



Santa Maria

WATER DISTRICT

“YOUR WATER, OUR OBLIGATION
YOUR CONVENIENCE, OUR SERVICE”

SANTA MARIA WATER DISTRICT

2021 BUDGET



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**I. BOARD RESOLUTION,
INCOME STATEMENT
AND
CASH BUDGET**



Santa Maria WATER DISTRICT

Excerpts from the minutes of the regular meeting of the Board of Directors of Santa Maria Water District held on December 14, 2020 at the Santa Maria Water District's Office, Santa Maria, Bulacan.

BOARD RESOLUTION NO. 2020-67

APPROVAL OF BUDGET FOR CALENDAR YEAR 2021 OF THE SANTA MARIA WATER DISTRICT

WHEREAS, the Santa Maria Water District was created pursuant to P.D. 198 as amended by P.D. 768, P.D. 1579 and R.A. 9286, otherwise known as Provincial Water Utilities Act of 1973, as mandated with a vision, mission and goal of providing the district's residents with a safe, adequate and reliable water service at the lowest reasonable cost;

WHEREAS, the Santa Maria Water District, classified as a government owned and/or controlled corporation (GOCC), is an entity which is independent, autonomous, non-stock, non-profit, self-reliant, self-supporting and does not receive any regular subsidy, grants and allocations from the government or any political subdivision;

WHEREAS, the Santa Maria Water District, in its pursuit to attain its mandate of 100% service coverage, must be able to develop its capability to manage and operate its resources by allocating and utilizing them thru the budget as per its financial plan for the optimum benefit and satisfaction of the District and its water consuming public;

WHEREAS, the Santa Maria Water District, as a public service agency, must be managed and operated in a business like or professional manner in order to maintain a sustained growth and development;

WHEREAS, the attached budget for Calendar Year 2021 was prepared and is intended to serve as the financial plan of actions of the Management of the District for the ensuing year, to establish the authority of the Management to allocate and utilize the District's financial resources as planned, to initialize control in the utilization of its resources within the framework or schedule as designed and serve as a feedback mechanism to monitor and evaluate actual operational parameters and serve as warning signs to alert the Management to adopt remedial measures, when necessary, to keep the financial operation as planned;

MS. CARMELITA T. FRANCISCO

MS. TERESA J. CATIIS

ENGR. BRIAN EMERSON D. HERNANDEZ

MS. AMELIA S. DE JESUS

MS. ANNALIZA C. RAMIREZ





Santa Maria

WATER DISTRICT

WHEREAS, the first page is the title page of the Budget for Calendar Year 2021 and approval by the Board of Directors of the Santa Maria Water District;

WHEREAS, annex A contains the general assumptions of the proposed budget;

WHEREAS, annex B of the attached budget contains the **Estimated Net Income** for C.Y. 2021 with the amount of FORTY-TWO MILLION NINE HUNDRED FIFTY-FIVE THOUSAND THREE HUNDRED FOUR PESOS (**P 42,955,304.00**);

WHEREAS, annex C of the attached budget contains the proposed Cash Budget for C.Y. 2021 with the **Total Estimated Receipts** at FIVE HUNDRED SEVENTY-ONE MILLION NINE HUNDRED NINETY-FIVE THOUSAND NINE HUNDRED TWENTY-FOUR PESOS (**P 571,995,924.00**) and **Total Estimated Disbursements** at FIVE HUNDRED SEVENTY-ONE MILLION NINETY-SEVEN THOUSAND FIVE HUNDRED SEVEN PESOS (**P 571,097,507.00**) and an **Estimated Cash Balance** of ONE MILLION TWO HUNDRED SIXTY-EIGHT THOUSAND SIX HUNDRED EIGHTY-EIGHT PESOS (**P 1,268,688.00**);

WHEREAS, annex D of the attached budget contains the **Estimated Billing** for C.Y. 2021 with an amount of THREE HUNDRED TWENTY-TWO MILLION FOUR HUNDRED NINETY-FIVE THOUSAND SIX HUNDRED FIFTY PESOS (**P 322,495,650.00**) and **Estimated Collection** with an amount of THREE HUNDRED EIGHTEEN MILLION NINE HUNDRED THIRTY-THREE THOUSAND FOUR HUNDRED THIRTEEN PESOS (**P 318,933,413.00**);

WHEREAS, annex E of the attached budget contains the **Estimated Miscellaneous Service Revenues** for C.Y. 2021 with a total amount of THREE MILLION NINE HUNDRED NINETY-FOUR THOUSAND SIX HUNDRED PESOS (**P 3,994,600.00**);

WHEREAS, annex F of the attached budget contains the **Estimated Schedule of Meter Maintenance Fee** for C.Y. 2021 with a Total Collection amount of TWO MILLION TWO HUNDRED TEN THOUSAND SEVEN HUNDRED NINETY-NINE PESOS (**P 2,210,799.00**);

WHEREAS, annex G of the attached budget contains **Budget Appropriation Request** (page 1-7) for C.Y. 2021 shows the details of the Operating and Maintenance Expenses per expense account in the amount of THREE HUNDRED ONE MILLION THREE HUNDRED SEVENTEEN THOUSAND FIVE HUNDRED FORTY-NINE PESOS AND NINETEEN CENTAVOS (**P 301,317,549.19**);

WHEREAS, annex H of the attached budget contains the proposed **Capital Expenditures** Budget (page 1-3) for C.Y. 2021 with a Total Estimated amount of TWO HUNDRED FIFTY-FOUR MILLION

MS. CARMELITAT. FRANCISCO

MS. TERESA J. CATTIS

ENGR. BRIAN EMERSON D. HERRANDEZ

MS. AMELIA S. DE JESUS

MS. ANNALIZA RAMIREZ



Santa Maria

WATER DISTRICT


NINE HUNDRED SEVENTY-FOUR THOUSAND SEVEN HUNDRED FORTY-ONE PESOS AND FORTY-NINE CENTAVOS (P 254,974,741.49);

NOW THEREFORE, on motion duly made and seconded, be it RESOLVED as it is hereby RESOLVED, to approve the attached Budget for Calendar Year 2021.

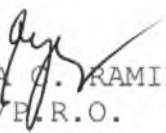
RESOLVED FURTHER, to adopt the attached Budget for Calendar Year 2021 as the Management's guidelines for the Santa Maria Water District's financial operation for calendar year 2021.

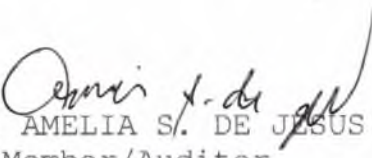
UNANIMOUSLY APPROVED by all directors present this 14th day of December, 2020 at the Santa Maria Water District's Office, Santa.

CERTIFIED CORRECT:



ENGR. BRIAN EMERSON D. HERNANDEZ
Secretary

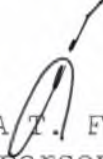
ATTESTED BY:


MS. ANNALIZA C. RAMIREZ
Member/P.R.O.


MS. AMELIA S. DE JESUS
Member/Auditor


ENGR. BRIAN EMERSON D. HERNANDEZ
Secretary


MS. TEODORA J. CATIIS
Vice-Chairman



MS. CARMELITA T. FRANCISCO
Chairperson

INCOME STATEMENT BUDGET

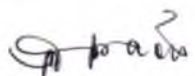
FOR BUDGET YEAR 2021

Revenues:	%	% of Total Income
Other Service Income	6,230,092	1.81%
Income from Waterworks System	317,090,617	92.10%
Discounts	(459,811)	(0.13%)
Fines and Penalties	5,405,033	1.57%
Other Revenues:		
Revenue from Sale of Fittings	15,656,923	4.55%
Proceeds from Sales of Waste Materials	350,000	0.10%
	344,272,853	100.00%
Expenses:		% of Total Expenses
Personal Services		
Salaries and Wages	49,450,512	16.41%
Other Compensation	19,297,903	6.40%
Personnel Benefits Contribution	6,007,676	1.99%
Other Personnel Benefits	4,932,993	1.64%
Maintenance and Operating Expenses		0.00%
Travelling Expenses	394,800	0.13%
Training and Scholarship Expenses	1,588,000	0.53%
Supplies and Materials Expenses	8,374,268	2.78%
Semi-Expendable Machinery and Equipment Expenses	543,774	0.18%
Utility Expenses	1,421,757	0.47%
Communication Expenses	1,372,384	0.46%
Awards/Rewards Expenses	50,000	0.02%
Generation, Transmission and Distribution Expenses	136,588,419	45.33%
Confidential, Intelligence and Extra Ordinary Expenses	195,600	0.06%
Professional Services	1,113,000	0.37%
Other General Services	3,733,655	1.24%
Repairs and Maintenance		
Building	32,333	0.01%
Office Equipment, Furnitures and Fixtures	615,235	0.20%
Machineries and Equipment	270,773	0.09%
Transportation Equipment	1,168,337	0.39%
Other Property, Plant and Equipment	24,870,904	8.25%
Subsidies and Donation	316,600	0.11%
Taxes, Insurance Premiums and Other Fees	700,395	0.23%
Other Maintenance and Operating Expenses		
Membership Dues and Contributions to Organizations - Assessment Fee	139,901	0.05%
Advertising Expenses	529,388	0.18%
Printing and Publication Expenses	5,000	0.00%
Rent/Lease Expenses- Office Building	1,022,283	0.34%
Representation Expenses	1,589,980	0.53%
Transportation and Delivery Expenses	198,000	0.07%
Non-Cash Expenses		0.00%
Impairment Loss-Loans and Receivables	25,000	0.01%
Depreciation / Amortization	20,261,713	6.72%
Major Events and Conventions Expenses	1,354,585	0.45%
Financial Expenses	13,152,382	4.36%
Total Expenses	301,317,549	100.00%
Net Income	42,955,304	12.48%

Prepared by:


 Marilou D.C. Gravador
 Corporate Budget Examiner

Recommended by:


 Jovita I. Dalmacio
 Department Manager B
 Administrative, Finance and General Services

CASH BUDGET

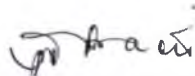
FOR BUDGET YEAR 2021

Receipts:	Operating Fund	ADB Loan	LBP Loan	Total	% of Receipts
Collection of Waterbills	318,933,413			318,933,413	55.76%
Collection of Meter Maintenance fee	2,210,799			2,210,799	0.39%
Collection of Other Revenues	3,994,600			3,994,600	0.70%
Proceeds from Sale of Fittings	15,656,923			15,656,923	2.74%
Proceeds from Sales of Waste Materials	350,000			350,000	0.06%
Proceeds from ADB Loan	-	169,620,000		169,620,000	29.65%
Proceeds from LBP Loan	-		61,690,000	61,690,000	10.79%
Discounts	(459,811)			(459,811)	-0.08%
Total Receipts	340,685,924	169,620,000	61,690,000	571,995,924	100%
Disbursements:					% of Disbursement
Personal Services and Other Personnel Benefits	79,689,085			79,689,085	13.95%
Power Cost	1,421,757			1,421,757	0.25%
Generation Cost	28,856,209			28,856,209	5.05%
Bulk supply	107,732,210			107,732,210	18.86%
Maintenance and Operating Expenses	20,654,431			20,654,431	3.62%
Repairs and Maintenance	26,957,582			26,957,582	4.72%
Extraordinary and Miscellaneous Expenses	195,600			195,600	0.03%
Donation and Subsidies	316,600			316,600	0.06%
Taxes, Insurance Premiums and Other Fees	700,395			700,395	0.12%
Major Events and Conventions Expenses	1,354,585			1,354,585	0.24%
Other Financial Expenses	13,152,382			13,152,382	2.30%
Capital Expenditures	23,780,741	169,620,000	61,574,000	254,974,741	44.65%
Purchase of WM for NI and Sale of Fittings	12,975,515			12,975,515	2.27%
Sinking Fund (3% of Waterbill Receipts)	1,559,846			1,559,846	0.27%
Debt Service					
LWUA	4,415,657			4,415,657	0.77%
NHA	96,352			96,352	0.02%
PNB	9,035,406			9,035,406	1.58%
LBP	7,009,152			7,009,152	1.23%
Total Disbursements	339,903,507	169,620,000	61,574,000	571,097,507	100%
Net Receipts	782,417	-	116,000	898,417	
Cash Balance Jan 1, 2021	347,110		23,161	370,271	
Cash Balance Dec 31, 2021	1,129,527	-	139,161	1,268,688	

Prepared by:

Recommended by:


 Marilou D.C. Gravador
 Corporate Budget Examiner


 Jovita I. Dalmacio
 Department Manager B
 Administrative, Finance and General Services

II. BUDGET COMMITTEE



Santa Maria

WATER DISTRICT

2021 BUDGET COMMITTEE

Prepared by:

MS. JASMIN L. JOSE	-	Administrative Division
MS. RAQUEL D. ANTONIO	-	Finance Division
MS. MARIA LEONORA S. ROMARATE	-	General Services Division
MS. GINABELLE G. DATOLAYTA	-	General Services Division
MS. MARY DIANA S. DELA CRUZ, CPA	-	Customer Accounts & Services Division
ENGR. EDGARDO E. DELA TORRE JR.	-	Water Resource Division
ENGR. GERSON L. FRANCISCO	-	Construction and Maintenance & Engineering Divis

Recommended by:

MS. JOVITA I. DALMACIO

Department Manager B - Administrative, Finance and General Services

ENGR. EMMANUEL ENRICO A. DE VERA

Department Manager B - Operations

ENGR. CARLOS N. SANTOS JR.

General Manager

Approved by:

ENGR. BRIAN EMERSON D. HERNANDEZ

Secretary

DIR. AMELIA S. DE JESUS

Auditor

DIR. ANNALIZA C. RAMIREZ

P.R.O.

DIR. TEODORA J. CATIIS

Vice-Chairperson

DIR. CARMELITA T. FRANCISCO

Chairperson

III. ANNEXES



Santa Maria

WATER DISTRICT

GENERAL ASSUMPTIONS

For the Budget Year 2021

A. Service Connection			
Active Connection			
	As of December 31, 2020		36,743
	As of December 31, 2021		39,624
	Increase in number of active connection per year		2,882
Billed Connection			
	As of December 31, 2020		36,682
	As of December 31, 2021		38,832
	Increase in number of connection per year		2,150
	Average increase in number of connection per month		179
	Number of Reconnection per annum		25,536
	Number of Reconnection per month		2,128
B. Consumption			
	Average consumption per connection (cu.m.)		26.71
C. Effective Rate (P) @ P 195.00			26.36
D. Collection			
	On-Time Paid		82.95%
	Collection Efficiency		98.90%
	Collection Ratio		91.35%
E. Water Production			
	Bulk Supply (Phil Hydro)	14,015,904	100.00%
	Bulk Supply (Bulacan Bulk)	6,217,461	44.36%
	Ground Water	1,830,000	13.06%
		5,968,443	42.58%
F. Accounted For Water			
	Metered Billed	12,029,357	85.83%
	Metered Unbilled	229,393	1.64%
	Unmetered Unbilled	1,478,471	10.55%
H. Unaccounted water		278,683	1.99%
I. Non Revenue Water		1,986,546.98	14.17%
J. Operating Ratio			94.20%

K. Total Number of Personnel

	POP		Casual		Job Order		Total		Total Employee
	Existing	New	Existing	New	Existing	New	Existing	New	
Office of the Board of Director	1						1		1
Office of the General Manager	3	1					2	1	3
Administrative, Finance and General Services Department	2						1		1
Administrative Services Division	13	10	2	3	1	2	14	4	18
Finance Division	13	11	1			2	11	3	14
General Services Division	11	9	1	3		2	12	3	15
Commercial Services Department	2								
Customer Accounts Division	16	14	1	8	2	4	24	5	29
Customer Services Division	11	8	2	7		4	15	6	21
Operations Department	2	1					1		1
Water Resource Division	13	12		1		2	13	2	15
Construction and Maintenance Division	13	12		19		8	31	8	39
Engineering Division	9	5	3	5	1	2	11	5	16
Total Personnel	109	86	11	46	0	4	26	136	37
Board of Directors	5								5
Total	114	86	11	46	0	4	26	136	178

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Santa Maria

WATER DISTRICT

L. Salaries and Other Benefits granted to all regular, temporary and casual employees.

1. Salaries

1.a. Basic Salary

Salaries of employees shall be based on the itemized positions of the 2014 DBM approved Plantilla of Position. Basic salaries shall be computed based on the Salary Standardization Law of 2019 (SSL 2019) 2nd Tranche (Ref. R.A. 11466 dtd July 2, 2019) with 10% provision for increase due to upgrading of plantilla position to Category A.

1.b. Compulsory Contribution

The government and employee shall contribute their share to the ECC, PHIC, GSIS and HDMF

2. Benefits and Allowances shall include:

2.a. Uniform /Clothing Allowance

Shall be computed based on the number of itemized positions as of December 2019 multiplied by P 6,000 per annum. (Ref. BC No. 2018-1 dtd March 8, 2018)

2.b. Mid Year Bonus

Beginning FY 2016, a Midyear Bonus equivalent to one (1) month basic salary as of May 15, shall be granted to those who have rendered at least four (4) months of satisfactory service and are still in the service as of the same date, to be given not earlier than May 15 of every year (Ref. Section 4 of EO 201)

2.c. Year-End Bonus and Cash Gift

The Year-End Bonus is equivalent to one (1) month basic salary as of October 31 of the year and the Cash Gift at P 5,000. (Ref. BC No. 2016-4 dtd April 28, 2016)

2.d. Personnel Economic Relief Allowance (PERA)

The PERA is granted to regular and casual employees in the amount of P2,000.00 per month. (Ref. BC No. 2009-3 dated August and other guidelines issued by the DBM)

M. Expenditures (GAA Sec 18) Use of Government Funds)

All kinds of procurement shall be subject to the conditions prescribed in RA No. 9184, its IRR and GPPB issuances.

1. Purchase of goods, infrastructure projects, consulting services, including common-use supplies shall be made in accordance with provisions of RA 9184, its IRR and other guidelines issues thereon. To promote transparency and achieve efficiency in the procurement process, the PHILGEPS shall be the primary and repository of information on government procurement.
2. Procurement of common-use supplies shall be from the Procurement Service (PS) as mandated under LOI No. 755 dated October 18, 1978, EO No. 359 s. 1989, AO No. 17 s. 2011. Procurement of critical supplies such as fuel, equipment spare parts and other analogous items, the SMWD may resort to the use of Ordering Agreement subject to the provisions of RA 9184, its IRR and GPPB guidelines.
3. Purchase of motor vehicles shall be made pursuant to AO No. 233, s. 2008 as amended by AO No. 15 s. 2011, BC No. 2010-2 dated March 1, 2010.
4. Payment of foreign travel expenses of government officials and employees for training, seminar or conference abroad shall be in accordance with EO Nos. 248, 248-A s. 1995 as amended by EO No. 298 s. 2004 and other guidelines issued thereon. Provided, that no official or employee may be sent when they are due to retire within one (1) year after the said foreign travel.
5. Printing of accountable forms shall be at the National Printing Office (NPO) or any recognized government printers (RGP).
6. Inventory of supplies, materials and equipment spare parts to be procured shall not exceed the normal three-month requirements.
7. Emergency procurement of supplies, materials and equipment spare parts may be undertaken when there is an unforeseen contingency requiring immediate purchase subject to the conditions prescribed in RA 9184.
8. The SMWD will formulate a Gender and Development (GAD) Plan to be integrated in the regular activities which shall be at least 5% of the total budget.

N. No increase in water tariff for 2021.

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Schedule of Service Connections, Effective Rate, Average Consumption and Collection Ratios

FOR BUDGET YEAR 2021

2020	2020 Data			2020 Average Consump	2020 Effective Rate	2021 Increase in billed connection	Monthly Increase in number of Service Connections						Collection Ratios		
	No. of Connection Billed	Cu.m Billed	Amount				2016	2017	2018	2019	2020	%	OTP	CE	CR
Jan	35,442	938,558	25,144,361.39	26.48	26.79	156	221	204	193	189	107	7%	82.95%	98.90%	91.35%
Feb	35,486	842,353	22,558,927.02	23.74	26.78	38	223	291	212	162	26	2%	82.95%	98.90%	91.35%
Mar	35,559	872,496	23,318,145.48	24.54	26.73	209	247	398	271	213	144	10%	82.95%	98.90%	91.35%
Apr	35,712	870,332	23,196,056.63	24.37	26.65	63	258	231	257	304	43	3%	82.95%	98.90%	91.35%
May	35,712	870,332	23,196,056.63	24.37	26.65	63	249	272	347	264	43	3%	82.95%	98.90%	91.35%
June	31,627	1,274,680	34,242,158.27	40.30	26.86	63	212	300	242	324	43	3%	82.95%	98.90%	91.35%
July	35,582	908,246	23,520,781.81	25.53	25.90	63	282	222	227	245	43	3%	82.95%	98.90%	91.35%
Aug	35,910	1,091,483	29,615,065.95	30.39	27.13	63	206	220	190	244	43	3%	82.95%	98.90%	91.35%
Sep	36,057	744,030	19,523,609.07	20.63	26.24	381	249	213	205	216	262	18%	82.95%	98.90%	91.35%
Oct	36,235	915,899	25,217,766.82	25.28	27.53	350	204	252	158	167	241	16%	82.95%	98.90%	91.35%
Nov	36,487	1,028,012	25,634,250.97	28.17	24.94	352	244	155	170	179	242	16%	82.95%	98.90%	91.35%
Dec	36,682	979,674	23,613,591.01	26.71	24.10	352	172	206	184	194	242	16%	82.95%	98.90%	91.35%
Total		11,336,094	298,780,771.03	320.51	316.31	2,150	2,767	2,964	2,656	2,701	1,479	100%	995.45%	1186.74%	1096.25%
Average				26.71	26.36	179							82.95%	98.90%	91.35%
Budget				26.71	26.36		2,300	2305	2,800	2,854			82.95%	98.90%	91.35%

7



Estimated Billing and Collection

FOR BUDGET YEAR 2021

BILLING

Month	No. of Service		Metered	Monthly	Penalty(649)	Total
	2019	Connection	Consumption	Billing(639)		
January	35,442	36,838	975,514 P	26,134,432 P	445,480 P	26,579,911
February	35,486	36,875	875,333	23,442,149	399,588	23,841,737
March	35,559	37,085	909,931	24,318,618	414,528	24,733,146
April	35,712	37,147	905,308	24,128,250	411,283	24,539,533
May	35,712	37,210	906,831	24,168,851	411,975	24,580,826
June	31,627	37,272	1,502,202	40,354,142	687,865	41,042,006
July	35,582	37,335	952,985	24,679,373	420,677	25,100,050
August	35,910	37,397	1,136,687	30,841,574	525,716	31,367,291
September	36,057	37,778	779,544	20,455,513	348,679	20,804,192
October	36,235	38,128	963,758	26,535,491	452,316	26,987,807
November	36,487	38,480	1,084,170	27,034,596	460,824	27,495,420
December	36,682	38,832	1,037,094	24,997,627	426,102	25,423,729
			12,029,357	317,090,617	5,405,033	322,495,650

COLLECTION

Month	On-Time Paid		Arrears		Total (CE)	
	P		P			
January	P	21,679,634	P	4,606,680	P 26,286,314	
February		19,446,270		4,132,115	23,578,385	
March		20,173,339		4,286,609	24,459,948	
April		20,015,420		4,253,053	24,268,473	
May		20,049,101		4,260,210	24,309,311	
June		33,475,494		7,113,169	40,588,663	
July		20,472,600		4,350,199	24,822,799	
August		25,584,411		5,436,401	31,020,812	
September		16,968,727		3,605,665	20,574,392	
October		22,012,330		4,677,374	26,689,704	
November		22,426,359		4,765,351	27,191,710	
December		20,736,606		4,406,297	25,142,903	
		P 263,040,290			P 55,893,123	P 318,933,413

f



Santa Maria
WATER DISTRICT

Estimated Schedule of Meter Maintenance Fee

FOR BUDGET YEAR 2021

		<u>Billing</u>	<u>Collection</u>
January	36,773	183,865	181,834
February	36,820	184,101	182,067
March	36,898	184,492	182,454
April	36,974	184,868	182,826
May	37,049	185,243	183,197
June	37,124	185,619	183,569
July	37,199	185,995	183,940
August	37,275	186,375	184,317
September	37,433	187,164	185,097
October	37,642	188,210	186,131
November	37,851	189,257	187,166
December	38,061	190,303	188,201
		<u>2,235,492</u>	<u>2,210,799</u>

4



Santa Maria
WATER DISTRICT

Estimated Miscellaneous Service Revenue

FOR BUDGET YEAR 2021

Application fees

No of jobs:		2,882
Revenue per job	P	150.00
Total	P	<u>432,300.00</u>

Reconnection Fees

No of jobs:		25,536
Revenue per job	P	100.00
Total	P	<u>2,553,600.00</u>

Service Charge

No. of jobs		2,882
Revenue per job	P	350.00
Total	P	<u>1,008,700.00</u>

Total Miscellaneous Service Revenues	P	<u><u>3,994,600.00</u></u>
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SUMMARY OF BUDGET APPROPRIATION REQUEST

FOR BUDGET YEAR 2020

A. Personal Services, Maintenance and Other Operating Expenses and Financial Expenses

A/C No.	EXPENSES	Administrative Department			Commercial Department		Operations Department			Total	% to Total	2020 Approved Budget
		Admin Services (110)	Finance (120)	General Services (130)	Customer Accounts (210)	Customer Services (220)	Water Resource (310)	Construction and Maintenance (320)	Engineering (330)			
	PERSONAL SERVICES											
50101010	Salaries and Wages-Regular	30,527,693.50								30,527,693.50	10.13%	35,044,710.75
50101020	Salaries and Wages-Casual/Contractual	18,922,818.60								18,922,818.60	6.28%	14,358,254.40
	Total Personal Services	49,450,512.10	-	-	-	-	-	-	-	49,450,512.10	0.16	49,402,965.15
	OTHER COMPENSATION											
50102010	Personnel Economic Relief Allowance (PERA)	3,480,000.00								3,480,000.00	1.15%	3,288,000.00
50102020	Representation Allowance (RA)	342,000.00								342,000.00	0.11%	762,000.00
50102030	Transportation Allowance (TA)	342,000.00								342,000.00	0.11%	762,000.00
50102040	Clothing/Uniform Allowance	720,000.00								720,000.00	0.24%	564,000.00
50102080	Productivity Incentive Allowance	2,339,680.59								2,339,680.59	0.78%	2,198,536.38
50102990	Other Bonuses and Allowances	3,053,345.00								3,053,345.00	1.01%	3,448,269.56
50102100	Honoraria									-	0.00%	-
50102100-111	Honoraria - Board of Directors Per Diems		1,657,344.00							1,657,344.00	0.55%	1,657,344.00
50102100-112	Honoraria - 25% Reimbursible Expenses		414,336.00							414,336.00	0.14%	414,336.00
50102100-113	Honoraria - Seminars, Conventions, Meetings etc.		685,000.00							685,000.00	0.23%	1,125,900.00
50102100-114	Honoraria - Performance Based Bonus		517,920.00							517,920.00	0.17%	564,394.00
50102110	Hazard Pay									-	0.00%	-
50102120	Longevity Pay	25,000.00								25,000.00	0.01%	40,000.00
50102130	Overtime and Night Pay	1,341,605.01								1,341,605.01	0.45%	1,127,519.16
50102150	Cash Gift	720,000.00								720,000.00	0.24%	685,000.00
50102140	Year End Bonus	3,659,672.80								3,659,672.80	1.21%	3,448,269.56
	Total Other Compensation	16,023,303.40	3,274,600.00	-	-	-	-	-	-	19,297,903.40	0.06	20,085,568.66
	PERSONNEL BENEFITS CONTRIBUTIONS											
50103010	Retirement and Life Insurance Premiums	5,071,448.45								5,071,448.45	1.68%	5,001,705.84
50103020	Pag-IBIG Contributions	174,000.00								174,000.00	0.06%	164,400.00
50103030	PhilHealth Contributions	588,227.91								588,227.91	0.20%	508,012.72
50103040	Employees Compensation Insurance Premiums	174,000.00								174,000.00	0.06%	164,400.00
	Total Personnel Benefits Contributions	6,007,676.36	-	-	-	-	-	-	-	6,007,676.36	0.02	5,838,518.56
	OTHER PERSONNEL BENEFITS											
50104030	Terminal Leave Benefits	3,716,543.02								3,716,543.02	1.23%	3,300,634.82
50104990	Other Personnel Benefits	1,216,450.00								1,216,450.00	0.40%	954,790.00
	Total Other Personnel Benefits	4,932,993.02	-	-	-	-	-	-	-	4,932,993.02	0.02	4,255,424.82



SUMMARY OF BUDGET APPROPRIATION REQUEST

FOR BUDGET YEAR 2020

A. Personal Services, Maintenance and Other Operating Expenses and Financial Expenses

A/C No.	EXPENSES	Administrative Department			Commercial Department		Operations Department			Total	% to Total	2020 Approved Budget
		Admin Services (110)	Finance (120)	General Services (130)	Customer Accounts (210)	Customer Services (220)	Water Resource (310)	Construction and Maintenance (320)	Engineering (330)			
	MAINTENANCE AND OTHER OPERATING EXPENSES											
50201010	Traveling Expenses											
	Traveling Expenses - Local		240,000.00	154,800.00						394,800.00	0.13%	626,640.00
	Total Travelling Expenses	-	240,000.00	154,800.00	-	-	-	-	-	394,800.00	0.00	3,426,640.00
50202010	Training Expenses											
	Training Expenses	1,588,000.00								1,588,000.00	0.53%	2,609,077.50
	Total Training Expenses	1,588,000.00	-	-	-	-	-	-	-	1,588,000.00	0.53%	2,609,077.50
	Supplies and Materials Expenses											
50203010	Office Supplies Expenses	223,768.69	233,217.04	676,696.43	474,160.54	136,216.04	73,767.50	36,605.13	15,313.75	1,869,745.12	0.62%	1,707,215.22
50203020	Accountable Forms Expenses		73,900.00		1,395,000.00					1,468,900.00	0.49%	1,413,100.00
50203090	Fuel, Oil and Lubricants Expenses			1,128,752.00				178,481.63		1,307,233.63	0.43%	1,673,296.18
50203130	Chemical and Filtering Supplies Expenses - Water Resources						2,866,500.00			2,866,500.00	0.95%	2,084,000.00
50203990	Other Supplies and Materials Expenses			14,097.00	33,932.25	220,547.50	123,017.00	411,487.00	58,808.00	861,888.75	0.29%	1,196,574.92
	Total Supplies and Materials Expenses	223,768.69	307,117.04	1,819,545.43	1,903,092.79	356,763.54	3,063,284.50	626,573.76	74,121.75	8,374,267.50	0.03	8,074,186.32
50203210	Semi-Expendable Machinery and Equipment Expenses											
	Semi-Expendable Machinery and Equipment Expenses	92,680.00	108,224.00	75,540.00	88,230.00	17,660.00	121,000.00		40,440.00	543,774.00	0.18%	428,094.00
	Total Semi-Expendable Machinery and Equipment Expenses	92,680.00	108,224.00	75,540.00	88,230.00	17,660.00	121,000.00	-	40,440.00	543,774.00	0.00	428,094.00
50204010	Utility Expenses											
	Water Expenses	76,800.00			127,280.10					204,080.10	0.07%	348,761.28
50204020	Electricity Expenses - Office Building		1,216,276.78							1,216,276.78	0.40%	991,688.76
50204990	Other Utility Expenses - Cooking Gas			1,400.00						1,400.00	0.00%	1,400.00
	Total Utility Expenses	76,800.00	1,216,276.78	1,400.00	127,280.10	-	-	-	-	1,421,756.88	0.00	1,341,850.04
	Communication Expenses											
50205010	Postage and Courier Services	5,000.00								5,000.00	0.00%	5,000.00
50205020-1	Telephone Expenses - Subscription Plan (Landline)		161,616.00							161,616.00	0.05%	128,365.46
50205020-2	Telephone Expenses - Subscription Plan (Mobile)		186,972.00	127,504.00		26,988.00				341,464.00	0.11%	356,564.00
50205030	Internet Subscription Expenses	60,000.00	210,720.00	38,584.00						309,304.00	0.10%	288,600.00
50205040	Cable, Satellite, Telegraph and Radio Expenses			555,000.00						555,000.00	0.18%	630,000.00
	Total Communication Expense	65,000.00	559,308.00	721,088.00	-	26,988.00	-	-	-	1,372,384.00	0.00	1,408,529.46



SUMMARY OF BUDGET APPROPRIATION REQUEST

FOR BUDGET YEAR 2020

A. Personal Services, Maintenance and Other Operating Expenses and Financial Expenses

A/C No.	EXPENSES	Administrative Department			Commercial Department		Operations Department			Total	% to Total	2020 Approved Budget
		Admin Services (110)	Finance (120)	General Services (130)	Customer Accounts (210)	Customer Services (220)	Water Resource (310)	Construction and Maintenance (320)	Engineering (330)			
50206010	Awards/Rewards Prizes											
	Awards/Rewards Expenses				50,000.00					50,000.00	0.02%	50,000.00
	Total Other Maintenance and Operating Expenses	-	-	-	50,000.00	-	-	-	-	50,000.00	0.00	50,000.00
50209010-2	Generation, Transmission and Distribution Expenses											
	Generation, Transmission and Distribution Expenses - Purchased Water						107,732,209.89			107,732,209.89	35.75%	109,487,875.14
50209010	Generation, Transmission and Distribution Expenses - Power or Fuel Purchased for Pumping		28,844,959.20				11,250.00			28,856,209.20	9.58%	29,085,949.07
	Total Generation, Transmission and Distribution Expenses	-	28,844,959.20	-	-	-	107,743,459.89	-	-	136,588,419.09	45.33%	138,573,824.21
50210030-1	Confidential, Intelligence and Extraordinary and Expenses											
	Extraordinary and Miscellaneous Expenses - OGCC		60,000.00							60,000.00	0.02%	60,000.00
50210030-2	Extraordinary and Miscellaneous Expenses - GM		135,600.00							135,600.00	0.05%	117,600.00
	Total Confidential, Intelligence, Extraordinary Expenses	-	195,600.00	-	-	-	-	-	-	195,600.00	0.06%	177,600.00
50211010	PROFESSIONAL SERVICES											
	Legal Services	408,000.00		5,000.00						413,000.00	0.14%	224,080.00
50211020	Auditing Services		200,000.00							200,000.00	0.07%	200,000.00
50211030	Consultancy Services	400,000.00							100,000.00	500,000.00	0.17%	413,334.00
	Total Professional Services	808,000.00	200,000.00	5,000.00	-	-	-	-	100,000.00	1,113,000.00	0.37%	837,414.00
50212030	General Services											
	Security Services			2,744,154.50						2,744,154.50	0.91%	1,973,496.48
50212990	Other General Services						989,500.00			989,500.00	0.33%	855,000.00
	Total General Services	-	-	2,744,154.50	-	-	989,500.00	-	-	3,733,654.50	1.24%	2,828,496.48
50213040	REPAIRS AND MAINTENANCE											
	Building & Other Structures											
	Repairs and Maintenance-Buildings and Other Structures - Buildings			14,322.50			18,010.00			32,332.50	0.01%	103,226.40
	Total Repairs and Maintenance - Building & Other Structures	-	-	14,322.50	-	-	18,010.00	-	-	32,332.50	0.01%	103,226.40
50213050	Office Equipment, Furnitures and Fixtures											
	Repairs and Maintenance-Machinery and Equipment - Office Equipment			81,839.00						81,839.00	0.03%	105,596.00



SUMMARY OF BUDGET APPROPRIATION REQUEST

FOR BUDGET YEAR 2020

A. Personal Services, Maintenance and Other Operating Expenses and Financial Expenses

A/C No.	EXPENSES	Administrative Department			Commercial Department		Operations Department			Total	% to Total	2020 Approved Budget
		Admin Services (110)	Finance (120)	General Services (130)	Customer Accounts (210)	Customer Services (220)	Water Resource (310)	Construction and Maintenance (320)	Engineering (330)			
50213070	Repairs and Maintenance-Furniture and Fixtures			5,000.00						5,000.00	0.00%	5,000.00
50213050-1	Repairs and Maintenance-Machinery and Equipment - ICT Equipment			528,396.00						528,396.00	0.18%	558,367.00
	Total Repairs and Maintenance - Office Equipment, Furniture & Fixtures	-	-	615,235.00	-	-	-	-	-	615,235.00	0.20%	668,963.00
	Machineries and Equipment											
50213050-2	Repairs and Maintenance-Machinery and Equipment - Communication Equipment			10,000.00						10,000.00	0.00%	10,000.00
50213050-3	Repairs and Maintenance-Machinery and Equipment - Construction and Heavy Equipment			151,364.40						151,364.40	0.05%	335,810.21
50213050-4	Repairs and Maintenance-Machinery and Equipment - Firefighting Equipment and Accessories			40,000.00				69,408.84		109,408.84	0.04%	81,187.98
	Total Repairs and Maintenance - Machineries & Equipment	-	-	201,364.40	-	-	-	69,408.84	-	270,773.24	0.09%	426,998.19
	Transportation Equipment											
50213060	Repairs and Maintenance-Transportation Equipment - Motor Vehicles			1,168,337.32						1,168,337.32	0.39%	1,186,767.28
	Total Repairs and Maintenance - Transportation Equipment	-	-	1,168,337.32	-	-	-	-	-	1,168,337.32	0.39%	1,186,767.28
	Repairs and Maintenance - Other Property Plant and Equipment											
50213990-1	Repairs and Maintenance-Other Property, Plant and Equipment - Power Production Equipment						195,954.00			195,954.00	0.07%	222,803.62
50213990-2	Repairs and Maintenance-Other Property, Plant and Equipment - Pumping Equipment						1,558,440.55			1,558,440.55	0.52%	1,590,313.36
50213990-3	Repairs and Maintenance-Other Property, Plant and Equipment - Water Treatment Equipmnet						268,632.50			268,632.50	0.09%	113,447.10
50213030-4	Repairs and Maintenance-Plant-Utility Plant in Service - Reservoirs and Tanks						24,000.00			24,000.00	0.01%	38,732.00
50213030-5	Repairs and Maintenance-Plant-Utility Plant in Service - Transmission and Distribution Mains						271,849.64	9,413,697.43	285,160.16	9,970,707.23	3.31%	7,713,849.41



SUMMARY OF BUDGET APPROPRIATION REQUEST

FOR BUDGET YEAR 2020

A. Personal Services, Maintenance and Other Operating Expenses and Financial Expenses

A/C No.	EXPENSES	Administrative Department			Commercial Department		Operations Department			Total	% to Total	2020 Approved Budget
		Admin Services (110)	Finance (120)	General Services (130)	Customer Accounts (210)	Customer Services (220)	Water Resource (310)	Construction and Maintenance (320)	Engineering (330)			
50213030-6	Repairs and Maintenance-Plant-Utility Plant in Service - Services							4,374,799.85	88,430.50	4,463,230.35	1.48%	4,967,516.21
50213030-7	Repairs and Maintenance-Plant-Utility Plant in Service - Meters						433,792.00	7,913,817.50		8,347,609.50	2.77%	295,792.00
50213990	Repairs and Maintenance-Other Property, Plant and Equipment - Tools, Shops and Garage			34,330.00			8,000.00			42,330.00	0.01%	79,819.20
	Total Repairs and Maintenance - Other Property, Plant & Equipment	-	-	34,330.00	-	-	2,760,668.69	21,702,314.78	373,590.66	24,870,904.13	8.25%	15,022,272.90
50214050	Subsidies and Donation											
50299080	Financial Assistance to NGOs/POs				216,600.00					216,600.00	0.07%	216,600.00
	Donations	100,000.00								100,000.00	0.03%	80,000.00
	Total Subsidies and Donation	100,000.00	-	-	216,600.00	-	-	-	-	316,600.00	0.11%	296,600.00
	Taxes, Insurance Premiums and Other Fees											
50215040	Taxes, Duties and Licenses		50,000.00	162,698.40						212,698.40	0.07%	236,316.80
50215020	Fidelity Bonds Premiums	149,068.80								149,068.80	0.05%	149,068.80
50215030	Insurance Expenses			338,628.00						338,628.00	0.11%	353,604.00
	Total Taxes, Insurance Premiums and Other Fees	149,068.80	50,000.00	501,326.40	-	-	-	-	-	700,395.20	0.23%	738,989.60
	Other Maintenance and Operating Expenses											
50299060	Membership Dues and Contributions to Organizations - Assessment Fee	1,800.00	138,100.50							139,900.50	0.05%	161,226.50
50299010	Advertising Expenses	255,000.00				274,388.00				529,388.00	0.18%	975,080.00
50299020	Printing and Publication Expenses		5,000.00							5,000.00	0.00%	5,000.00
50299050	Rent/Lease Expenses- Office Building			1,022,282.60						1,022,282.60	0.34%	707,616.00
50299030	Representation Expenses	238,400.00	1,351,580.00							1,589,980.00	0.53%	1,982,880.00
50299040	Transportation and Delivery Expenses				198,000.00					198,000.00	0.07%	196,500.00
	Total Other Maintenance and Operating Expenses	495,200.00	1,494,680.50	1,022,282.60	198,000.00	274,388.00	-	-	-	3,484,551.10	1.16%	4,028,302.50
	Non-Cash Expenses											
50503020	Impairment Loss-Loans and Receivables		25,000.00							25,000.00	0.01%	25,000.00
50501040	Depreciation		20,261,713.14							20,261,713.14	6.72%	17,539,756.17
	Total Non-Cash Expenses	-	20,286,713.14	-	-	-	-	-	-	20,286,713.14	6.73%	17,564,756.17
50299180	Major Events and Conventions Expenses											
	Major Events and Conventions Expenses	1,354,585.00								1,354,585.00	0.45%	3,466,585.00
	Total Major Events and Conventions Expenses	1,354,585.00	-	-	-	-	-	-	-	1,354,585.00	0.45%	3,466,585.00



SUMMARY OF BUDGET APPROPRIATION REQUEST

FOR BUDGET YEAR 2020

A. Personal Services, Maintenance and Other Operating Expenses and Financial Expenses

A/C No.	EXPENSES	Administrative Department			Commercial Department		Operations Department			Total	% to Total	2020 Approved Budget
		Admin Services (110)	Finance (120)	General Services (130)	Customer Accounts (210)	Customer Services (220)	Water Resource (310)	Construction and Maintenance (320)	Engineering (330)			
	FINANCIAL EXPENSES											
50301040	Bank Charges		5,000.00							5,000.00	0.00%	5,000.00
50301990	Other Financial Charges		10,000.00							10,000.00	0.00%	10,000.00
50299140	Documentary Stamps Expenses		500,000.00							500,000.00	0.17%	500,000.00
50301020	Interest Expense											
50301020-121	Interest Expense - LWUA		3,397,555.00							3,397,555.00	1.13%	4,002,941.00
50301020-122	Interest Expense - NHA		102,231.92							102,231.92	0.03%	111,649.63
50301020-124	Interest Expense - PNB		5,526,925.15							5,526,925.15	1.83%	7,581,698.31
50301020-123	Interest Expense - LBP Office Building		3,610,669.64							3,610,669.64	1.20%	324,078.28
	Total Financial Services	-	13,152,381.71	-	-	-	-	-	-	13,152,381.71	4.36%	12,535,367.22
	Total Budget (PS, MOOE & FE)	81,367,587.37	69,929,860.37	9,078,726.15	2,583,202.89	675,799.54	114,695,923.08	22,398,297.38	588,152.41	301,317,549.19	100.00%	295,377,017.46



SUMMARY OF BUDGET APPROPRIATION REQUEST

FOR BUDGET YEAR 2020

B. Capital Expenditure

A/C No.	EXPENSES	Administrative Department						Commercial Department				Operations Department				Total Qty	Unit Cost	Total	% to Total CO		
		Admin Services (110)		Finance (120)		General Services (130)		Customer Accounts (210)		Customer Services (220)		Water Resource (310)		Construction and Maintenance (320)						Engineering (330)	
		Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount					Qty	Amount
10698990-004	Other Property, Plant and Equipment - Water Treatment Equipment Chemical Dosing Pump											1	52,000.00					1	52,000.00	52,000.00	0.02%
10603110-002	Plant-Utility Plant in Service - Meters CI FLOW METER w/ CF 100mm													1	42,422.25			1	42,422.25	42,422.25	0.02%
	CI FLOW METER w/ CF 50mm													2	51,000.00			2	25,500.00	51,000.00	0.02%
	CI FLOW METER w/ CF 75mm													1	37,551.80			1	37,551.80	37,551.80	0.01%
10603110-004	Plant-Utility Plant in Service - Wells Well Rehabilitation with Camera Logging											2	990,000.00					2	495,000.00	990,000.00	0.39%
	Camera Logging (Motor, Pump and Well Inspection only)											1	100,000.00					1	100,000.00	100,000.00	0.04%
10603110-008	Plant-Utility Plant in Service - Reservoirs and Tanks Installment for Construction of Storage Tanks at Bgy. Manggahan											1	4,042,376.64					1	4,042,376.64	4,042,376.64	1.59%
	Installation of Booster Pumps for Manggahan Storage Tank											1	2,519,122.50					1	2,519,122.50	2,519,122.50	0.99%
	Installation of Booster Pumps for Patag Storage Tank											1	2,519,122.50					1	2,519,122.50	2,519,122.50	0.99%
10603110-009	Plant-Utility Plant in Service - Transmission and Distribution Mains RESTORATION ACTIVITIES (PREVIOUS PROJECTS, 2020)																				
	Celestino Sidestreet Extension Project (Brgy. Guyong, Santa Maria, Bulacan)													1	589,622.65			1	589,622.65	589,622.65	0.23%
	Sto. Tomas Road Mainline Extension Project (Casa di Bambini School to Chexers)													1	105,778.29			1	105,778.29	105,778.29	0.04%
	BRGY. PARADA SIDESTREET EXTENSION PROJECT (CAYBANBAN STREET - Sto. Nino Parish Church to Basketball Court)													1	1,404,593.93			1	1,404,593.93	1,404,593.93	0.55%
	BRGY. PARADA SIDESTREET EXTENSION PROJECT (SAPA, J. DE JESUS ST., BRGY. PARADA SANTA MARIA, BULACAN)													1	4,056,284.01			1	4,056,284.01	4,056,284.01	1.59%
	BRGY. TUMANA SIDE STREET EXTENSION PROJECT (PAPAYA STREET)													1	342,136.35			1	342,136.35	342,136.35	0.13%
	BRGY. TUMANA SIDESTREET EXTENSION PROJECT (PAKWAN STREET)													1	711,608.25			1	711,608.25	711,608.25	0.28%
														1	49,268.18			1	49,268.18	49,268.18	0.02%



SUMMARY OF BUDGET APPROPRIATION REQUEST

FOR BUDGET YEAR 2020

B. Capital Expenditure

A/C No.	EXPENSES	Administrative Department						Commercial Department				Operations Department						Total Qty	Unit Cost	Total	% to Total CO
		Admin Services (110)		Finance (120)		General Services (130)		Customer Accounts (210)		Customer Services (220)		Water Resource (310)		Construction and Maintenance (320)		Engineering (330)					
		Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount				
	BRGY. PULONG BUHANGIN SIDESTREET EXTENSION PROJECT (MANINGAS STREET EXTENSION)												1	169,034.83			1	169,034.83	169,034.83	0.07%	
	BRGY. POBLACION SIDESTREET EXTENSION PROJECT (LAGUERTA)												1	308,794.31			1	308,794.31	308,794.31	0.12%	
	Bulk Supply Project														1	131,800,000.00	1	131,800,000.00	131,800,000.00	51.69%	
	Design and Construction of Glass-Fused-to-Steel Bolted Ground level Reservoir with Pump House and Booster Pump														1	37,820,000.00	1	37,820,000.00	37,820,000.00	14.83%	
	<i>Total Other Property Plant and Equipment</i>	0	-	0	-	0	-	0	-	0	-	26	12,366,688.64	13	7,868,094.85	2	169,620,000.00	41	188,050,921.49	189,854,783.49	74.46%
	Total Quantity and Amount Per Division (CAPEX)	3	178,000.00	1	83,484.00	2	62,574,000.00	2	1,083,484.00	1	15,990.00	34	13,551,688.64	13	7,868,094.85	2	169,620,000.00	58	252,497,900.82	254,974,741.49	100%
	Grand Total Budget Per Division (MOOE & CAPEX)		81,545,587.37		70,013,344.37		71,652,726.15		3,666,686.89		691,789.54		128,247,611.72		30,266,392.23		170,208,152.41		556,292,290.68		
	Percent Per Division Over Total Budget		14.66%		12.59%		12.88%		0.66%		0.12%		23.05%		5.44%		30.60%			100%	

Consolidated by:

Marilda D.C. Gravador
Corporate Budget Examiner

Budget Prepared by:

Isamin L. Jose
Administrative Services Division

Basilio D. Antonio
Finance Division

Maria Leonora S. Romarate / Ginabelle G. Datolaya
General Services Division

Recommended by:

Jovita I. Dalmacio
Department Manager B - Administrative,
Finance and General Services

Engr. Emmanuel Enrico A. De Vera
Department Manager B - Operations

Mary Diana S. Dela Cruz, CPA
Customer Accounts Services Division

Engr. Edgardo E. Dela Torre Jr.
Water Resource Division

Engr. Gerson L. Francisco
Construction and Maintenance / Engineering Division

Engr. Carlos N. Santos Jr.
General Manager