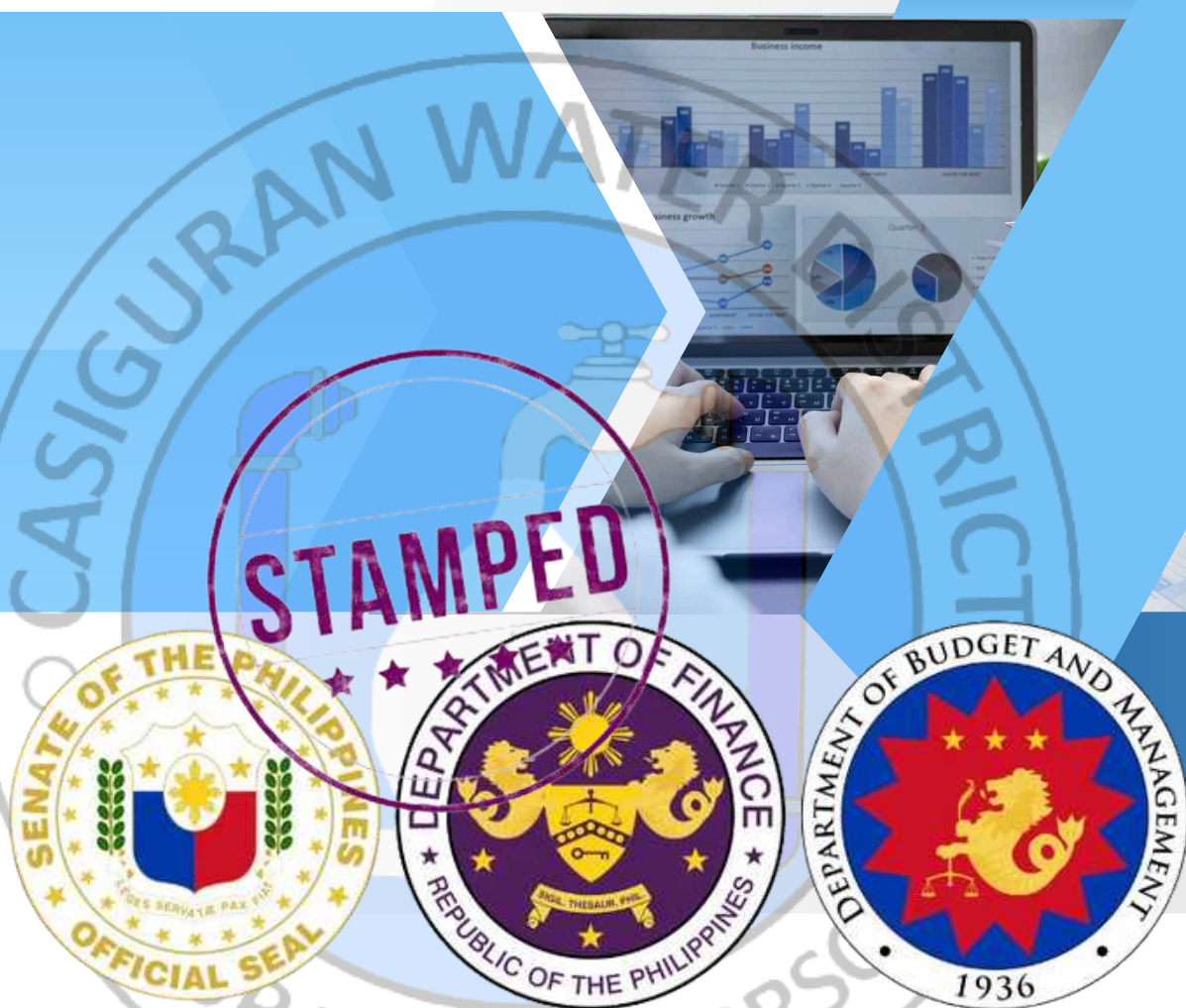


PRODUCTION/WATER RESOURCES SECTION



PLANTILLA OF PERSONNEL

2023



PLANTILLA OF PERSONNEL



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGION V

January 31, 2023

ENGR. EDUARDO P. TEJADA

General Manager
Casiguran Water District
Casiguran, Sorsogon




Dear **General Manager Tejada**:

We are returning herewith the duly certified copies of the **CY 2023 Plantilla of Personnel (POP)** and **Plantilla of Personnel and Salary Adjustment (PPSAD)** of Casiguran Water District consisting of four (4) pages each for a total of twenty-three (23) positions pursuant to National Budget Circular No. 591¹ dated January 10, 2023.

The items reflected in the said POP have been checked/verified in accordance with the records of this Office and NBC No. 591.

It is understood that the implementation of the certified POP is subject to the terms and conditions stipulated under the DBM approved Manual for Local Water Districts on Categorization, Re-Categorization and Other Related Matters (LWD-MACRO) and to existing accounting and auditing rules and regulations.

Very truly yours,


ANTONIO F. VILLANUEVA, JR.
Director III/OIC-Office of the Director
AFV/JMR/AYL/AHA

DMS Ref No. 2023-ROV-0007755A-E

cc: The Corporate Division
Commission on Audit
Region V, Rawis, Legazpi City

The Provincial Director
Civil Service Commission
CSC Field Office, Sorsogon

PLANTILLA OF PERSONNEL



PLANTILLA OF PERSONNEL AND SALARY ADJUSTMENT DETAILS

As implemented by NBC No. 581, dated January 10, 2023



Agency: CASHIQUAN WATER DISTRICT

Item No. FY 2023 [1]	DBM Approved Position Title [2]	ACTUAL SALARY PER MONTH AS OF JANUARY 1, 2022 NBC No. 698, dated 1-3-2022				ADJUSTED BASIC SALARY PER MONTH EFFECTIVE 01-01-2023 SAL. SCH. CIVILIAN			SALARY INCREASE Per Month Effective 01-01-2023 [10 - 7] [11]	BALANCE OF TRANSITION ALLOWANCE [7 - 10] [12]	ADJUSTED SALARY EFFECTIVE 1-Jan-23 [10 + 12] [13]	NAME OF INCUMBENT [14]	Status of Appt. [15]
		Grade [3]	Step [4]	Basic Salary [5]	Transition Allowance [6]	TOTAL [8 + 6] [7]	Grade [8]	Step [9]					
1	General Manager C	26	3	117,839	-	117,839	26	4	4,175	-	121,814	TEJADA, Eduardo Pradi	P
2	Administrative/General Services Officer A	16	2	38,566	-	38,566	16	3	1,943	-	40,509	BUBAN, Ruby Roque	P
3	Industrial Relations Management Assistant A	10	1	22,190	-	22,190	10	1	986	-	23,176	VACANT	-
4	Clerk Processor B	6	1	16,877	-	16,877	6	1	676	-	17,553	VACANT	-
5	Administrative Services Aide	4	2	15,109	-	15,109	4	2	597	-	15,706	HABLA, Norman Mendoza	P
6	Senior Property/Supply Officer A	16	3	38,567	-	38,567	16	4	1,948	-	40,515	LACZA, Roberto Domanev	P
7	Driver	4	1	14,993	-	14,993	4	1	593	-	15,586	VACANT	-
8	Utility Worker A	3	3	14,343	-	14,343	3	4	677	-	15,020	LADRA, Edwin Pateras	P

I CERTIFY to the correctness of the series herein stated. I also certify that the employees whose names appear in the plantilla are the incumbent of the position.

RUBY BUBAN
Administrative/General Services Officer A

APPROVED BY:

EDUARDO P. TEJADA
General Manager

CERTIFICATION ACTION

I CERTIFY THAT THE SALARY ADJUSTMENT INDICATED IN THE PAGE HAVE BEEN VERIFIED AND FOUND TO BE IN ACCORDANCE WITH THE PROVISIONS OF NATIONAL BUDGET CIRCULAR (NBC) NO. 591 THOSE THAT ARE NOT IN ACCORD WITH THE SAID NBC AND THE RECORDS OF DWH-HOV HAVE BEEN CORRECTED AND INITIALED.

JUANNA M. RASCO
OIC-CBNS - DIV. C
31 JAN 2023

PLANTILLA OF PERSONNEL



PLANTILLA OF PERSONNEL AND SALARY ADJUSTMENT DETAILS

As Implemented by NBC No. 591, dated January 10, 2023



Agency : CASIGURAN WATER DISTRICT

Item No. FY 2023 [11]	DBM Approved Position Title [12]	ACTUAL SALARY PER MONTH AS OF JANUARY 1, 2023 NBC No. 685, dated 1-3-2022						ADJUSTED BASIC SALARY PER MONTH EFFECTIVE 01-01-2023 SAL. SCH. CIVILIAN				SALARY INCREASE Per Month Effective 01/01/2023 [10 + 11] [11]	BALANCE OF TRANSITION ALLOWANCE [7 - 10] [12]	ADJUSTED SALARY EFFECTIVE 1-Jan-23 [10 + 12] [13]	NAME OF INCUMBENT [14]	Status of Appt. [15]
		SALARY		TOTAL [8 + 9] [7]	Transition Allowance [4] [5]	SALARY		AMOUNT [18] [19]								
		Grade [3] [4]	Step [5] [6]			Grade [8] [9]	Step [10] [11]									
9	Senior Corporate Accountant C	16	2	38,500	-	16	3	40,509	1943	-	40,509	RAFER, Ralph Louie Hsue	P			
10	Senior Accounting Processor B	10	1	22,190	-	10	1	23,176	986	-	23,176	VACANT	-			
11	Accounting Processor B	8	1	16,877	-	8	1	17,553	676	-	17,553	VACANT	-			
12	Litiles / Customer Service Officer A	16	3	38,987	-	16	4	40,935	1948	-	40,935	HABALO, Cecilio Jr. Espora	P			
13	Litiles/ Customer Service Assistant A	12	1	27,608	-	12	1	28,105	1557	-	28,105	VACANT	-			
14	Litiles/ Customer Service Assistant C	8	3	10,343	-	8	4	20,285	1942	-	20,285	HAVERIA, Lorenzo Asulando	P			

I CERTIFY to the correctness of the series herein stated I also certify that the employees whose names appears in the plantilla are the incumbent of the position.

RUBY D. BUJARI
Administrative/General Services Officer A

APPROVED BY:

ENOP. EDUARDO P. TEJADA
General Manager

CERTIFICATION ACTION

I CERTIFY THAT THE SALARY ADJUSTMENT INDICATED IN THE PAGE HAVE BEEN VERIFIED AND FOUND TO BE IN ACCORDANCE WITH THE PROVISIONS OF NATIONAL BUDGET CIRCULAR (NBC) NO. 591 THOSE THAT ARE NOT IN ACCORD WITH THE SAID NBC AND THE RECORDS OF DBM-RON HAVE BEEN CORRECTED AND INITIALED.

JOANNA M. RASCO
OIC-CBMS - DIV. C
31 JAN 2023

PLANTILLA OF PERSONNEL



PLANTILLA OF PERSONNEL AND SALARY ADJUSTMENT DETAILS

As Implemented by NBC No. 521, dated January 10, 2023



Agency : CASIGURAN WATER DISTRICT

Item No. FY 2023	DBM Approved Position Title	ACTUAL SALARY PER MONTH AS OF JANUARY 1, 2022 NBC No. 588, dated 1-3-2022						ADJUSTED BASIC SALARY PER MONTH EFFECTIVE 01-01-2023				BALANCE OF TRANSITION ALLOWANCE [7 - 10] [12]	ADJUSTED SALARY EFFECTIVE 1-Jan-23 [10 + 12] [13]	NAME OF INCUMBENT [14]	Status of Appt. [15]
		SALARY		Basic Salary [13]	Transition Allowance [18]	TOTAL [5 + 6] [21]	SALARY		SAL. SCH. CIVILIAN						
		Grade [12]	Step [14]				Grade [18]	Step [19]		AMOUNT [16 - 7] [19]					
15	Utilities/ Customer Service Assistant C	8	3	15,343	-	15,343	8	4	20,265	942	-	20,265	DUQUE, Benito Ecorrado	P	
16	Utilities/ Customer Service Assistant D	8	3	17,137	-	17,137	6	4	17,962	825	-	17,962	HACHERO, Emma Hazel	P	
17	Cashier A	16	1	38,150	-	38,150	16	1	39,672	1522	-	39,672	HILJE, Antonio Dacayo	T	
18	Collection Assistant	6	3	17,137	-	17,137	6	3	17,924	687	-	17,924	HALDOS, Maria Theresa Hagos	P	
19	Utilities/ Customer Service Assistant A	12	1	27,608	-	27,608	12	1	29,165	1557	-	29,165	VENUS, Jomar Hebrides	P	
20	Water /Sewerage Maintenance Head	16	3	38,687	-	38,687	16	4	40,935	1948	-	40,935	HABOC, Simeon Halim	P	

APPROVED BY:

CERTIFICATION ACTION

I CERTIFY THAT THE SALARY ADJUSTMENT INDICATED IN THE PAGE HAVE BEEN VERIFIED AND FOUND TO BE IN ACCORDANCE WITH THE PROVISIONS OF NATIONAL BUDGET CIRCULAR (NBC) NO. 521 THOSE THAT ARE NOT IN ACCORD WITH THE SAID NBC AND THE RECORDS OF DBM-NW HAVE BEEN CORRECTED AND INITIALED.

I CERTIFY to the correction of the entries herein stated. I also certify that the employees whose names appears in the plantilla are the incumbent of the position.

EMILIO EDUARDO P. TEJADA
General Manager

RUBEN R. BUJAN
Administrative/General Services Officer A

JOANNA M. RASCO
OIC-CRMS - DIV. 5
31 JAN 2023

PLANTILLA OF PERSONNEL

PLANTILLA OF PERSONNEL AND SALARY ADJUSTMENT DETAILS

As Implemented by NSC No. 561, dated January 10, 2022

Agency : CASIGURAN WATER DISTRICT

Item No. FY 2023 (1)	OSM Approved Position Title (2)	ACTUAL SALARY PER MONTH AS OF JANUARY 1, 2022 MSC No. 561, dated 1-3-2022					ADJUSTED BASIC SALARY PER MONTH EFFECTIVE 01-01-2023 SAL. SCH. CIVILIAN				BALANCE OF TRANSITION ALLOWANCE (17 - 15) (19)	ADJUSTED SALARY EFFECTIVE 1-Jan 23 (18 + 12) (20)	NAME OF INCUMBENT (14)	Status of Appt. (15)				
		SALARY		Basic Salary (13)	Transitional Allowance (16)	TOTAL (13 + 16) (17)	SALARY		AMOUNT (18)									
		Grade (3)	Step (4)				Grade (8)	Step (9)										
		(11)	(12)	(13)	(16)	(17)	(8)	(9)	(18)	(19)								
21	Water /Sewerage Maintenance Man B	6	3	17,137		17,137	6	4	17,982		-	17,982	BARCEBAL, Tonyo Roda	P				
22	Water Resources Facilities Tender B	4	1	14,993	-	14,993	4	1	15,588		-	15,588	VACANT					
23	Utilities/ Customer Service Assistant B	10	1	23,190	-	23,190	10	1	23,178		-	23,178	VACANT					
									xxx Nothing Follows xxx									

CERTIFICATION ACTION

I CERTIFY THAT THE SALARY ADJUSTMENT INDICATED IN THE PAGE HAVE BEEN VERIFIED AND FOUND TO BE IN ACCORDANCE WITH THE PROVISIONS OF NATIONAL BUDGET CIRCULAR (NAC) NO. 591 THOSE THAT ARE NOT IN ACCORD WITH THE SAID NAC AND THE RECORDS OF DBM-RON HAVE BEEN CORRECTED AND INITIALED.

APPROVED BY:


ENGR. EDUARDO P. TEJADA
General Manager

I CERTIFY to the correctness of the entries herein stated. I also certify that the employees whose names appears in the plantilla are the incumbents of the position.


RUBEN P. BUBAN
Administrative/General Services Officer A


JOANNA M. RASCO
OIC-CBMS - DIV. 5
31 JAN 2023

PLANTILLA OF PERSONNEL

PLANTILLA OF PERSONNEL for the Fiscal Year, 2023

As Implemented by NBC No. 591, dated January 10, 2023



Agency - CASIGURAN WATER DISTRICT		Address: L. Hapal St. Central, Casiguran, Sorsogon												
Item No.	DBM - Approved Position Title	Salary Grade	Authorized Salary NBC 591 Step 1	Actual Salary NBC 591	SEP	Name of Incumbent	SEX	Date of Birth	TIN No.	Date of Original Appointment	Date of Appointment to this Position	Status of Appt.	Civil Service Eligibility	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
1	General Manager C	26	116,040.00	121,814.00	4	TEJADA, Eduardo Presal	M	2/7/1968	158-491-489	9/2/2002	-	Perm.	RA 1080 (CE) CS Prof.	-
2	Administrative / General Services Officer A	15	39,872.00	40,509.00	3	BUBAN, Ruby Ricare	F	6/4/1966	158-199-912	7/5/2013	1/1/2017	Perm.	CS Prof.	Promoted
3	Initiation Relations Management Assistant A	10	23,176.00	23,176.00	1	Vacant	-	-	-	-	-	-	-	-
4	Clerk Processor B	6	17,553.00	17,553.00	1	Vacant	-	-	-	-	-	-	-	-
5	Administrative Services Aide	4	15,586.00	15,796.00	2	HABLA, Norman Mendoza	M	3/16/1960	457-130-805	7/1/2018	-	Perm.	CS MC No 41 s 1983	-
6	Senior Property/Supply Officer A	16	38,872.00	40,935.00	4	LACZA, Roberto Domaniels	M	2/7/1969	159-201-889	4/1/1991	-	Perm.	CS MC No 41 s 1983	-
7	Driver	4	15,586.00	15,586.00	1	Vacant	-	-	-	-	-	-	-	-
8	Utility Worker A	3	14,678.00	15,020.00	4	LAORA, Edith Pavezias	M	4/1/1969	179-658-280	4/1/1992	-	Perm.	CS MC No 41 s 1983	-

I CERTIFY to the correctness of the entries herein stated. I also certify that the employees whose names appears in the above plantilla are the incumbents of the positions.

APPROVED BY:

DEPARTMENT OF BUDGET AND MANAGEMENT
Regional Office No. 5

I CERTIFY that the classification and salary grade of the positions indicated in columns (2) and (4) of this page have been verified and found to be in accordance with DBM records. Those that are not in accord with our records have been corrected and initialed.

FOR THE DIRECTOR:

RUBY R. BUBAN
Administrative/General Services Officer A

ENDR. EDUARDO P. TEJADA
General Manager

JOANNA M. RASCO
OIC-CBMS - DIV. 5
Chief Budget and Management Specialist

31 JAN 2023

PLANTILLA OF PERSONNEL

PLANTILLA OF PERSONNEL for the Fiscal Year, 2023

As implemented by NBC No. 591, dated January 10, 2023



Agency - CASIGURAN WATER DISTRICT															Address : L. Hapal St. Central, Casiguran, Sorsogon														
Item No.	DBM - Approved Position Title	Salary Grade	Authorized Salary NBC 591 Step 1	Actual Salary NBC 801	S T E P	Name of Incumbent	SEX	Date of Birth	TIN No.	Date of Original Appointment	Date of Appointment to this Position	Status of Appt.	Civil Service Eligibility	Remarks															
9	Senior Corporate Accountant C	16	39,672.00	40,500.00	3	RAFER, Ralph Louie Hissu	M	9/30/1989	407-834-701	8/1/2018	-	Perm.	RA 1080 (CPA)	-															
10	Senior Accounting Processor B	10	23,176.00	23,176.00	1	Vacant	-	-	-	-	-	-	-	-															
11	Accounting Processor B	6	17,553.00	17,553.00	1	Vacant	-	-	-	-	-	-	-	-															
12	Utilities / Customer Service Officer A	16	39,672.00	40,835.00	4	HABALO, Cecilio Jr. Espora	M	6/17/1970	159-201-871	2/17/1992	-	Perm.	CSC MC No. 41 s. 1993	-															
13	Utilities / Customer Service Assistant A	12	29,165.00	29,165.00	1	Vacant	-	-	-	-	-	-	-	-															
14	Utilities / Customer Service Assistant C	8	19,744.00	20,288.00	4	HAYERA, Lorenz Audrino	M	12/1/1961	179-658-264	6/1/1984	-	Perm.	CSC MC No. 41 s. 1993	-															

I CERTIFY to the correctness of the actual herein stated. I also certify that the employees whose names appears in the above plantilla are the incumbents of the positions.

APPROVED BY :

DEPARTMENT OF BUDGET AND MANAGEMENT
Regional Office No. 5

I CERTIFY that the classification and salary grade of the positions indicated in columns (3) and (4) of this page have been verified and found to be in accordance with DBM records. Those that are not in accord with our records have been corrected and initialed.

FOR THE DIRECTOR

RUBY R. BUBAN
Administrative/General Services Officer A

ENGR. EDUARDO P. TEJADA
General Manager

JOANNA M. RASCO
OIC-CBMS - DIV. 5

Chief Budget and Management Specialist
31 JAN 2023
Page 2 of 4 pages

PLANTILLA OF PERSONNEL

PLANTILLA OF PERSONNEL
for the Fiscal Year, 2023

As Implemented by NBC No. 591, dated January 19, 2023

Agency: CASIGURAN WATER DISTRICT															
Item No.	Address: L. Hapal St. Central, Casiguran, Sorsogon														
	DBM - Approved Position Title	Salary Grade	Authorized Salary/ NBC 591 Step 1	Actual Salary/ NBC 591	S T E P	Name of Incumbent	SEX	Date of Birth	TIN No.	Date of Original Appointment	Date of Appointment to this Position	Status of Appt.	Civil Service Eligibility	Remarks	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
15	Utilities / Customer Service Assistant C	8	19,744.00	20,285.00	4	DUQUE, Benito Encarnado	M	1/29/1960	920-113-083	1/10/2001	-	Perm.	Bsa. Official Eligible	-	
16	Utilities / Customer Service Assistant D	6	17,553.00	17,662.00	4	HACHERO, Emma Habel	F	10/31/1974	922-837-815	7/1/2008	-	Perm.	CS Prof.	-	
17	Cashier A	16	39,672.00	39,672.00	1	HILIS, Antonio Disceya	M	10/14/1965	920-117-086	6/16/1992	-	Temp.	CSC MC No.41 s 1993	-	
18	Collection Assistant	6	17,553.00	17,624.00	3	HALDOIS, Maria Theresa H.	F	3/10/1979	922-839-502	1/5/2015	-	Perm.	CS Prof.	-	
19	Utilities / Customer Service Assistant A	12	29,165.00	29,165.00	1	VENUS, Jonar H.	M	7/28/1994	335-822-856	7/7/2021	-	Perm.	BA 1090 (CE)	-	
20	Waste/Sewerage Maintenance Head	16	39,672.00	40,935.00	4	HABOC, Simeon Halim	M	5/2/1970	179-658-206	4/1/1992	-	Perm.	CSC MC No.41 s 1993	-	

I CERTIFY to the correctness of the entries herein stated and certify that the employees whose names appears in the above plantilla are the incumbents of the positions.

RUBY R. BUBAN
Administrative/General Services Officer A

APPROVED BY :

ENGR. EDUARDO P. TEJADA
General Manager

DEPARTMENT OF BUDGET AND MANAGEMENT

Regional Office No. 5

I CERTIFY that the classification and salary grade of the positions indicated in columns (3) and (4) of this page have been verified and found to be in accordance with DBM records. Those that are not in accord with our records have been corrected and initialed.

FOR THE DIRECTOR:

JOANNA M. RASCO
DIC-CBMS - DIV. 5

Chief Budget and Management Officer

31 JAN 2023

page 3 of 4 pages

CODIFICATION OF BOARD RESOLUTIONS

2023



CODIFICATIONS OF BOARD RESOLUTIONS

RESOLUTION NUMBER	TITLE	DATE
2023-01	RESOLUTION APPROVING THE ELECTION OF SET OF OFFICERS OF BOARD OF DIRECTORS OF CASIGURAN WATER DISTRICT	JANUARY 11, 2023
2023-02	RESOLUTION APPROVING THE RELEASE OF SERVICE RECOGNITION INCENTIVE TO CASIGURAN WATER DISTRICT QUALIFIED EMPLOYEES FOR FISCAL YEAR 2022	JANUARY 11, 2023
2023-03	RESOLUTION APPROVING THE RELEASE OF RICE ASSISTANCE TO ALL GOVERNMENT EMPLOYEES AND WORKERS FOR FISCAL YEAR 2022	JANUARY 11, 2023
2023-04	RESOLUTION APPROVING THE ADOPTION OF NEW SALARY RATES FOR CASIGURAN WATER DISTRICT QUALIFIED EMPLOYEES IN CONSONANCE WITH THE LATEST ISSUANCE PERTAINING TO SALARY STANDARDIZATION LAW	JANUARY 25, 2023
2023-05	RESOLUTION REQUESTING AGAIN THE LOCAL WATER UTILITIES ADMINISTRATION TO RELEASE THE FUND INTENDED FOR THE PROJECT CONSTRUCTION OF SURFACE WATER TREATMENT FACILITY.	JANUARY 25, 2023
2023-06	RESOLUTION APPROVING THE GRANT OF MONETARY ALLOWANCE TO ON-THE-JOB (OJT) TRAINEES/STUDENTS THAT MAY BE ALLOWED BY CASIGURAN WATER DISTRICT	FEBRUARY 8, 2023
2023-07	RESOLUTION APPROVING THE GRANT OF GRATIFICATION TO TIPSTERS EQUIVALENT TO FIFTY PERCENT (50%) OF THE MONETARY PENALTIES IMPOSED AND ACTUALLY COLLECTED TO THE WATER CONCESSIONAIRE WHOSE WATER CONNECTION IS CONSIDERED ILLEGAL OR A CONCESSIONAIRE COMMITTING OTHER PROHIBITED ACTS WITH THE INTENT TO DECREASE THE AMOUNT OF WATER BILL	FEBRUARY 22, 2023
2023-08	RESOLUTION AUTHORIZING RALPH LOUIE H. RAFAER, SR. CORPORATE ACCOUNTANT AND/OR LEANDRO H. DUQUE CASHIER A AS AUTHORIZED REPRESENTATIVES TO	FEBRUARY 22, 2023

CODIFICATIONS OF BOARD RESOLUTIONS

	TRANSACT BUSINESS WITH BIR REGARDING DISTRICT'S ISSUES, CONCERNS AND MATTERS	
2023-09	RESOLUTION AUTHORIZING LEANDRO H. DUQUE AS SIGNATORY OF THE CHECKING AND SAVINGS ACCOUNTS OF CASIGURAN WATER DISTRICT AT LAND BANK OF THE PHILIPPINES AND DEVELOPMENT BANK OF THE PHILIPPINES, SORSOGON BRANCH	FEBRUARY 22, 2023
2023-10	RESOLUTION APPROVING THE REVISED CLASSIFICATION OF SERVICE CONNECTIONS AND ITS MULTIPLIERS OR CONVERSION FACTORS FOR RESIDENTIAL, GOVERNMENT AND COMMERCIAL ESTABLISHMENTS WITHIN THE MUNICIPALITY OF CASIGURAN	MARCH 7, 2023
2023-11	RESOLUTION APPROVING THE POLICY OF CASIGURAN WATER DISTRICT ON TEMPORARY WATER CONNECTION	MARCH 7, 2023
2023-12	RESOLUTION ENDORSING THE NOMINATION OF ENGR. EDUARDO P. TEJADA, GENERAL MANAGER OF CASIGURAN WATER DISTRICT, FOR THE 1 st PAWD SEARCH FOR COMMENDABLE LWD GENERAL MANAGERS	MARCH 7, 2023
2023-13	RESOLUTION AUTHORIZING GENERAL MANAGER ENGR. EDUARDO P. TEJADA TO SIGN FOR AND ON BEHALF OF CASIGURAN WATER DISTRICT (CWD) TO THE MEMORANDUM OF AGREEMENT BY AND BETWEEN CWD AND SOCIAL SECURITY SYSTEM (SSS) IN CONNECTION WITH THE VOLUNTARY CONTRIBUTION OF REGULAR, PERMANENT, AND COS/JOW PERSONNEL OF THE DISTRICT	MARCH 22, 2023
2023-14	RESOLUTION APPROVING THE CONDUCT OF CWD-SCWD MINI SPORTSFEST 2023	MARCH 22, 2023
2023-15	RESOLUTION REQUESTING LANDBANK OF THE PHILIPPINES FOR REACTIVATION OF THE DISTRICT'S PROJECT ACCOUNT WITH NUMBER 0782-1192-06 AND TO AUTHORIZE LEANDRO H. DUQUE AND ENGR. EDUARDO P. TEJADA AS SIGNATORIES OF THE CHECKING AND SAVINGS ACCOUNTS OF CASIGURAN WATER DISTRICT AT LAND BANK OF THE PHILIPPINES, SORSOGON BRANCH, AND CECILIO E. HABALO JR. AS ALTERNATE OF LEANDRO H. DUQUE.	APRIL 4, 2023

CODIFICATIONS OF BOARD RESOLUTIONS

2023-16	RESOLUTION APPROVING THE PARTICIPATION OF CASIGURAN WATER DISTRICT TO BIWADA SPORTSFEST ON MAY 22 TO 26, 2023 AT MASBATE	APRIL 4, 2023
2023-17	RESOLUTION APPROVING THE POLICY OF CASIGURAN WATER DISTRICT ON TEMPORARY OR VOLUNTARY DISCONNECTION OF WATER LINES	APRIL 26, 2023
2023-18	RESOLUTION APPROVING THE DECOMMISSIONING OF 100mm OLD G.I PIPELINE AT CASAY, CASIGURAN, SORSOGON	MAY 10, 2023
2023-19	RESOLUTION APPROVING THE CASIGURAN WATER DISTRICT ACTION PLAN TO MITIGATE THE EFFECTS OF EL NINO PHENOMENOM	APRIL 26, 2023
2023-20	RESOLUTION AUTHORIZING RALPH LOUIE H. RAFER, SR. CORPORATE ACCOUNTANT AND/OR LEANDRO H. DUQUE CASHIER A AND/OR CLARISA E. ALFONSO, ACCOUNTING STAFF OF CASIGURAN WATER DISTRICT AS AUTHORIZED REPRESENTATIVES TO TRANSACT BUSINESS WITH BIR REGARDING DISTRICT'S ISSUES, CONCERNS AND MATTERS	MAY 24, 2023
2023-21	A RESOLUTION APPROVING THE PURCHASE OF ONE (1) MOTORCYCLE AND ONE (1) UNIT 4 WHEEL VEHICLE AMOUNTING TO NINE HUNDRED THOUSAND PESOS	MAY 24, 2023
2023-21A	RESOLUTION APPROVING THE CONDUCT OF TEAM BUILDING ACTIVITY OF CASIGURAN WATER DISTRICT AT DONSOL, SORSOGON ON JUNE 30 TO JULY 2, 2023	JUNE 7, 2023
2023-22	RESOLUTION ADOPTING THE LWUA'S AUTHORIZATION TO RELEASE PERFORMANCE BASED BONUS (PBB) FOR CASIGURAN WATER DISTRICT OFFICERS AND EMPLOYEES	AUGUST 2, 2023
2023-23	RESOLUTION REQUESTING LOCAL WATER UTILITIES ADMINISTRATION TO APPROVE THE GRANT OF THE PERFORMANCE-BASED INCENTIVE (PBI) TO THE CASIGURAN WATER DISTRICT BOARD OF DIRECTORS AMOUNTING	AUGUST 2, 2023

CODIFICATIONS OF BOARD RESOLUTIONS

	TO FIFTY NINE THOUSAND FORTY PESOS (PHP 59,040.00) FOR THE YEAR 2021 AND FIFTY-SEVEN THOUSAND FIVE HUNDRED TWO PESOS AND FIFTY CENTAVOS, (PHP 57,502.50) FOR THE YEAR 2022.	
2023-24	RESOLUTION APPROVING AND ADOPTING THE POLICY OF CASIGURAN WATER DISTRICT ON HIGH-WATER-BILLS ADJUSTMENT	AUGUST 23, 2023
2023-25	RESOLUTION APPROVING THE YEAR-END ACTIVITY DUBBED AS CEBU CITY CRUISE ON DECEMBER 2023	OCTOBER 10, 2023
2023-26	RESOLUTION REQUESTING THE LOCAL WATER UTILITIES ADMINISTRATION TO APPROVE THE NEW AND ADJUSTED PER DIEM OF PHP 3,675.00 TO CASIGURAN WATER DISTRICT BOARD OF DIRECTORS.	OCTOBER 25, 2023
2023-27	RESOLUTION APPROVING THE PROGRAM OF WORKS IN CONJUNCTION WITH EXTRA WORK ORDER FOR THE COMPLETION OF THE PROJECT CONSTRUCTION OF SURFACE WATER TREATMENT FACILITY AT INLAGADIAN, CASIGURAN, SORSOGON.	OCTOBER 25, 2023
2023-28	RESOLUTION APPROVING NEW RATES FOR MISCELLANEOUS FEES TO BE CHARGED TO CONCESSIONAIRES APPLYING FOR NEW WATER-LINE CONNECTION, RECONNECTION AND RELOCATION OF WATER LINES.	NOVEMBER 9, 2023
2023-29	RESOLUTION REQUESTING THE LOCAL WATER UTILITIES ADMINISTRATION (LWUA) TO RELEASE THE AMOUNT OF NINE HUNDRED SIXTY EIGHT THOUSAND SIX HUNDRED SIXTY TWO (P 968, 662.000) THAT MAY BE SOURCED OUT FROM THE UNEXPENDED AMOUNT INTENDED FOR THE PROJECT CONSTRUCTION OF SURFACE WATER TREATMENT FACILITY FOR CASIGURAN WATER DISTRICT.	NOVEMBER 9, 2023
2023-30	RESOLUTION APPROVING THE CONDUCT OF YEAR-END APPRAISAL WITH ITS NEW VENUE AT MISIBIS BAY RESORT.	NOVEMBER 9, 2023

CODIFICATIONS OF BOARD RESOLUTIONS

2023-31	RESOLUTION APPROPRIATING THE SUM OF FORTY MILLION TWO HUNDRED EIGHTY TWO THOUSAND FIVE HUNDRED FORTY EIGHT PESOS AND FORTY CENTAVOS (Php 40, 282,548.40) ONLY, COLLECTIBLE FOR ENSUING YEAR FOR OPERATIONAL EXPENDITURESAND APPROVING THE ANNUAL BUDGET FOR THE CALENDAR YEAR 2024.	DECEMBER 14, 2023
2023-32	RESOLUTION APPROVING THE RELEASE OF SERVICE RECOGNITION INCENTIVE TO CASIGURAN WATER DISTRICT QUALIFIED EMPLOYEES FOR FISCAL YEAR 2023.	DECEMBER 14, 2023
2023-33	RESOLUTION APPROVING THE RELEASE OF GRATUITY PAY FOR CASIGURAN WATER DISTRICT JOB ORDER WORKERS FRO FISCAL YEAR 2023.	DECEMBER 14, 2023
2023-34	RESOLUTION APPROVING SUPPLEMENTAL REALIGNED AND ADJUSTED ANNUAL BUDGET FOR CALENDAR YEAR 2023.	DECEMBER 20, 2023

LIST OF REPORTS PREPARED REGULARLY

1. Financial Reports

- a. Detailed Balance Sheet**
- b. Cash Flow Statement**
- c. Detailed Statement of Income & Expenses**
- d. Statement of Retained Earnings**
- e. Notes to Financial Expenses**

2. Performance Ratio

3. Sales and Operation Reports

4. Summary of Complaints

5. Summary of Water Production and Consumption

6. Service Connection Growth

7. Monthly Data Sheet

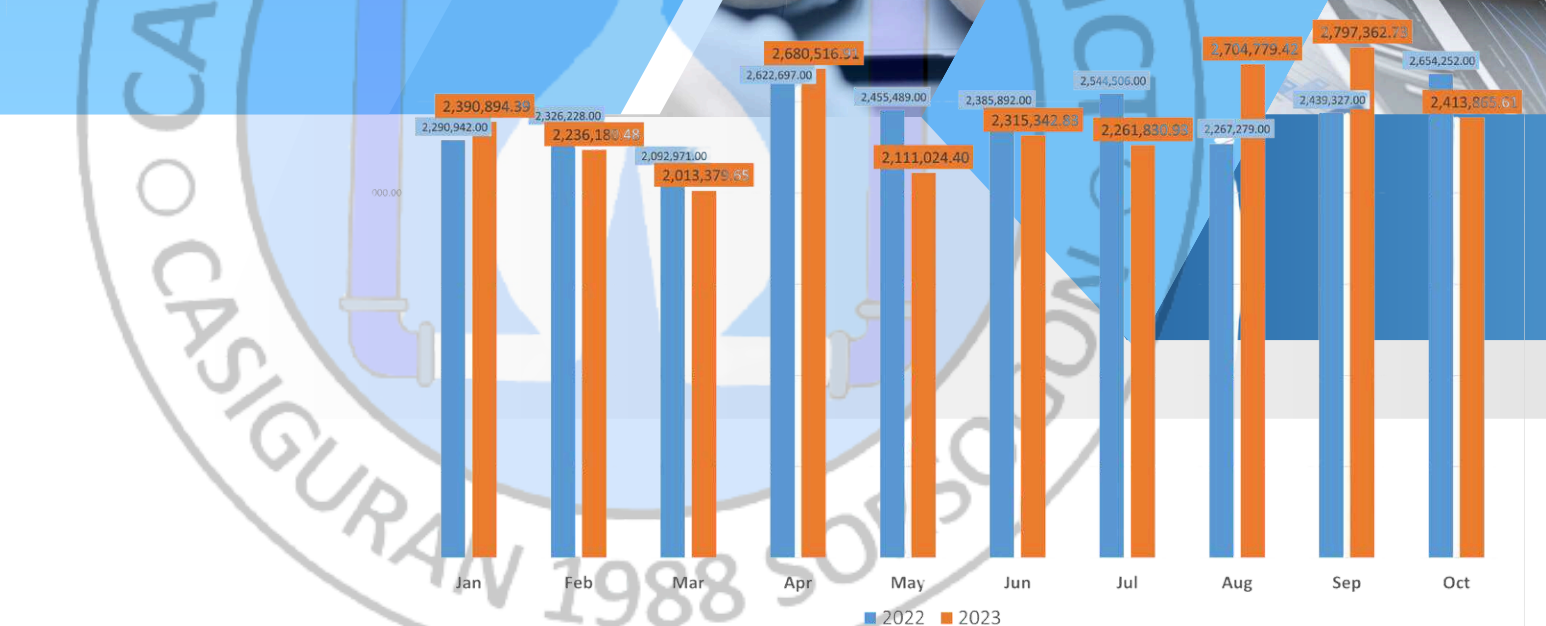
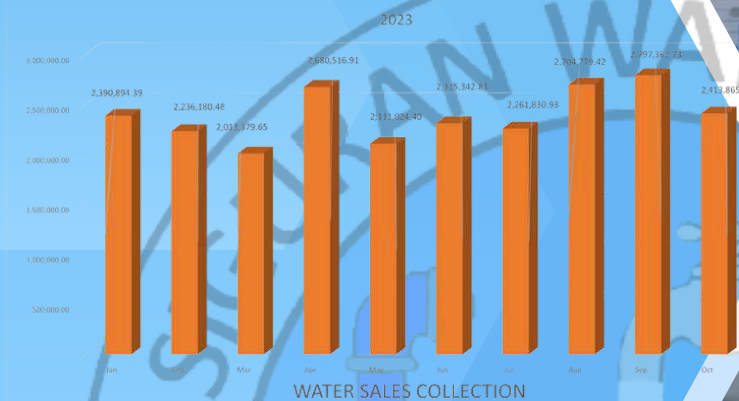
8. Summary of Accounts Receivables (with Aging Schedule)

9. Monthly Production Report

10. Bacteriological Test

FINANCIAL REPORTS

2023



SUMMARY OF LOAN PAYMENTS



Republic of the Philippines
CASIGURAN WATER DISTRICT
 Casiguran, Sorsogon

SUMMARY OF LOAN PAYMENTS For Calendar Year 2023

DATE	LWUA		DBP		GRAND TOTAL
	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	
January-23	72,107.37	134,967.00	152,980.80	166,666.67	526,721.84
February-23	71,780.37	135,294.00	151,742.24	166,666.67	525,483.28
March-23	71,452.37	135,622.00	135,938.80	166,666.67	509,679.84
April-23	71,122.37	135,952.00	149,265.10	166,666.67	523,006.14
May-23	105,691.87	136,282.00	143,251.50	166,666.67	551,892.04
June-23	105,360.86	136,613.00	146,787.98	166,666.67	555,428.51
July-23	105,027.86	136,946.00	140,854.27	166,666.67	549,494.80
August-23	104,693.86	137,280.00	144,310.85	166,666.67	552,951.38
September-23	104,359.86	137,614.00	143,072.28	166,666.67	551,712.81
October-23	104,023.86	137,950.00	137,258.44	166,666.55	545,898.85
November-23	103,686.86	138,287.00	140,595.15	150,000.00	532,569.01
December-23	103,347.86	138,626.00	134,981.08	150,000.00	526,954.94
TOTAL	1,122,655.37	1,641,433.00	1,721,038.49	1,966,666.58	6,451,793.44

EXISTING WATER RATES

EXISTING WATER RATES OF CASIGURAN WATER DISTRICT (As of December 2023)

CLASSIFICATION	SIZE	MINIMUM CHARGE	COMMODITY CHARGES		
			11-20	21-30	OVER 30
RESIDENTIAL	½"	88.00	9.80	10.80	12.00
GOVERNMENT	¾"	140.80	9.80	10.80	
COMMERCIAL	½"	176.00	19.60	21.60	24.00
INDUSTRIAL	¾"	281.60	19.20	21.60	24.00
COMMERCIAL A	½"	154.00	17.15	18.19	21.00
COMMERCIAL B	½"	132.00	14.70	16.20	18.00
COMMERCIAL C	½"	110.00	12.25	13.50	15.00

Notes:

- a.) Flat Rate shall be computed based on the actual average consumption of ½" metered residential connection times the existing metered sales. (minimum charge + commodity charge) for said connections.
- b.) Confirmed/ Approved by LWUA per BOT Resolution No. 196 s. 1994 dated June 8, 1994.

SUMMARY OF WATER CONSUMPTION



Republic of the Philippines
CASIGURAN WATER DISTRICT
 Casiguran, Sorsogon
 L. Hapal St. Brgy. Central, Casiguran, Sorsogon
 CP# 09172095367/ 09513755302/ Email:casiguranwd1988@gmail.com

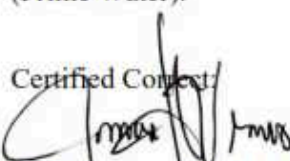


SUMMARY OF MONTHLY WATER CONSUMPTION AND NRW PERCENTAGE


For the months of January to December 2023

Month	Production in cu.m	Consumption in cu.m	NRW (%)
January	310,000	267,895	13.58%
February	280,000	257,143	8.16%
March	250,000	216,856	13.26%
April	310,000	275,868	11.01%
May	275,000	224,603	18.33%
June	300,000	250,288	16.57%
July	300,000	246,084	17.97%
August	325,000	308,349	5.12%
September	350,000	331,797	5.20%
October	310,000	271,713	12.35%
November	310,000	282,635	8.83%
December	290,000	244,831	15.58%

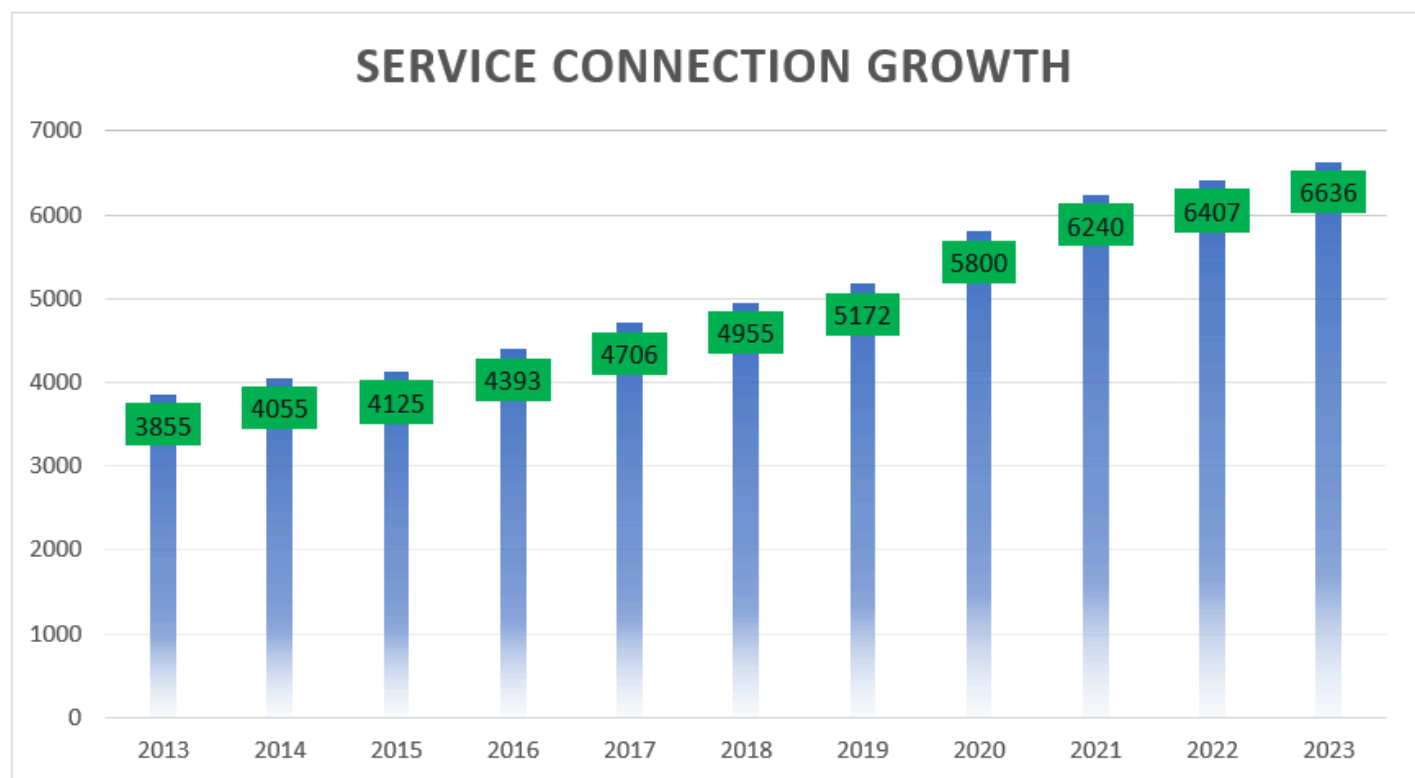
Note: The Total volume of water production reflected above includes the water supplied in bulk to the municipality of Juban, Gubat Water District and Sorsogon City Water District (Prime Water).

Certified Correct:


ENGR. JOMAR H. VENUS
 Utilities/Customer Service Assistant A.

Approved by:

ENGR. EDUARDO P. TEJADA
 General Manager

SERVICE CONNECTION DATA

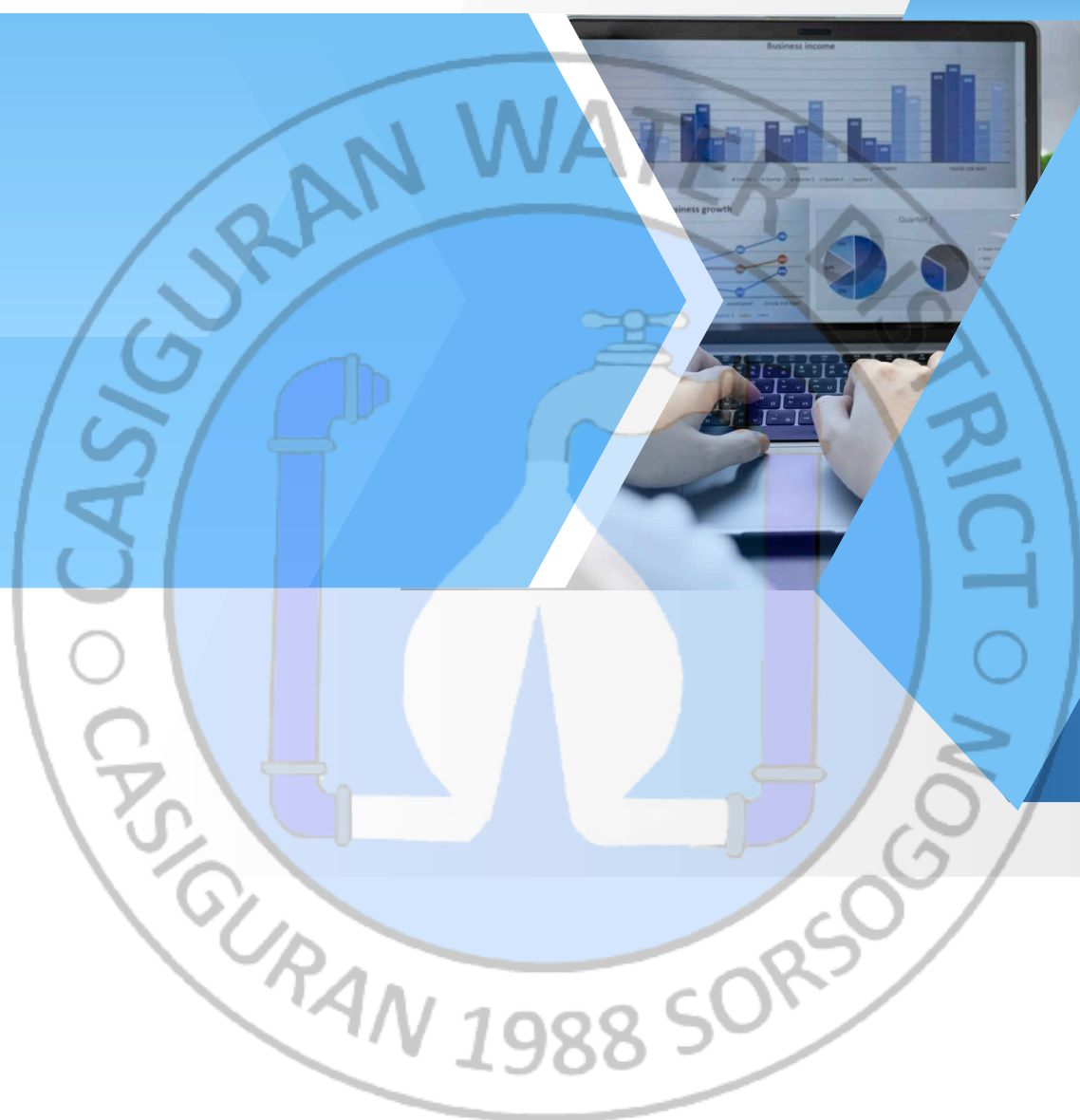


SERVICE CONNECTION DATA

Month	New Connection	Reconnection	Disconnection	Total
January	28	11	8	47
February	11	11	14	36
March	15	11	28	54
April	11	10	3	24
May	16	7	6	29
June	22	8	6	36
July	16	8	4	28
August	23	4	3	30
September	26	7	13	46
October	12	6	2	20
November	20	7	5	32
December	31	1	0	32
Total	231	91	92	414

PHYSICAL AND CHEMICAL ANALYSIS REPORT

2023



PHYSICAL AND CHEMICAL ANALYSIS RESULT

Form II. Standard Format for Physical and Chemical Test Results

INSTRUCTION: Fill up the light yellow-colored cells.

CASIGURAN		WATER DISTRICT			
SUMMARY REPORT ON PHYSICAL AND CHEMICAL ANALYSIS					
FOR THE MONTH		YEAR			
MAY		2023			
Date/Time (MM/DD/YYYY) Collected: 5/3/2023 Analyzed: 5/5-15/2023		SAMPLING LOCATION * (type asterisk * inside the box of the sampling location) <div> <input checked="" type="checkbox"/> Consumer's Tap <input type="checkbox"/> Water Treatment Plant Outlet <input checked="" type="checkbox"/> Source of Supply </div> <div> a. Coordinates (DDD°MM' SS.SS") Longitude (E) Latitude (N) Deg Min Sec Deg Min Sec Deg Min Sec Deg Min Sec </div> <div> b. Location/Name of Street SAN ANTONIO BRGY. HALL </div> <div> b. Name of WTP/Location OROK </div> <div> c. Capacity: </div>			
I. Mandatory Parameters	PNSDW Max. Allowable Level	Constituents Level (mg/L) or Characteristics (Test Results)			
		Consumer's Tap		Water Source	
1. Arsenic (mg/L)	0.01	0.004	Passed	Mandatory	0.004 Passed
2. Cadmium (mg/L)	0.003	0.0005	Passed	Mandatory	0.0005 Passed
3. Lead (mg/L)	0.010	0.002	Passed	Mandatory	0.002 Passed
4. Nitrate (mg/L)	50	11.5	Passed	Mandatory	16.7 Passed
5. Color Apparent (CU)	10	3	Passed	Mandatory	3 Passed
6. Turbidity (NTU)	5	1.17	Passed	Mandatory	0.93 Passed
7. pH	6.5 - 8.5	6.65	Passed	Mandatory	7 Passed
8. Total Dissolved Solids (mg/L)	600	126	Passed	Mandatory	151 Passed
9. Disinfection Residual (Either of the 2 methods)					
Residual Chlorine (mg/L)	0.3 - 1.5	0.8	Passed	Mandatory	1 Passed
Chlorine Dioxide (mg/L)	0.2 - 0.4			Mandatory	
II. Additional Parameters (Determined by LWQ/MC)					
III. Action Taken (Please type "Yes" or "No" in appropriate box)					
a) Are all mandatory parameters tested?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Parameters		<input type="checkbox"/> Yes <input type="checkbox"/> No Parameters	
(If No, indicate parameters not analyzed)					
b) Are tested primary and secondary parameters in compliance with the PNSDW Standards?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Parameters		<input type="checkbox"/> Yes <input type="checkbox"/> No Parameters	
(If No, indicate non-complying parameters)					
Over-all evaluation:					
PASSED PNSDW (Yes/No)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Remarks:					
(Please furnish LWUA copies of laboratory Test Results)					

* Refer to the attached table for frequency of sampling, minimum number of samples and sampling location for mandatory parameters.

Submitted by:

ENGR. EDUARDO P. TEJADA
General Manager

6/5/2023
Date

PHYSICAL AND CHEMICAL ANALYSIS RESULT



ACCREDITED BY THE DEPARTMENT OF HEALTH
ACCREDITATION NO.: 13-0004-2224-LW-2

SUITE 807, UNION SQUARE CONDOMINIUM 15TH AVENUE, CUBAO, QUEZON CITY
TEL/FAX: 8911-3062/8912-6537/8291-6749 Email: platinumlaboratory@gmail.com

TEST REPORT

Sample Lab. No. : 23-0753
Submitted By : Casiguran Water District
Address : L. Hapal St., Central, Casiguran, Sorsogon 4702
Contact Number : 09172095367
Sample Source : Spring
Sample Location : Inlagadian Reservoir
Inlagadian, Casiguran, Sorsogon

Date/Time of : 3-May-2023
Collection : 8:30 AM
Date/Time of : 5-May-2023
Receipt : 12:30 PM
Examination : May 5-15, 2023
Test Report # : PC-2023-0830
Customer ID : PRLI-CN#062

WATER QUALITY				
PHYSICAL ANALYSIS				
Parameters	Results	PNSDW Limit	MU ±	Methodology
Turbidity (NTU)	0.93	5	0.41	2130 B. Nephelometric Method
Apparent Color (Color Units)	3	10	-	2120 B. Visual Comparison
CHEMICAL ANALYSIS				
pH	7.00	6.5 - 8.5	0.0036	4500-H+ B. Electrometric
Total Dissolved Solids (mg/L)	151	600	7.27	2540 C. Gravimetric dried at 180°C
Sulfate (mg/L)	20.1	250	0.35	4500-SO ₄ ²⁻ E. Turbidimetric
Nitrate (mg/L)	16.7	50	0.35	4500-NO ₃ ⁻ D Electrode Method
Chloride (mg/L)	11	250	2.64	4500-Cl ⁻ B. Argentometric
METAL ANALYSIS (mg/L)				
Iron (mg/L, total)	<0.009	1.00		3111 B. Direct Air-Acetylene
Manganese (mg/L, total)	<0.009	0.40		3111 B. Direct Air-Acetylene
Arsenic (mg/L)	<0.004	0.01		3113 B. Electrothermal AAS
Cadmium (mg/L)	<0.0005	0.003		3113 B. Electrothermal AAS
Lead (mg/L)	<0.002	0.01		3113 B. Electrothermal AAS

NOTES:

PNSDW - Philippine National Standards for Drinking Water

Data italicized are provided by the customer.

The result apply only to the sample tested by PRLI and shall not be interpreted as approval, disapproval, rejection or endorsement of product from which the sample was obtained.

Result(s) of the examination is/are specifically related to sample(s) as received.

MU - Measurement Uncertainty

REFERENCES:

American Public Health Association, American Water Works Association, and Water Environment Federation, 2012 Standard Methods for the Examination of Water and Waste Water, 22nd Edition., American Public Health Assoc., Washington D.C.
Dept. of Health, Philippine National Standards for Drinking Water 2017

Analyzed by:

Shanna Joy S. Canimo
PRC No. 0004850
Date: May 16, 2023

Certified by:

Harlene Joy L. Cruz
PRC No. 0009512
Date: May 16, 2023

PHYSICAL AND CHEMICAL ANALYSIS RESULT



SUITE 807, UNION SQUARE CONDOMINIUM 15TH AVENUE, CUBAO, QUEZON CITY
TEL: 8912-8537/8291-6749 Email: platinumlaboratory@gmail.com

TEST REPORT

Sample Lab. No.	: 23-0754	Date/Time of	: 3-May-2023
Submitted By	: Casiguran Water District	Collection	: 9:00 AM
Address	: L. Hapal St., Central, Casiguran, Sorsogon 4702	Date/Time of	: 5-May-2023
Contact Number	: 09172095367	Receipt	: 12:30 PM
Sample Source	: Concessionaire	Examination	: May 5-31, 2023
Sample Location	: San Antonio Brgy. Hall	Test Report #	: PC-2023-0831
	San Antonio, Casiguran, Sorsogon	Customer ID	: PRLI-CN#062

WATER QUALITY				
PHYSICAL ANALYSIS				
Parameters	Results	PNSDW Limit	MU ±	Methodology
Turbidity (NTU)	: 1.17	5	0.41	2130 B. Nephelometric Method
Apparent Color (Color Units)	: 3	10	-	2120 B. Visual Comparison
CHEMICAL ANALYSIS				
pH	: 6.65	6.5 - 8.5	0.0036	4500-H+ B. Electrometric
Total Dissolved Solids (mg/L)	: 126	600	7.27	2540 C. Gravimetric dried at 180°C
Nitrate (mg/L)	: 11.5	50	0.35	4500-NO ₃ ⁻ D Electrode Method
METAL ANALYSIS (mg/L)				
Arsenic (mg/L)	: <0.004	0.01		3113 B. Electrothermal AAS
Cadmium (mg/L)	: <0.0005	0.003		3113 B. Electrothermal AAS
Lead (mg/L)	: <0.002	0.01		3113 B. Electrothermal AAS

NOTES:

PNSDW - Philippine National Standards for Drinking Water

Data italicized are provided by the customer.

The result apply only to the sample tested by PRLI and shall not be interpreted as approval, disapproval, rejection or endorsement of product from which the sample was obtained.

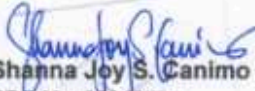
Result(s) of the examination is/are specifically related to sample(s) as received.

MU - Measurement Uncertainty

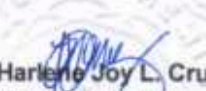
REFERENCES:

American Public Health Association, American Water Works Association, and Water Environment Federation, 2012 Standard Methods for the Examination of Water and Waste Water, 22nd Edition, American Public Health Assoc., Washington D.C.
Dept. of Health, Philippine National Standards for Drinking Water 2017

Analyzed by:


Shanna Joy S. Canimo
PRC No. 0004850
Date: June 5, 2023

Certified by:


Harlene Joy L. Cruz
PRC No. 0009512
Date: June 5, 2023

PHYSICAL AND CHEMICAL ANALYSIS RESULT

Form II. Standard Format for Physical and Chemical Test Results

INSTRUCTION: Fill up the light yellow-colored cells.

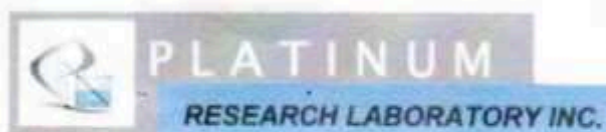
CASIGURAN		WATER DISTRICT			
SUMMARY REPORT ON PHYSICAL AND CHEMICAL ANALYSIS					
FOR THE MONTH		NOVEMBER	YEAR 2023		
Date/Time (MM/DD/YYYY) Collected: 11/6/2023 Analyzed: 11/9-28/2023		SAMPLING LOCATION * (type asterisk * inside the box of the sampling location) <div> <input type="checkbox"/> Consumer's Tap <input type="checkbox"/> Water Treatment Plant Outlet <input checked="" type="checkbox"/> Source of Supply </div> <div> a. Coordinates (DDD°MM'SS.SS") Longitude (E) Latitude (N) Deg Min Sec Deg Min Sec 124 2 38.94 12 48 33.75 </div> <div> b. Location/Name of Street c. Capacity: </div> <div> b. Name of WTP/location c. Capacity: </div> <div> b. Name of Source DROK SPRING c. Capacity: </div>			
I. Mandatory Parameters	PNSDW Max. Allowable Level	Constituents Level (mg/L) or Characteristics (Test Results)			
		Consumer's Tap	WTP Outlet	Water Source	
1. Arsenic (mg/L)	0.01	Mandatory	Mandatory	Mandatory	0.006 Passed
2. Cadmium (mg/L)	0.003	Mandatory	Mandatory	Mandatory	0.0005 Passed
3. Lead (mg/L)	0.010	Mandatory	Mandatory	Mandatory	0.002 Passed
4. Nitrate (mg/L)	50	Mandatory	Mandatory	Mandatory	40.08 Passed
5. Color Apparent (CU)	10	Mandatory	Mandatory	Mandatory	5 Passed
6. Turbidity (NTU)	5	Mandatory	Mandatory	Mandatory	1.06 Passed
7. pH	6.5 - 8.5	Mandatory	Mandatory	Mandatory	7.35 Passed
8. Total Dissolved Solids (mg/L)	600	Mandatory	Mandatory	Mandatory	146 Passed
9. Disinfection Residual (Either of the 2 methods)					
Residual Chlorine (mg/L)	0.3 - 1.5	Mandatory	Mandatory	Mandatory	1 Passed
Chlorine Dioxide (mg/L)	0.2 - 0.4	Mandatory	Mandatory	Mandatory	
II. Additional Parameters (Determined by LDWQMC)					
III. Action Taken (Please type "Yes" or "No" in appropriate box)					
a) Are all mandatory parameters tested?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Parameters	<input type="checkbox"/> Yes <input type="checkbox"/> No Parameters	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Parameters	
(If No, indicate parameters not analyzed)					
b) Are tested primary and secondary parameters in compliance with the PNSDW Standards?		<input type="checkbox"/> Yes <input type="checkbox"/> No Parameters	<input type="checkbox"/> Yes <input type="checkbox"/> No Parameters	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Parameters	
(If No, indicate non-complying parameters)					
Over-all evaluation:					
PASSED PNSDW (Yes/No)		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
Remarks:					
(Please furnish LWUA copies of laboratory Test Results)					

* Refer to the attached table for frequency of sampling, minimum number of samples and sampling location for mandatory parameters.

Submitted by: 
ENGR. EDUARDO P. TEJADA
 General Manager

JAN. 11, 2024
 Date

PHYSICAL AND CHEMICAL ANALYSIS RESULT



ACCREDITED BY THE DEPARTMENT OF HEALTH
ACCREDITATION NO.: 13-0004-2224-LW-2

SUITE 007, UNION SQUARE CONDOMINIUM 15TH AVENUE, CUBAO, QUEZON CITY
TEL: 8912-6537/8291-6746 Email: platinumlaboratory@gmail.com

TEST REPORT

Sample Lab. No.	: 23-1851	Date/Time of	: 6-Nov-2023
Submitted By	: Casiguran Water District	Collection	: 8:30 AM
Address	: L. Hapai Street, Brgy Central, Casiguran, Sorsogon	Date/Time of	: 9-Nov-2023
Contact Number	: 09172095367	Receipt	: 10:22 AM
Sample Source	: Spring	Examination	: Nov, 9-28, 2023
Sample Location	: Inlagadian Reservoir	Test Report #	: PC-2023-1953
	Inlagadian, Casiguran, Sorsogon	Customer ID	: PRLI-CN#062

WATER QUALITY				
PHYSICAL ANALYSIS				
Parameters	Results	PNSDW Limit	MU ±	Methodology
Turbidity (NTU)	1.06	5	0.41	2130 B. Nephelometric Method
Apparent Color (Color Units)	5	10	-	2120 B. Visual Comparison
CHEMICAL ANALYSIS				
pH	7.35	6.5 - 8.5	0.0036	4500-H+ B. Electrometric
Total Dissolved Solids (mg/L)	146	500	7	2540 C. Gravimetric dried at 180°C
Sulfate (mg/L)	32.0	250	0.35	4500-SO ₄ ²⁻ E. Turbidimetric
Nitrate (mg/L)	40.09	50	0.35	4500-NO ₃ ⁻ D Electrode Method
Chloride (mg/L)	6	250	2.6	4500-Cl ⁻ B. Argentometric
METAL ANALYSIS (mg/L)				
Iron (mg/L, total)	<0.009	1.00		3111 B. Direct Air-Acetylene
Manganese (mg/L, total)	0.012	0.40	0.004	3111 B. Direct Air-Acetylene
Arsenic (mg/L)	0.006	0.01	0.0003	3113 B. Electrothermal AAS
Cadmium (mg/L)	<0.0005	0.003		3113 B. Electrothermal AAS
Lead (mg/L)	<0.002	0.01		3113 B. Electrothermal AAS

NOTES:

PNSDW - Philippine National Standards for Drinking Water

Data italicized are provided by the customer.

The result apply only to the sample tested by PRLI and shall not be interpreted as approval, disapproval, rejection or endorsement of product from which the sample was obtained.

Result(s) of the examination is/are specifically related to sample(s) as received.

MU - Measurement Uncertainty

REFERENCES:

American Public Health Association, American Water Works Association, and Water Environment Federation, 2012 Standard Methods for the Examination of Water and Waste Water, 22nd Edition, American Public Health Assoc., Washington D.C.
Dept. of Health, Philippine National Standards for Drinking Water 2017

Analyzed by:

Shanna Joy S. Canimo
PRC No. 0084850
Date: November 28, 2023

Miguel Alexandre U. Baladad
PRC No. 0015417
Date: November 28, 2023

Certified by:

Harlene Joy L. Cruz
PRC No. 0009512
Date: November 28, 2023

PHYSICAL AND CHEMICAL ANALYSIS RESULT

Form II. Standard Format for Physical and Chemical Test Results

INSTRUCTION: Fill up the light yellow-colored cells.

CASIGURAN WATER DISTRICT		SUMMARY REPORT ON PHYSICAL AND CHEMICAL ANALYSIS	
FOR THE MONTH <u>DECEMBER</u> YEAR <u>2023</u>			
Date/Time (MM/DD/YYYY) Collected: <u>12/18/2023</u> Analyzed: <u>12/20/2023 & 01/04/2024</u>		SAMPLING LOCATION * (type asterisk * inside the box of the sampling location)	
<input checked="" type="checkbox"/> Consumer's Tap a. Coordinates (DDD°MM' SS.SS") Longitude (E) Latitude (N) Deg Min Sec Deg Min Sec <u>124 0 34.38</u> <u>12 52 15.8</u> b. Location/Name of Street <u>BRGY. ADONIS HEALTH CENTER</u>		<input type="checkbox"/> Water Treatment Plant Outlet a. Coordinates (DDD°MM' SS.SS") Longitude (E) Latitude (N) Deg Min Sec Deg Min Sec b. Name of WTP/Location c. Capacity:	
<input type="checkbox"/> Source of Supply a. Coordinates (DDD°MM' SS.SS") Longitude (E) Latitude (N) Deg Min Sec Deg Min Sec b. Name of Source c. Capacity:			
I. Mandatory Parameters	PNSDW Max. Allowable Level	Consumers Level (mg/L) or Characteristics (Test Results)	
		Consumer's Tap	WTP Outlet
1. Arsenic (mg/L)	0.01	Mandatory 0.0005 <u>Passed</u>	Mandatory
2. Cadmium (mg/L)	0.003	Mandatory 0.002 <u>Passed</u>	Mandatory
3. Lead (mg/L)	0.010	Mandatory 0.002 <u>Passed</u>	Mandatory
4. Nitrate (mg/L)	50	Mandatory 30 <u>Passed</u>	Mandatory
5. Color Apparent (CU)	10	Mandatory 1.15 <u>Passed</u>	Mandatory
6. Turbidity (NTU)	5	Mandatory 7.2 <u>Passed</u>	Mandatory
7. pH	6.5 - 8.5	Mandatory	Mandatory
8. Total Dissolved Solids (mg/L)	600	Mandatory	Mandatory
9. Disinfection Residual (Either of the 2 methods)			
Residual Chlorine (mg/L)	0.3 - 1.5	Mandatory 0.8 <u>Passed</u>	Mandatory
Chlorine Dioxide (mg/L)	0.2 - 0.4	Mandatory	Mandatory
II. Additional Parameters (Determined by DWQM/C)			
III. Action Taken (Please type "Yes" or "No" in appropriate box)			
a) Are all mandatory parameters tested?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Parameters (If No, indicate parameters not analyzed)	<input type="checkbox"/> Yes <input type="checkbox"/> No Parameters (If No, indicate parameters not analyzed)	<input type="checkbox"/> Yes <input type="checkbox"/> No Parameters (If No, indicate parameters not analyzed)
b) Are tested primary and secondary parameters in compliance with the PNSDW Standards?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Parameters (If No, indicate non-complying parameters)	<input type="checkbox"/> Yes <input type="checkbox"/> No Parameters (If No, indicate non-complying parameters)	<input type="checkbox"/> Yes <input type="checkbox"/> No Parameters (If No, indicate non-complying parameters)
Over-all evaluation:			
PASSED PNSDW (Yes/No)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Remarks:			
(Please furnish LWUA copies of laboratory Test Results)			

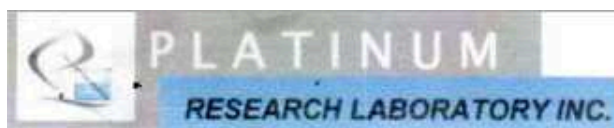
* Refer to the attached table for frequency of sampling, minimum number of samples and sampling location for mandatory parameters.

Submitted by:

ENGR. EDUARDO P. TEJADA
 General Manager

JAN. 11, 2024
 Date

PHYSICAL AND CHEMICAL ANALYSIS RESULT



ACCREDITED BY THE DEPARTMENT OF HEALTH
ACCREDITATION NO.: 13-0004-2224-LW-2

SUITE 807, UNION SQUARE CONDOMINIUM 15TH AVENUE, CUBAO, QUEZON CITY
TEL: 8912-6537/8291-6749 Email: platinumlaboratory@gmail.com

TEST REPORT

Sample Lab. No.	: 23-2217	Date/Time of	: 18-Dec-2023
Submitted By	: Casiguran Water District	Collection	: 9:00 AM
Address	: L. Hapal St. Central, Casiguran, Sorsogon 4702	Date/Time of	: 20-Dec-2023
Contact Number	: _____	Receipt	: 12:08 PM
Sample Source	: Concessionaire	Examination	: Dec.20,23-Jan.4,2024
Sample Location	: Adavis Health Center	Test Report #	: PC-2023-2291
	Adavis, Casiguran, Sorsogon	Customer ID #	: PRLI-CN#062

WATER QUALITY				
PHYSICAL ANALYSIS				
Parameters	Results	PNSDW Limit	MU ±	Methodology
Turbidity (NTU)	1.15	5	0.41	2130 B. Nephelometric Method
Apparent Color (Color Units)	10	10	-	2120 B. Visual Comparison
CHEMICAL ANALYSIS				
pH	7.20	6.5 - 8.5	0.0036	4500-H+ B. Electrometric
METAL ANALYSIS (mg/L)				
Cadmium (mg/L)	<0.0005	0.003		3113 B. Electrothermal AAS
Lead (mg/L)	<0.002	0.01		3113 B. Electrothermal AAS

NOTES:

PNSDW - Philippine National Standards for Drinking Water

◊ Data are provided by the customer.

The result apply only to the sample tested by PRLI and shall not be interpreted as approval, disapproval, rejection or endorsement of product from which the sample was obtained.

Result(s) of the examination is/are specifically related to sample(s) as received.

MU - Measurement Uncertainty

REFERENCES:

American Public Health Association, American Water Works Association, and Water Environment Federation, 2012 Standard Methods for the Examination of Water and Waste Water, 22nd Edition., American Public Health Assoc., Washington D.C.
Dept. of Health, Philippine National Standards for Drinking Water 2017

Analyzed by:

Shanna Joy S. Canino
PRC No. 0004850
Date: January 5, 2024

Miguel Alexandre U. Baladad
PRC No. 0015417
Date: January 5, 2024

Certified by:

Harlene Joy L. Cruz
PRC No. 0009512
Date: January 5, 2024

BACTERIOLOGICAL TEST RESULTS

2023



BACTERIOLOGICAL TEST RESULTS

FORM I - STANDARD FORMAT FOR MICROBIOLOGICAL TEST RESULTS

(Instruction: Fill up the yellow-colored cells)

CASIGURAN	WATER DISTRICT
Province: SORSOGON	
SUMMARY REPORT ON MICROBIOLOGICAL TEST	
MONTH OF JANUARY	20 23

1. Population actually served by utility:

(No. of service connections x ave. no. of persons per service connection (5 persons per household))

32,205

No. of service connections

6,441

2. Required minimum number of samples based on the table below:

2.a For Total Coliform & Thermotolerant Coliform/E.Coli

9 samples

2.b For Heterotrophic Plate Count

9 samples

Population Served	Minimum Frequency of Sampling for Total Coliform and Thermotolerant Coliform/E. coli	Minimum Frequency of Sampling for Heterotrophic Plate Count (HPC)	Point of Compliance
Less than 5,000	2 samples monthly	2 samples monthly	Consumers' taps
5,000 - 100,000	1 sample per 5,000 population + 2 additional samples monthly	1 sample per 5,000 population + 2 additional samples monthly	Consumers' taps
More than 100,000	1 sample per 10,000 population + 12 additional samples monthly	Required at least 40% of the sampling points	Consumers' taps

Note: Collection of samples should be spread out within a month

3. Sample Requirement

a. No. of samples examined.

12

b. Percent (%) to the minimum required.

133.3%

c. Met Standards?

☒ Yes ☐ No

("Yes" if b is 100% or more. "No" if b is less than 100%.)

4. Parameter/Method

A. Total Coliform

4.1 Multiple Tube Fermentation Technique (MTFT)

a. Number of samples showing presence of coliform group.

0

b. Percent (%) to samples examined (4.1.a/3.a x 100).

0.0%

c. Met Standards?

☒ Yes ☐ No

("Yes" if b is 5% or less. "No" if b is more than 5%.)

4.2 Membrane Filter Technique (MFT)

a. Number of samples showing presence of coliform colonies.

0

b. Percent (%) to the number of samples analyzed.

0.0%

(4.2.a/3.a x 100)

c. Met Standards?

☒ Yes ☐ No

("Yes" if b is 5% or less. "No" if b is more than 5%.)

4.3 Enzyme Substrate Coliform Test (EST)

BACTERIOLOGICAL TEST RESULTS

a. Number of samples showing presence of coliform.

0

b. Percent (%) to total number of samples examined.

0.0%

(4.3.a/3.a x 100)

c. Met Standards?

☒ Yes

☐ Yes

☐ No

("Yes" if b is 5% or less. "No" if b is more than 5%.)

B. Thermotolerant Coliform/ E. coli

a. Number of samples showing presence of thermotolerant coliform/E. coli organisms.

MTFT: MPN/100 ml value of < 1.1

EST: Absent or < 1 MPN/100 ml

MFT: < 1 thermotolerant coliform colonies/100ml.

0

b. Percent (%) to total number of samples analyzed

0.0%

c. Met Standards?

☒ Yes

☐ Yes

☐ No

("Yes" if a is zero. "No" if a is not equal to zero.)

C. Heterotrophic Plate Count (HPC)

a. Number of HPC tests conducted.

12

Percent (%) to the minimum required.

133.3%

Met Standards (no. of samples)?

☒ Yes

☐ Yes

☐ No

b. No. of samples showing HPC value < 500 CFU/ml.

12

c. Percent (%) to number of tests conducted (b/a x 100).

100.0%

d. Met Standards?

☒ Yes

☐ Yes

☐ No

("Yes" if c is 100%. "No" if c is not 100%.)

5. DISINFECTION RESIDUAL

5.A Using Free Residual Chlorine

a. No. of days without a test conducted

0

b. No. of samples with residual chlorine <0.3 or >1.5 mg/L

0

c. Met Standards?

☒ Yes

☐ Yes

☐ No

("Yes" if a and b are both zero. "No" if either a or b, or both a and b are not zero.)

5.B Using Chlorine Dioxide

a. No. of days without a test conducted

0

b. No. of samples with residual chlorine dioxide <0.2 or >0.4 mg/L

0

c. Met Standards?

☒ Yes

☐ Yes

☐ No

("Yes" if a and b are both zero. "No" if either a or b, or both a and b are not zero.)

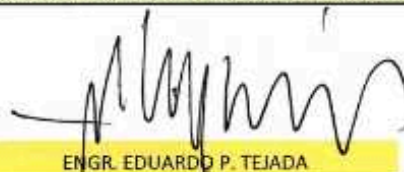
NOTE:

FOR MICROBIOLOGICAL RESULTS:

If number of samples is 20 or less, please attach laboratory test results with this summary form.

If number of samples is more than 20, only the summary form is required even without accompanying laboratory test results.

SUBMITTED BY:


ENGR. EDUARDO P. TEJADA
General Manager

BACTERIOLOGICAL TEST RESULTS

FORM I - STANDARD FORMAT FOR MICROBIOLOGICAL TEST RESULTS

(Instruction: Fill up the yellow-colored cells)

CASIGURAN	WATER DISTRICT
Province: SORSOGON	
SUMMARY REPORT ON MICROBIOLOGICAL TEST	
MONTH OF FEBRUARY	20 23

1. Population actually served by utility:

(No. of service connections x ave. no. of persons per service connection (5 persons per household))

32,180

No. of service connections

6,436

2. Required minimum number of samples based on the table below:

2.a For Total Coliform & Thermotolerant Coliform/E.Coli

9 samples

2.b For Heterotrophic Plate Count

9 samples

Population Served	Minimum Frequency of Sampling for Total Coliform and Thermotolerant Coliform/E. coli	Minimum Frequency of Sampling for Heterotrophic Plate Count (HPC)	Point of Compliance
Less than 5,000	2 samples monthly	2 samples monthly	Consumers' taps
5,000 - 100,000	1 sample per 5,000 population + 2 additional samples monthly	1 sample per 5,000 population + 2 additional samples monthly	Consumers' taps
More than 100,000	1 sample per 10,000 population + 12 additional samples monthly	Required at least 40% of the sampling points	Consumers' taps

Note: Collection of samples should be spread out within a month

3. Sample Requirement

a. No. of samples examined.

12

b. Percent (%) to the minimum required.

133.3%

c. Met Standards?

☒ Yes ☐ No

("Yes" if b is 100% or more. "No" if b is less than 100%.)

4. Parameter/Method

A. Total Coliform

4.1 Multiple Tube Fermentation Technique (MTFT)

a. Number of samples showing presence of coliform group.

0

b. Percent (%) to samples examined (4.1.a/3.a x 100).

0.0%

c. Met Standards?

☒ Yes ☐ No

("Yes" if b is 5% or less. "No" if b is more than 5%.)

4.2 Membrane Filter Technique (MFT)

a. Number of samples showing presence of coliform colonies.

0

b. Percent (%) to the number of samples analyzed.

0.0%

(4.2.a/3.a x 100)

c. Met Standards?

☒ Yes ☐ No

("Yes" if b is 5% or less. "No" if b is more than 5%.)

4.3 Enzyme Substrate Coliform Test (EST)

BACTERIOLOGICAL TEST RESULTS

a. Number of samples showing presence of coliform.

0

b. Percent (%) to total number of samples examined.

0.0%

($4.3.a/3.a \times 100$)

c. Met Standards?

☒ Yes

Yes

☐ No

("Yes" if b is 5% or less. "No" if b is more than 5%.)

B. Thermotolerant Coliform/ E. coli

a. Number of samples showing presence of thermotolerant coliform/E. coli organisms.

MTFT: MPN/100 ml value of < 1.1

EST: Absent or < 1 MPN/100 ml

MFT: < 1 thermotolerant coliform colonies/100ml.

0

b. Percent (%) to total number of samples analyzed

0.0%

c. Met Standards?

☒ Yes

Yes

☐ No

("Yes" if a is zero. "No" if a is not equal to zero.)

C. Heterotrophic Plate Count (HPC)

a. Number of HPC tests conducted.

12

Percent (%) to the minimum required.

133.3%

Met Standards (no. of samples)?

☒ Yes

Yes

☐ No

b. No. of samples showing HPC value < 500 CFU/ml.

12

c. Percent (%) to number of tests conducted ($b/a \times 100$).

100.0%

d. Met Standards?

☒ Yes

Yes

☐ No

("Yes" if c is 100%. "No" if c is not 100%.)

5. DISINFECTION RESIDUAL

5.A Using Free Residual Chlorine

a. No. of days without a test conducted

0

b. No. of samples with residual chlorine <0.3 or >1.5 mg/L

0

c. Met Standards?

☒ Yes

Yes

☐ No

("Yes" if a and b are both zero. "No" if either a or b, or both a and b are not zero.)

5.B Using Chlorine Dioxide

a. No. of days without a test conducted

0

b. No. of samples with residual chlorine dioxide <0.2 or >0.4 mg/L

0

c. Met Standards?

☒ Yes

Yes

☐ No

("Yes" if a and b are both zero. "No" if either a or b, or both a and b are not zero.)

NOTE:

FOR MICROBIOLOGICAL RESULTS:

If number of samples is 20 or less, please attach laboratory test results with this summary form.

If number of samples is more than 20, only the summary form is required even without accompanying laboratory test results.

SUBMITTED BY:


ENGR. EDUARDO P. TEJADA
General Manager

BACTERIOLOGICAL TEST RESULTS

FORM I - STANDARD FORMAT FOR MICROBIOLOGICAL TEST RESULTS

(Instruction: Fill up the yellow-colored cells)

CASIGURAN	WATER DISTRICT
Province: SORSOGON	
SUMMARY REPORT ON MICROBIOLOGICAL TEST	
MONTH OF March	20 23

1. Population actually served by utility:

(No. of service connections x ave. no. of

persons per service connection (5 persons per household)

32,220

No. of service connections

6,444

2. Required minimum number of samples based on the table below:

2.a For Total Coliform & Thermotolerant Coliform/E.Coli

9 samples

2.b For Heterotrophic Plate Count

9 samples

Population Served	Minimum Frequency of Sampling for Total Coliform and Thermotolerant Coliform/E. coli	Minimum Frequency of Sampling for Heterotrophic Plate Count (HPC)	Point of Compliance
Less than 5,000	2 samples monthly	2 samples monthly	Consumers' taps
5,000 - 100,000	1 sample per 5,000 population + 2 additional samples monthly	1 sample per 5,000 population + 2 additional samples monthly	Consumers' taps
More than 100,000	1 sample per 10,000 population + 12 additional samples monthly	Required at least 40% of the sampling points	Consumers' taps

Note: Collection of samples should be spread out within a month

3. Sample Requirement

a. No. of samples examined.

12

b. Percent (%) to the minimum required.

133.3%

c. Met Standards?

☒ Yes ☐ No

("Yes" if b is 100% or more. "No" if b is less than 100%.)

4. Parameter/Method

A. Total Coliform

4.1 Multiple Tube Fermentation Technique (MTFT)

a. Number of samples showing presence of coliform group.

0

b. Percent (%) to samples examined (4.1.a/3.a x 100).

0.0%

c. Met Standards?

☒ Yes ☐ No

("Yes" if b is 5% or less. "No" if b is more than 5%.)

4.2 Membrane Filter Technique (MFT)

a. Number of samples showing presence of coliform colonies.

0

b. Percent (%) to the number of samples analyzed,

0.0%

(4.2.a/3.a x 100)

c. Met Standards?

☒ Yes ☐ No

("Yes" if b is 5% or less. "No" if b is more than 5%.)

4.3 Enzyme Substrate Coliform Test (EST)

BACTERIOLOGICAL TEST RESULTS

a. Number of samples showing presence of coliform.

b. Percent (%) to total number of samples examined.

(4.3.a/3.a x 100)

c. Met Standards?

☒ Yes

Yes

☐ No

("Yes" if b is 5% or less. "No" if b is more than 5%.)

0

0.0%

B. Thermotolerant Coliform/ E. coli

a. Number of samples showing presence of thermotolerant coliform/E. coli organisms.

MTFT: MPN/100 ml value of < 1.1

EST: Absent or < 1 MPN/100 ml

MFT: < 1 thermotolerant coliform colonies/100ml.

b. Percent (%) to total number of samples analyzed

c. Met Standards?

☒ Yes

Yes

☐ No

("Yes" if a is zero. "No" if a is not equal to zero.)

0

0.0%

C. Heterotrophic Plate Count (HPC)

a. Number of HPC tests conducted.

Percent (%) to the minimum required.

Met Standards (no. of samples)?

☒ Yes

Yes

☐ No

b. No. of samples showing HPC value < 500 CFU/ml.

c. Percent (%) to number of tests conducted (b/a x 100).

d. Met Standards?

☒ Yes

Yes

☐ No

("Yes" if c is 100%. "No" if c is not 100%.)

12

133.3%

12

100.0%

5. DISINFECTION RESIDUAL

5.A. Using Free Residual Chlorine

a. No. of days without a test conducted

b. No. of samples with residual chlorine <0.3 or >1.5 mg/L

c. Met Standards?

☒ Yes

Yes

☐ No

("Yes" if a and b are both zero. "No" if either a or b, or both a and b are not zero.)

0

0

5.B. Using Chlorine Dioxide

a. No. of days without a test conducted

b. No. of samples with residual chlorine dioxide <0.2 or >0.4 mg/L

c. Met Standards?

☒ Yes

Yes

☐ No

("Yes" if a and b are both zero. "No" if either a or b, or both a and b are not zero.)

0

0

NOTE:

FOR MICROBIOLOGICAL RESULTS:

If number of samples is 20 or less, please attach laboratory test results with this summary form.

If number of samples is more than 20, only the summary form is required even without accompanying laboratory test results.

SUBMITTED BY:


ENGR. EDUARDO P. TEJADA
General Manager

BACTERIOLOGICAL TEST RESULTS

FORM I - STANDARD FORMAT FOR MICROBIOLOGICAL TEST RESULTS

(Instruction: Fill up the yellow-colored cells)

CASIGURAN	WATER DISTRICT
Province: SORSOGON	
SUMMARY REPORT ON MICROBIOLOGICAL TEST	
MONTH OF APRIL	20 23

1. Population actually served by utility:

(No. of service connections x ave. no. of persons per service connection (5 persons per household))

32,335

No. of service connections

6,467

2. Required minimum number of samples based on the table below:

2.a For Total Coliform & Thermotolerant Coliform/E.Coli

9 samples

2.b For Heterotrophic Plate Count

9 samples

Population Served	Minimum Frequency of Sampling for Total Coliform and Thermotolerant Coliform/E. coli	Minimum Frequency of Sampling for Heterotrophic Plate Count (HPC)	Point of Compliance
Less than 5,000	2 samples monthly	2 samples monthly	Consumers' taps
5,000 - 100,000	1 sample per 5,000 population + 2 additional samples monthly	1 sample per 5,000 population + 2 additional samples monthly	Consumers' taps
More than 100,000	1 sample per 10,000 population + 12 additional samples monthly	Required at least 40% of the sampling points	Consumers' taps

Note: Collection of samples should be spread out within a month

3. Sample Requirement

a. No. of samples examined.

12

b. Percent (%) to the minimum required.

133.3%

c. Met Standards?

☒ Yes ☐ No

("Yes" if b is 100% or more. "No" if b is less than 100%.)

4. Parameter/Method

A. Total Coliform

4.1 Multiple Tube Fermentation Technique (MTFT)

a. Number of samples showing presence of coliform group.

0

b. Percent (%) to samples examined (4.1.a/3.a x 100).

0.0%

c. Met Standards?

☒ Yes ☐ No

("Yes" if b is 5% or less. "No" if b is more than 5%.)

4.2 Membrane Filter Technique (MFT)

a. Number of samples showing presence of coliform colonies.

0

b. Percent (%) to the number of samples analyzed.

0.0%

(4.2.a/3.a x 100)

c. Met Standards?

☒ Yes ☐ No

("Yes" if b is 5% or less. "No" if b is more than 5%.)

4.3 Enzyme Substrate Coliform Test (EST)

BACTERIOLOGICAL TEST RESULTS

- a. Number of samples showing presence of coliform.
- b. Percent (%) to total number of samples examined.
($4.3.a/3.a \times 100$)
- c. Met Standards? ☒ Yes ☐ No
("Yes" if b is 5% or less. "No" if b is more than 5%.)

0
0.0%

B. Thermotolerant Coliform/ E. coli

- a. Number of samples showing presence of thermotolerant coliform/E. coli organisms.
MTFT: MPN/100 ml value of < 1.1
EST: Absent or < 1 MPN/100 ml
MFT: < 1 thermotolerant coliform colonies/100ml.
- b. Percent (%) to total number of samples analyzed
- c. Met Standards? ☒ Yes ☐ No
("Yes" if a is zero. "No" if a is not equal to zero.)

0
0.0%

C. Heterotrophic Plate Count (HPC)

- a. Number of HPC tests conducted.
Percent (%) to the minimum required.
Met Standards (no. of samples)? ☒ Yes ☐ No
- b. No. of samples showing HPC value < 500 CFU/ml.
- c. Percent (%) to number of tests conducted ($b/a \times 100$).
- d. Met Standards? ☒ Yes ☐ No
("Yes" if c is 100%. "No" if c is not 100%.)

12
133.3%

12
100.0%

5. DISINFECTION RESIDUAL

5.A Using Free Residual Chlorine

- a. No. of days without a test conducted
- b. No. of samples with residual chlorine < 0.3 or > 1.5 mg/L
- c. Met Standards? ☒ Yes ☐ No
("Yes" if a and b are both zero. "No" if either a or b, or both a and b are not zero.)

0
0

5.B Using Chlorine Dioxide

- a. No. of days without a test conducted
- b. No. of samples with residual chlorine dioxide < 0.2 or > 0.4 mg/L
- c. Met Standards? ☒ Yes ☐ No
("Yes" if a and b are both zero. "No" if either a or b, or both a and b are not zero.)

0
0


NOTE:

FOR MICROBIOLOGICAL RESULTS:

If number of samples is 20 or less, please attach laboratory test results with this summary form.

If number of samples is more than 20, only the summary form is required even without accompanying laboratory test results.

SUBMITTED BY:


ENGR. EDUARDO P. TEJADA
General Manager

BACTERIOLOGICAL TEST RESULTS

FORM I - STANDARD FORMAT FOR MICROBIOLOGICAL TEST RESULTS

(Instruction: Fill up the yellow-colored cells)

CASIGURAN WATER DISTRICT
Province: SORSOGON
SUMMARY REPORT ON MICROBIOLOGICAL TEST
MONTH OF MAY 20 23

1. Population actually served by utility:

(No. of service connections x ave. no. of persons per service connection (5 persons per household))

32,425

No. of service connections

6,485

2. Required minimum number of samples based on the table below:

2.a For Total Coliform & Thermotolerant Coliform/E.Coli

9 samples

2.b For Heterotrophic Plate Count

9 samples

Population Served	Minimum Frequency of Sampling for Total Coliform and Thermotolerant Coliform/E. coli	Minimum Frequency of Sampling for Heterotrophic Plate Count (HPC)	Point of Compliance
Less than 5,000	2 samples monthly	2 samples monthly	Consumers' taps
5,000 - 100,000	1 sample per 5,000 population + 2 additional samples monthly	1 sample per 5,000 population + 2 additional samples monthly	Consumers' taps
More than 100,000	1 sample per 10,000 population + 12 additional samples monthly	Required at least 40% of the sampling points	Consumers' taps
Note: Collection of samples should be spread out within a month			

3. Sample Requirement

a. No. of samples examined.

12

b. Percent (%) to the minimum required.

133.3%

c. Met Standards?

Yes

Yes

No

("Yes" if b is 100% or more. "No" if b is less than 100%.)

4. Parameter/Method

A. Total Coliform

4.1 Multiple Tube Fermentation Technique (MTFT)

a. Number of samples showing presence of coliform group.

0

b. Percent (%) to samples examined (4.1.a/3.a x 100).

0.0%

c. Met Standards?

Yes

Yes

No

("Yes" if b is 5% or less. "No" if b is more than 5%.)

4.2 Membrane Filter Technique (MFT)

a. Number of samples showing presence of coliform colonies.

0

b. Percent (%) to the number of samples analyzed.

0.0%

(4.2.a/3.a x 100)

c. Met Standards?

Yes

Yes

No

("Yes" if b is 5% or less. "No" if b is more than 5%.)

4.3 Enzyme Substrate Coliform Test (EST)

Not applicable

BACTERIOLOGICAL TEST RESULTS

a .	Number of samples showing presence of coliform.	<div style="border: 1px solid black; width: 100px; text-align: center;">0</div>
b .	Percent (%) to total number of samples examined. (4.3.a/3.a x 100)	<div style="border: 1px solid black; width: 100px; text-align: center;">0.0%</div>
c .	Met Standards? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No ("Yes" if b is 5% or less. "No" if b is more than 5%.)	

B. Thermotolerant Coliform/ E. coli

a .	Number of samples showing presenvce of thermotolerant coliform/E. coli organisms. MTFT: MPN/100 ml value of < 1.1 EST: Absent or < 1 MPN/100 ml MFT: < 1 thermotolerant coliform colonies/100ml.	<div style="border: 1px solid black; width: 100px; text-align: center;">0</div>
b .	Percent (%) to total number of samples analyzed	<div style="border: 1px solid black; width: 100px; text-align: center;">0.0%</div>
c .	Met Standards? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No ("Yes" if a is zero. "No" if a is not equal to zero.)	

C. Heterotrophic Plate Count (HPC)

a .	Number of HPC tests conducted.	<div style="border: 1px solid black; width: 100px; text-align: center;">12</div>
	Percent (%) to the minimum required.	<div style="border: 1px solid black; width: 100px; text-align: center;">133.3%</div>
	Met Standards (no. of samples)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
b .	No. of samples showing HPC value < 500 CFU/ml.	<div style="border: 1px solid black; width: 100px; text-align: center;">12</div>
c .	Percent (%) to number of tests conducted (b/a x 100).	<div style="border: 1px solid black; width: 100px; text-align: center;">100.0%</div>
d .	Met Standards? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No ("Yes" if c is 100%. "No" if c is not 100%.)	

5 DISINFECTION RESIDUAL

5.A Using Free Residual Chlorine


a .	No. of days without a test conducted	<div style="border: 1px solid black; width: 100px; text-align: center;">0</div>
b .	No. of samples with residual chlorine <0.3 or >1.5 mg/L	<div style="border: 1px solid black; width: 100px; text-align: center;">0</div>
c .	Met Standards? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No ("Yes" if a and b are both zero. "No" if either a or b, or both a and b are not zero.)	

5.B Using Chlorine Dioxide

a .	No. of days without a test conducted	<div style="border: 1px solid black; width: 100px; text-align: center;">0</div>
b .	No. of samples with residual chlorine dioxide <0.2 or >0.4 mg/L	<div style="border: 1px solid black; width: 100px; text-align: center;">0</div>
c .	Met Standards? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No ("Yes" if a and b are both zero. "No" if either a or b, or both a and b are not zero.)	

NOTE: FOR MICROBIOLOGICAL RESULTS:
If number of samples is 20 or less, please attach laboratory test results with this summary form.
If number of samples is more than 20, only the summary form is required even without accompanying laboratory test results.

SUBMITTED BY:


ENGR. EDUARDO P. TEJADA
General Manager

BACTERIOLOGICAL TEST RESULTS

FORM I - STANDARD FORMAT FOR MICROBIOLOGICAL TEST RESULTS

(Instruction: Fill up the yellow-colored cells)

CASIGURAN	WATER DISTRICT
Province: SORSOGON	
SUMMARY REPORT ON MICROBIOLOGICAL TEST	
MONTH OF JUNE	20 23

1. Population actually served by utility:

(No. of service connections x ave. no. of

persons per service connection (5 persons per household)

32,515

No. of service connections

6,503

2. Required minimum number of samples based on the table below:

2.a For Total Coliform & Thermotolerant Coliform/E.Coli

9 samples

2.b For Heterotrophic Plate Count

9 samples

Population Served	Minimum Frequency of Sampling for Total Coliform and Thermotolerant Coliform/E. coli	Minimum Frequency of Sampling for Heterotrophic Plate Count (HPC)	Point of Compliance
Less than 5,000	2 samples monthly	2 samples monthly	Consumers' taps
5,000 - 100,000	1 sample per 5,000 population + 2 additional samples monthly	1 sample per 5,000 population + 2 additional samples monthly	Consumers' taps
More than 100,000	1 sample per 10,000 population + 12 additional samples monthly	Required at least 40% of the sampling points	Consumers' taps

Note: Collection of samples should be spread out within a month

3. Sample Requirement

a. No. of samples examined.

12

b. Percent (%) to the minimum required.

133.3%

c. Met Standards?

☒ Yes ☐ No

("Yes" if b is 100% or more. "No" if b is less than 100%.)

4. Parameter/Method

A. Total Coliform

4.1 Multiple Tube Fermentation Technique (MTFT)

a. Number of samples showing presence of coliform group.

0

b. Percent (%) to samples examined (4.1.a/3.a x 100).

0.0%

c. Met Standards?

☒ Yes ☐ No

("Yes" if b is 5% or less. "No" if b is more than 5%.)

4.2 Membrane Filter Technique (MFT)

a. Number of samples showing presence of coliform colonies.

0

b. Percent (%) to the number of samples analyzed.

0.0%

(4.2.a/3.a x 100)

c. Met Standards?

☒ Yes ☐ No

("Yes" if b is 5% or less. "No" if b is more than 5%.)

4.3 Enzyme Substrate Coliform Test (EST)

[Handwritten signature]

BACTERIOLOGICAL TEST RESULTS

a. Number of samples showing presence of coliform.

0

b. Percent (%) to total number of samples examined.

0.0%

(4.3.a/3.a x 100)

c. Met Standards?

☒ Yes

Yes

☐ No

("Yes" if b is 5% or less. "No" if b is more than 5%.)

B. Thermotolerant Coliform/ E. coli

a. Number of samples showing presence of thermotolerant coliform/E. coli organisms.

MTFT: MPN/100 ml value of < 1.1

EST: Absent or < 1 MPN/100 ml

MFT: < 1 thermotolerant coliform colonies/100ml.

0

b. Percent (%) to total number of samples analyzed

0.0%

c. Met Standards?

☒ Yes

Yes

☐ No

("Yes" if a is zero. "No" if a is not equal to zero.)

C. Heterotrophic Plate Count (HPC)

a. Number of HPC tests conducted.

12

Percent (%) to the minimum required.

133.3%

Met Standards (no. of samples)?

☒ Yes

Yes

☐ No

b. No. of samples showing HPC value < 500 CFU/ml.

12

c. Percent (%) to number of tests conducted (b/a x 100).

100.0%

d. Met Standards?

☒ Yes

Yes

☐ No

("Yes" if c is 100%. "No" if c is not 100%.)

S. DISINFECTION RESIDUAL

5.A. Using Free Residual Chlorine

a. No. of days without a test conducted

0

b. No. of samples with residual chlorine <0.3 or >1.5 mg/L

0

c. Met Standards?

☒ Yes

Yes

☐ No

("Yes" if a and b are both zero. "No" if either a or b, or both a and b are not zero.)

5.B. Using Chlorine Dioxide

a. No. of days without a test conducted

0

b. No. of samples with residual chlorine dioxide <0.2 or >0.4 mg/L

0

c. Met Standards?

☒ Yes

Yes

☐ No

("Yes" if a and b are both zero. "No" if either a or b, or both a and b are not zero.)

NOTE:

FOR MICROBIOLOGICAL RESULTS:

If number of samples is 20 or less, please attach laboratory test results with this summary form.

If number of samples is more than 20, only the summary form is required even without accompanying laboratory test results.

SUBMITTED BY:



ENGR. EDUARDO P. TEJADA

General Manager

BACTERIOLOGICAL TEST RESULTS

FORM I - STANDARD FORMAT FOR MICROBIOLOGICAL TEST RESULTS

(Instruction: Fill up the yellow-colored cells)

CASIGURAN	WATER DISTRICT
Province: SORSOGON	
SUMMARY REPORT ON MICROBIOLOGICAL TEST	
MONTH OF JULY	20 23

1. Population actually served by utility:

(No. of service connections x ave. no. of

persons per service connection (5 persons per household)

32,570

No. of service connections

6,514

2. Required minimum number of samples based on the table below:

2.a For Total Coliform & Thermotolerant Coliform/E.Coli

9 samples

2.b For Heterotrophic Plate Count

9 samples

Population Served	Minimum Frequency of Sampling for Total Coliform and Thermotolerant Coliform/E. coli	Minimum Frequency of Sampling for Heterotrophic Plate Count (HPC)	Point of Compliance
Less than 5,000	2 samples monthly	2 samples monthly	Consumers' taps
5,000 - 100,000	1 sample per 5,000 population + 2 additional samples monthly	1 sample per 5,000 population + 2 additional samples monthly	Consumers' taps
More than 100,000	1 sample per 10,000 population + 12 additional samples monthly	Required at least 40% of the sampling points	Consumers' taps
Note: Collection of samples should be spread out within a month			

3. Sample Requirement

a. No. of samples examined.

12

b. Percent (%) to the minimum required.

133.3%

c. Met Standards?

Yes

Yes

No

("Yes" if b is 100% or more. "No" if b is less than 100%.)

4. Parameter/Method

A. Total Coliform

4.1 Multiple Tube Fermentation Technique (MTFT)

a. Number of samples showing presence of coliform group.

0

b. Percent (%) to samples examined (4.1.a/3.a x 100).

0.0%

c. Met Standards?

Yes

Yes

No

("Yes" if b is 5% or less. "No" if b is more than 5%.)

4.2 Membrane Filter Technique (MFT)

a. Number of samples showing presence of coliform colonies.

0

b. Percent (%) to the number of samples analyzed.

0.0%

(4.2.a/3.a x 100)

c. Met Standards?

Yes

Yes

No

("Yes" if b is 5% or less. "No" if b is more than 5%.)

4.3 Enzyme Substrate Coliform Test (EST)

BACTERIOLOGICAL TEST RESULTS

a . Number of samples showing presence of coliform.

0

b . Percent (%) to total number of samples examined.

0.0%

(4.3.a/3.a x 100)

c . Met Standards?

☒ Yes ☐ No

("Yes" if b is 5% or less. "No" if b is more than 5%.)

B. Thermotolerant Coliform/ E. coli

a . Number of samples showing presence of thermotolerant coliform/E. coli organisms.

MTFT: MPN/100 ml value of < 1.1

EST: Absent or < 1 MPN/100 ml

MFT: < 1 thermotolerant coliform colonies/100ml.

**

0

b . Percent (%) to total number of samples analyzed

0.0%

c . Met Standards?

☒ Yes ☐ No

("Yes" if a is zero. "No" if a is not equal to zero.)

C. Heterotrophic Plate Count (HPC)

a . Number of HPC tests conducted.

12

Percent (%) to the minimum required.

133.3%

Met Standards (no. of samples)?

☒ Yes ☐ No

b . No. of samples showing HPC value < 500 CFU/ml.

12

c . Percent (%) to number of tests conducted (b/a x 100).

100.0%

d . Met Standards?

☒ Yes ☐ No

("Yes" if c is 100%. "No" if c is not 100%.)

5 DISINFECTION RESIDUAL

5.A Using Free Residual Chlorine

a . No. of days without a test conducted

0

b . No. of samples with residual chlorine <0.3 or >1.5 mg/L

0

c . Met Standards?

☒ Yes ☐ No

("Yes" if a and b are both zero. "No" if either a or b, or both a and b are not zero.)

5.B Using Chlorine Dioxide

a . No. of days without a test conducted

0

b . No. of samples with residual chlorine dioxide <0.2 or >0.4 mg/L

0

c . Met Standards?

☒ Yes ☐ No

("Yes" if a and b are both zero. "No" if either a or b, or both a and b are not zero.)

NOTE:

FOR MICROBIOLOGICAL RESULTS:

If number of samples is 20 or less, please attach laboratory test results with this summary form.

If number of samples is more than 20, only the summary form is required even without accompanying laboratory test results.

SUBMITTED BY:

ENGR. EDUARDO P. TEJADA

General Manager

BACTERIOLOGICAL TEST RESULTS

FORM I - STANDARD FORMAT FOR MICROBIOLOGICAL TEST RESULTS

(Instruction: Fill up the yellow-colored cells)

CASIGURAN	WATER DISTRICT
Province: SORSOGON	
SUMMARY REPORT ON MICROBIOLOGICAL TEST	
MONTH OF AUGUST	20 23

1. Population actually served by utility:

(No. of service connections x ave. no. of

persons per service connection (5 persons per household)

32,700

No. of service connections

6,540

2. Required minimum number of samples based on the table below:

2.a For Total Coliform & Thermotolerant Coliform/E.Coli

9 samples

2.b For Heterotrophic Plate Count

9 samples

Population Served	Minimum Frequency of Sampling for Total Coliform and Thermotolerant Coliform/E. coli	Minimum Frequency of Sampling for Heterotrophic Plate Count (HPC)	Point of Compliance
Less than 5,000	2 samples monthly	2 samples monthly	Consumers' taps
5,000 - 100,000	1 sample per 5,000 population + 2 additional samples monthly	1 sample per 5,000 population + 2 additional samples monthly	Consumers' taps
More than 100,000	1 sample per 10,000 population + 12 additional samples monthly	Required at least 40% of the sampling points	Consumers' taps

Note: Collection of samples should be spread out within a month

3. Sample Requirement

a. No. of samples examined.

11

b. Percent (%) to the minimum required.

122.2%

c. Met Standards?

☒ Yes ☐ No

("Yes" if b is 100% or more. "No" if b is less than 100%.)

4. Parameter/Method

A. Total Coliform

4.1 Multiple Tube Fermentation Technique (MTFT)

a. Number of samples showing presence of coliform group.

0

b. Percent (%) to samples examined (4.1.a/3.a x 100).

0.0%

c. Met Standards?

☒ Yes ☐ No

("Yes" if b is 5% or less. "No" if b is more than 5%.)

4.2 Membrane Filter Technique (MFT)

a. Number of samples showing presence of coliform colonies.

0

b. Percent (%) to the number of samples analyzed.

0.0%

(4.2.a/3.a x 100)

c. Met Standards?

☒ Yes ☐ No

("Yes" if b is 5% or less. "No" if b is more than 5%.)

4.3 Enzyme Substrate Coliform Test (EST)

BACTERIOLOGICAL TEST RESULTS

a. Number of samples showing presence of coliform.

0

b. Percent (%) to total number of samples examined.

0.0%

(4.3.a/3.a x 100)

c. Met Standards?

☒ Yes

☐ Yes

☐ No

("Yes" if b is 5% or less. "No" if b is more than 5%.)

B. Thermotolerant Coliform/ E. coli

a. Number of samples showing presence of thermotolerant coliform/E. coli organisms.

MTFT: MPN/100 ml value of < 1.1

EST: Absent or < 1 MPN/100 ml

MFT: < 1 thermotolerant coliform colonies/100ml.

0

b. Percent (%) to total number of samples analyzed

0.0%

c. Met Standards?

☒ Yes

☐ Yes

☐ No

("Yes" if a is zero. "No" if a is not equal to zero.)

C. Heterotrophic Plate Count (HPC)

a. Number of HPC tests conducted.

11

Percent (%) to the minimum required.

122.2%

Met Standards (no. of samples)?

☒ Yes

☐ Yes

☐ No

b. No. of samples showing HPC value < 500 CFU/ml.

11

c. Percent (%) to number of tests conducted (b/a x 100).

100.0%

d. Met Standards?

☒ Yes

☐ Yes

☐ No

("Yes" if c is 100%. "No" if c is not 100%.)

5. DISINFECTION RESIDUAL

5.A Using Free Residual Chlorine

a. No. of days without a test conducted

0

b. No. of samples with residual chlorine <0.3 or >1.5 mg/L

0

c. Met Standards?

☒ Yes

☐ Yes

☐ No

("Yes" if a and b are both zero. "No" if either a or b, or both a and b are not zero.)

5.B Using Chlorine Dioxide

a. No. of days without a test conducted

0

b. No. of samples with residual chlorine dioxide <0.2 or >0.4 mg/L

0

c. Met Standards?

☒ Yes

☐ Yes

☐ No

("Yes" if a and b are both zero. "No" if either a or b, or both a and b are not zero.)


NOTE:

FOR MICROBIOLOGICAL RESULTS:

If number of samples is 20 or less, please attach laboratory test results with this summary form.

number of samples is more than 20, only the summary form is required even without accompanying laboratory test results.

SUBMITTED BY:


ENGR. EDUARDO P. TEJADA
General Manager

BACTERIOLOGICAL TEST RESULTS

FORM I - STANDARD FORMAT FOR MICROBIOLOGICAL TEST RESULTS

(Instruction: Fill up the yellow-colored cells)

CASIGURAN	WATER DISTRICT
Province: SORSOGON	
SUMMARY REPORT ON MICROBIOLOGICAL TEST	
MONTH OF SEPTEMBER	20 23

1. Population actually served by utility:

(No. of service connections x ave. no. of

persons per service connection (5 persons per household)

32,820

No. of service connections

6,564

2. Required minimum number of samples based on the table below:

2.a For Total Coliform & Thermotolerant Coliform/E. coli

9 samples

2.b For Heterotrophic Plate Count:

9 samples

Population Served	Minimum Frequency of Sampling for Total Coliform and Thermotolerant Coliform/E. coli	Minimum Frequency of Sampling for Heterotrophic Plate Count (HPC)	Point of Compliance
Less than 5,000	2 samples monthly	2 samples monthly	Consumers' taps
5,000 - 100,000	1 sample per 5,000 population + 2 additional samples monthly	1 sample per 5,000 population + 2 additional samples monthly	Consumers' taps
More than 100,000	1 sample per 10,000 population + 12 additional samples monthly	Required at least 40% of the sampling points	Consumers' taps

Note: Collection of samples should be spread out within a month

3. Sample Requirement

a. No. of samples examined,

13

b. Percent (%) to the minimum required.

144.4%

c. Met Standards?

Yes

Yes

No

("Yes" if b is 100% or more. "No" if b is less than 100%.)

4. Parameter/Method

A. Total Coliform

4.1 Multiple Tube Fermentation Technique (MTFT)

a. Number of samples showing presence of coliform group.

0

b. Percent (%) to samples examined (4.1.a/3.a x 100).

0.0%

c. Met Standards?

Yes

Yes

No

("Yes" if b is 5% or less. "No" if b is more than 5%.)

4.2 Membrane Filter Technique (MFT)

a. Number of samples showing presence of coliform colonies.

0

b. Percent (%) to the number of samples analyzed.

0.0%

(4.2.a/3.a x 100)

c. Met Standards?

Yes

Yes

No

("Yes" if b is 5% or less. "No" if b is more than 5%.)

4.3 Enzyme Substrate Coliform Test (EST)

[Handwritten signature]

BACTERIOLOGICAL TEST RESULTS

- a. Number of samples showing presence of coliform.
- b. Percent (%) to total number of samples examined.
(4.3.a/3.a x 100)
- c. Met Standards? ☒ Yes ☐ No
("Yes" if b is 5% or less. "No" if b is more than 5%.)

0
0.0%

B. Thermotolerant Coliform/ E. coli

- a. Number of samples showing presence of thermotolerant coliform/E. coli organisms.
MTFT: MPN/100 ml value of < 1.1
EST: Absent or < 1 MPN/100 ml
MFT: < 1 thermotolerant coliform colonies/100ml.
- b. Percent (%) to total number of samples analyzed **
- c. Met Standards? ☒ Yes ☐ No
("Yes" if a is zero. "No" if a is not equal to zero.)

0
0.0%

C. Heterotrophic Plate Count (HPC)

- a. Number of HPC tests conducted.
Percent (%) to the minimum required.
Met Standards (no. of samples)? ☒ Yes ☐ No
- b. No. of samples showing HPC value < 500 CFU/ml.
- c. Percent (%) to number of tests conducted (b/a x 100).
- d. Met Standards? ☒ Yes ☐ No
("Yes" if c is 100%. "No" if c is not 100%.)

13
144.4%

13
100.0%

5. DISINFECTION RESIDUAL

5.A Using Free Residual Chlorine

- a. No. of days without a test conducted
- b. No. of samples with residual chlorine <0.3 or >1.5 mg/L
- c. Met Standards? ☒ Yes ☐ No
("Yes" if a and b are both zero. "No" if either a or b, or both a and b are not zero.)

0
0

5.B Using Chlorine Dioxide

- a. No. of days without a test conducted
- b. No. of samples with residual chlorine dioxide <0.2 or >0.4 mg/L
- c. Met Standards? ☒ Yes ☐ No
("Yes" if a and b are both zero. "No" if either a or b, or both a and b are not zero.)

0
0

NOTE:

FOR MICROBIOLOGICAL RESULTS:

If number of samples is 20 or less, please attach laboratory test results with this summary form.
If number of samples is more than 20, only the summary form is required even without accompanying laboratory test results.

SUBMITTED BY:

ENGR. EDUARDO P. TEJADA

General Manager

BACTERIOLOGICAL TEST RESULTS

FORM I - STANDARD FORMAT FOR MICROBIOLOGICAL TEST RESULTS

(Instruction: Fill up the yellow-colored cells)

CASIGURAN	WATER DISTRICT
Province: SORSOGON	
SUMMARY REPORT ON MICROBIOLOGICAL TEST	
MONTH OF: OCTOBER	20 23

1. Population actually served by utility:
(No. of service connections x ave. no. of persons per service connection (5 persons per household))

32,925

No. of service connections

6,585

2. Required minimum number of samples based on the table below:

2.a For Total Coliform & Thermotolerant Coliform/E. coli

9 samples

2.b For Heterotrophic Plate Count

9 samples

Population Served	Minimum Frequency of Sampling for Total Coliform and Thermotolerant Coliform/E. coli	Minimum Frequency of Sampling for Heterotrophic Plate Count (HPC)	Point of Compliance
Less than 5,000	2 samples monthly	2 samples monthly	Consumers' taps
5,000 - 100,000	1 sample per 5,000 population + 2 additional samples monthly	1 sample per 5,000 population + 2 additional samples monthly	Consumers' taps
More than 100,000	1 sample per 10,000 population + 12 additional samples monthly	Required at least 40% of the sampling points	Consumers' taps

Note: Collection of samples should be spread out within a month

3. Sample Requirement:

a. No. of samples examined.

16

b. Percent (%) to the minimum required.

177.8%

c. Met Standards?

Yes

Yes

No

("Yes" if b is 100% or more. "No" if b is less than 100%.)

4. Parameter/Method

A. Total Coliform

4.1 Multiple Tube Fermentation Technique (MTFT)

a. Number of samples showing presence of coliform group.

0

b. Percent (%) to samples examined (4.1.a/3.a x 100).

0.0%

c. Met Standards?

Yes

Yes

No

("Yes" if b is 5% or less. "No" if b is more than 5%.)

4.2 Membrane Filter Technique (MFT)

a. Number of samples showing presence of coliform colonies.

0

b. Percent (%) to the number of samples analyzed.

0.0%

(4.2.a/3.a x 100)

c. Met Standards?

Yes

Yes

No

("Yes" if b is 5% or less. "No" if b is more than 5%.)

4.3 Enzyme Substrate Coliform Test (EST)

BACTERIOLOGICAL TEST RESULTS

- a. Number of samples showing presence of coliform.
- b. Percent (%) to total number of samples examined.
(4.3.a/3.a x 100)
- c. Met Standards? ☒ Yes ☐ No
("Yes" if b is 5% or less. "No" if b is more than 5%.)

0
0.0%

B. Thermotolerant Coliform/ E. coli

- a. Number of samples showing presence of thermotolerant coliform/E. coli organisms.
MTFT: MPN/100 ml value of < 1.1
EST: Absent or < 1 MPN/100 ml
MFT: < 1 thermotolerant coliform colonies/100ml.
- b. Percent (%) to total number of samples analyzed
- c. Met Standards? ☒ Yes ☐ No
("Yes" if a is zero. "No" if a is not equal to zero.)

0
0.0%

C. Heterotrophic Plate Count (HPC)

- a. Number of HPC tests conducted.
Percent (%) to the minimum required.
Met Standards (no. of samples)? ☒ Yes ☐ No
- b. No. of samples showing HPC value < 500 CFU/ml.
- c. Percent (%) to number of tests conducted (b/a x 100).
- d. Met Standards? ☒ Yes ☐ No
("Yes" if c is 100%. "No" if c is not 100%.)

16
177.8%

16
100.0%

5. DISINFECTION RESIDUAL

5.A Using Free Residual Chlorine

- a. No. of days without a test conducted
- b. No. of samples with residual chlorine <0.3 or >1.5 mg/L
- c. Met Standards? ☒ Yes ☐ No
("Yes" if a and b are both zero. "No" if either a or b, or both a and b are not zero.)

0
0

5.B Using Chlorine Dioxide

- a. No. of days without a test conducted
- b. No. of samples with residual chlorine dioxide <0.2 or >0.4 mg/L
- c. Met Standards? ☒ Yes ☐ No
("Yes" if a and b are both zero. "No" if either a or b, or both a and b are not zero.)


0
0

NOTE:

FOR MICROBIOLOGICAL RESULTS:

If number of samples is 20 or less, please attach laboratory test results with this summary form.
number of samples is more than 20, only the summary form is required even without accompanying laboratory test results.

SUBMITTED BY:


ENGR. EDUARDO P. TEJADA
General Manager

BACTERIOLOGICAL TEST RESULTS

FORM I - STANDARD FORMAT FOR MICROBIOLOGICAL TEST RESULTS

(Instruction: Fill up the yellow-colored cells)

CASIGURAN	WATER DISTRICT
Province: SORSOGON	
SUMMARY REPORT ON MICROBIOLOGICAL TEST	
MONTH OF NOVEMBER	20 23

1. Population actually served by utility:

(No. of service connections x ave. no. of persons per service connection (5 persons per household))

33,035

No. of service connections

6,607

2. Required minimum number of samples based on the table below:

2.a For Total Coliform & Thermotolerant Coliform/E. coli

9 samples

2.b For Heterotrophic Plate Count

9 samples

Population Served	Minimum Frequency of Sampling for Total Coliform and Thermotolerant Coliform/E. coli	Minimum Frequency of Sampling for Heterotrophic Plate Count (HPC)	Point of Compliance
Less than 5,000	2 samples monthly	2 samples monthly	Consumers' taps
5,000 - 100,000	1 sample per 5,000 population + 2 additional samples monthly	1 sample per 5,000 population + 2 additional samples monthly	Consumers' taps
More than 100,000	1 sample per 10,000 population + 12 additional samples monthly	Required at least 40% of the sampling points	Consumers' taps

Note: Collection of samples should be spread out within a month

3. Sample Requirement

a. No. of samples examined.

12

b. Percent (%) to the minimum required.

133.3%

c. Met Standards?

Yes

Yes

No

("Yes" if b is 100% or more. "No" if b is less than 100%.)

4. Parameter/Method

A. Total Coliform

4.1 Multiple Tube Fermentation Technique (MTFT)

a. Number of samples showing presence of coliform group.

0

b. Percent (%) to samples examined (4.1.a/3.a x 100).

0.0%

c. Met Standards?

Yes

Yes

No

("Yes" if b is 5% or less. "No" if b is more than 5%.)

4.2 Membrane Filter Technique (MFT)

a. Number of samples showing presence of coliform colonies.

0

b. Percent (%) to the number of samples analyzed.

0.0%

(4.2.a/3.a x 100)

c. Met Standards?

Yes

Yes

No

("Yes" if b is 5% or less. "No" if b is more than 5%.)

4.3 Enzyme Substrate Coliform Test (EST)

BACTERIOLOGICAL TEST RESULTS

- a. Number of samples showing presence of coliform.
- b. Percent (%) to total number of samples examined.
($4.3.a/3.a \times 100$)
- c. Met Standards? ☒ Yes ☐ No
("Yes" if b is 5% or less. "No" if b is more than 5%.)

0
0.0%

B. Thermotolerant Coliform/ E. coli

- a. Number of samples showing presence of thermotolerant coliform/E. coli organisms.
MTFT: MPN/100 ml value of < 1.1
EST: Absent or < 1 MPN/100 ml
MFT: < 1 thermotolerant coliform colonies/100ml.
- b. Percent (%) to total number of samples analyzed
- c. Met Standards? ☒ Yes ☐ No
("Yes" if a is zero. "No" if a is not equal to zero.)

0
0.0%

C. Heterotrophic Plate Count (HPC)

- a. Number of HPC tests conducted.
Percent (%) to the minimum required.
Met Standards (no. of samples)? ☒ Yes ☐ No
- b. No. of samples showing HPC value < 500 CFU/ml.
- c. Percent (%) to number of tests conducted (b/a \times 100).
- d. Met Standards? ☒ Yes ☐ No
("Yes" if c is 100%. "No" if c is not 100%.)

12
133.3%

12
100.0%

5. DISINFECTION RESIDUAL

5.A Using Free Residual Chlorine

- a. No. of days without a test conducted
- b. No. of samples with residual chlorine <0.3 or >1.5 mg/L
- c. Met Standards? ☒ Yes ☐ No
("Yes" if a and b are both zero. "No" if either a or b, or both a and b are not zero.)

0
0


5.B Using Chlorine Dioxide

- a. No. of days without a test conducted
- b. No. of samples with residual chlorine dioxide <0.2 or >0.4 mg/L
- c. Met Standards? ☒ Yes ☐ No
("Yes" if a and b are both zero. "No" if either a or b, or both a and b are not zero.)

0
0

NOTE: **FOR MICROBIOLOGICAL RESULTS:**
If number of samples is 20 or less, please attach laboratory test results with this summary form.
number of samples is more than 20, only the summary form is required even without accompanying laboratory test results.

SUBMITTED BY:


ENGR. EDUARDO P. TEJADA
General Manager

BACTERIOLOGICAL TEST RESULTS

FORM I - STANDARD FORMAT FOR MICROBIOLOGICAL TEST RESULTS

(Instruction: Fill up the yellow-colored cells)

CASIGURAN WATER DISTRICT
Province: SORSOGON
SUMMARY REPORT ON MICROBIOLOGICAL TEST
MONTH OF DECEMBER 20 23

1. Population actually served by utility:

(No. of service connections x ave. no. of persons per service connection (5 persons per household))

33,180

No. of service connections

6,636

2. Required minimum number of samples based on the table below:

2.a For Total Coliform & Thermotolerant Coliform/E. coli

9 samples

2.b For Heterotrophic Plate Count

9 samples

Population Served	Minimum Frequency of Sampling for Total Coliform and Thermotolerant Coliform/E. coli	Minimum Frequency of Sampling for Heterotrophic Plate Count (HPC)	Point of Compliance
Less than 5,000	2 samples monthly	2 samples monthly	Consumers' taps
5,000 - 100,000	1 sample per 5,000 population + 2 additional samples monthly	1 sample per 5,000 population + 2 additional samples monthly	Consumers' taps
More than 100,000	1 sample per 10,000 population + 12 additional samples monthly	Required at least 40% of the sampling points	Consumers' taps

Note: Collection of samples should be spread out within a month

3. Sample Requirement

a. No. of samples examined.

12

b. Percent (%) to the minimum required.

133.3%

c. Met Standards?

Yes

Yes

No

("Yes" if b is 100% or more. "No" if b is less than 100%.)

4. Parameter/Method

A. Total Coliform

4.1 Multiple Tube Fermentation Technique (MTFT)

a. Number of samples showing presence of coliform group.

0

b. Percent (%) to samples examined (4.1.a/3.a x 100).

0.0%

c. Met Standards?

Yes

Yes

No

("Yes" if b is 5% or less. "No" if b is more than 5%.)

4.2 Membrane Filter Technique (MFT)

a. Number of samples showing presence of coliform colonies.

0

b. Percent (%) to the number of samples analyzed.

0.0%

(4.2.a/3.a x 100)

c. Met Standards?

Yes

Yes

No

("Yes" if b is 5% or less. "No" if b is more than 5%.)

4.3 Enzyme Substrate Coliform Test (EST)

[Signature]

BACTERIOLOGICAL TEST RESULTS

a. Number of samples showing presence of coliform.

b. Percent (%) to total number of samples examined.

(4.3.a/3.a x 100)

c. Met Standards?

☒ Yes ☐ No

("Yes" if b is 5% or less. "No" if b is more than 5%.)

0
0.0%

B. Thermotolerant Coliform/ E. coli

a. Number of samples showing presence of thermotolerant coliform/E. coli organisms.

MTFT: MPN/100 ml value of < 1.1

EST: Absent or < 1 MPN/100 ml

MFT: < 1 thermotolerant coliform colonies/100ml.

b. Percent (%) to total number of samples analyzed

c. Met Standards?

☒ Yes ☐ No

("Yes" if a is zero. "No" if a is not equal to zero.)

0
0.0%

C. Heterotrophic Plate Count (HPC)

a. Number of HPC tests conducted.

Percent (%) to the minimum required.

Met Standards (no. of samples)?

☒ Yes ☐ No

b. No. of samples showing HPC value < 500 CFU/ml.

c. Percent (%) to number of tests conducted (b/a x 100).

d. Met Standards?

☒ Yes ☐ No

("Yes" if c is 100%. "No" if c is not 100%.)

12
133.3%

12
100.0%

5. DISINFECTION RESIDUAL

5.A Using Free Residual Chlorine

a. No. of days without a test conducted

b. No. of samples with residual chlorine <0.3 or >1.5 mg/L

c. Met Standards?

☒ Yes ☐ No

("Yes" if a and b are both zero. "No" if either a or b, or both a and b are not zero.)

0
0

5.B Using Chlorine Dioxide

a. No. of days without a test conducted

b. No. of samples with residual chlorine dioxide <0.2 or >0.4 mg/L

c. Met Standards?

☒ Yes ☐ No

("Yes" if a and b are both zero. "No" if either a or b, or both a and b are not zero.)

0
0

NOTE:

FOR MICROBIOLOGICAL RESULTS:

If number of samples is 20 or less, please attach laboratory test results with this summary form.
number of samples is more than 20, only the summary form is required even without accompanying laboratory test results.

SUBMITTED BY:


ENGR. EDUARDO P. TEJADA
General Manager