



Management  
System  
ISO 9001:2015



# Santa Maria WATER DISTRICT

"YOUR WATER, OUR OBLIGATION  
YOUR CONVENIENCE, OUR SERVICE"



## 2021 ANNUAL REPORT

*"To be a world class water supply and sewerage service provider."*

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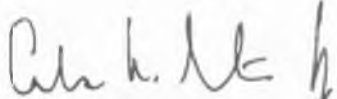
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## I. FOREWORD

In the spirit of transparency and truthfulness, I hereby certify that all the information in this 2021 Annual Report is true, correct and in accordance with the dictates of my professional and reasonable judgment.

Signed this 30th of March, in the year of our Lord 2022 at Santa Maria Water District, 3M De Leon street Poblacion, Santa Maria, Bulacan.

  
Engr. Carlos N. Santos, Jr.

SMWD General Manager



## II . Company Information

### A. SMWD History

The original water system of Santa Maria, Bulacan was constructed in 1931 under Mayor Agustin Morales and was managed and operated by the defunct National Waterworks and Sewerage Authority (NAWASA). With the dissolution of the latter in 1971, management was turned over to the local government. However, the water system could not be maintained and operated efficiently due to lack of funds.

To address this predicament, the Santa Maria Water District (SMWD) was formed on September 26, 1986 through Sangguniang Bayan Resolution No. 12 Series of 1986 for the purpose of: (1) acquiring, installing, maintaining, and operating water supply and distribution systems for domestic, industrial, municipal and agricultural uses of residents and lands within the boundaries; (2) providing, maintaining and operating wastewater collection, treatment and disposal facilities; and (3) conducting such other functions and operations incidental to water resource development, management, utilization and disposal within such district.

With the formation of SMWD, it fully took over the operations and management of the water supply system from the municipal government in accordance with the Presidential Decree No. 198 (as amended by P.D. No. 768, 1479 and 9286) also known as the Provincial Water Utilities Act of 1973. A total of 241 concessionaires, three (3) production wells at Dulong Bayan, Macaiban and Villarica (the third well became idle due to low water pressure on December 1994) and one (1) concrete reservoir at Gulod, Poblacion were turned over to the SMWD.

On September 28, 1987, the Local Water Utilities Administration (LWUA) issued the Conditional Certificate of Conformance (CCC) No. 310 enabling financial, technical and regulatory services for SMWD and it entitled the SMWD to all the rights and privileges provided under P.D. 198, as amended.



In line with SMWD's progress, it gained a number of recognitions along the way. In 2004, SMWD received the Most Outstanding Water District Nominee in the Medium Category for Luzon. In 2005, that SMWD received a certification from Local Water Utilities Administration (LWUA) as a Credit Worthy Water District from 2002-2004. In 2006, SMWD received a Plaque of Appreciation in Sincere Recognition and Grateful Appreciation of its valuable support and advocacies for the protection and conservation of our natural resources, given by Sacred Heart Academy.

By 2007, another Plaque of Appreciation with regards to Grateful Appreciation of its Participation in Seminar Training on Hydraulic Network Modeling was given to SMWD by Dan Water Philippines. In 2016 up to 2018, SMWD was certified as a Drug-Free Workplace by Drug Check Phils, Inc. From then on, SMWD has been consistently conducting the annual Drug Testing to its employees. In the year 2018, the Santa Maria Water District received three (3) National Awards respectively: ISO CERTIFIED 9001:2015, MOST OUTSTANDING WATER DISTRICT NOMINEE (Category B WD) and CERTIFICATE OF WATER SAFETY PLAN ACCEPTANCE.

In the year 2021, the Santa Maria Water District was awarded as FOI RISING STAR AWARD for exemplifying great progress and performance in the implementation of the Freedom of Information (FOI) Program. These awards certainly boosted SMWD's morale to continue to strive towards excellence and continuous participation in helping the community and the environment.



## B. SMWD Logo



**SMWD Logo** is composed of a leaf and water wave wherein from the leaf comes the water wave and then the water goes back to the leaf once again.

The leaf represents the environment and water wave represents our water supply. It shows that we get our water supply from our environment and in return, we take care of our environment by protecting the water resources.

The water drop on the center represents the whole Municipality of Santa Maria, and the circle that surrounds it shows the adequate, reliable and potable water supply that Santa Maria Water District can provide to its concessionaires.

The logo may also be pictured as the image of an eye, an eye that will serve as our instrument in rendering excellent and responsive customer service with the highest degree of professionalism and competence as a world-class water supply and sewerage service provider.

## C. SMWD Vision and Mission

### Vision

“To be a world-class water supply and sanitation service provider in the Municipality of Santa Maria, Bulacan by 2030.”

### Mission



SMWD is committed to:

- ❖ Provide adequate, reliable and potable water supply and sewerage services;
- ❖ Provide excellent and responsive customer service with the highest degree of professionalism and competence;
- ❖ Protect and preserve the environment for sustainable community development.



## D. CORE VALUES

<b>COMPETENCE</b>	Providing service and executing tasks successfully and efficiently.
<b>RESPONSIBILITY</b>	To satisfactorily perform or complete assigned tasks in aiming to the success of SMWD.
<b>UNITY</b>	Oneness of desire to serve and achieve the vision of SMWD.
<b>SERVICE</b>	Being eager to supply and prioritize the public need of the community.
<b>ACCOUNTABILITY</b>	Accepting and acknowledging responsibilities for tasks, actions, decisions and policies that encompasses the wholeness of being a public servant.
<b>INTEGRITY</b>	Always aiming to uphold the state of being undivided and standing for what is true and noble for SMWD.
<b>DEDICATION</b>	Willingness to run extra mile to give service to the public, and giving 100% commitment to SMWD.

## E. PROFILE

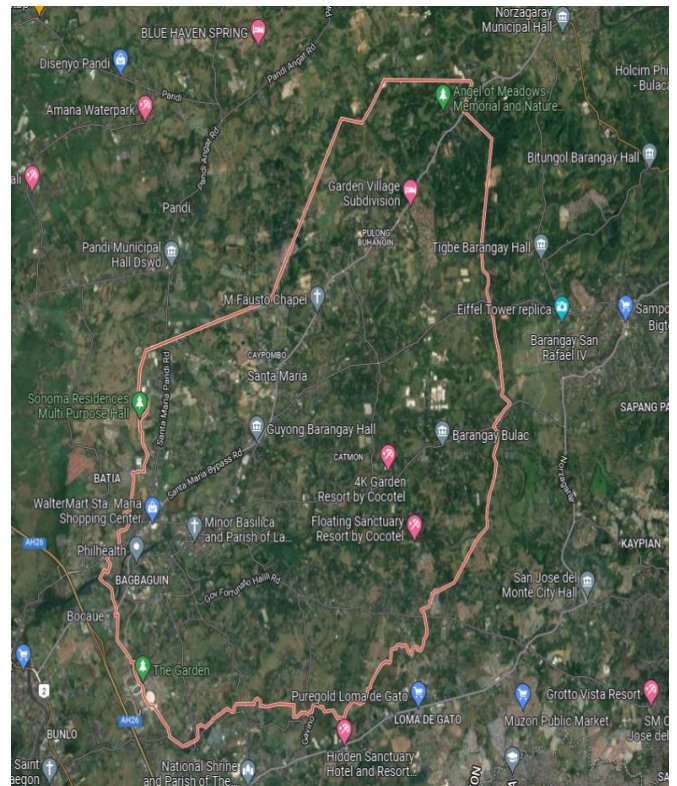
The Santa Maria Water District was categorized as Category “B” with the onset of the Revised LWD-MaCRO. The Certificate of Category B WD was issued by the Local Water Utilities Administration (LWUA) last April 2, 2012. The Plantilla of Position was then approved by DBM in July 3, 2014 with 109 career positions.

In the year 2019, SMWD has reached the 30, 000 marked Total Active Service Connections and has complied with the guidelines provided in the DBM approved Revised Local Water District Manual on Categorization, Re-Categorization (LWD-MaCRO). Therefore, on August 2019, the Santa Maria Water District with CCC No. 10 was categorized from Category B into “CATEGORY A WATER DISTRICT”.

### i. Location

The Municipality of Santa Maria is classified as a 1st class highly urbanized municipality in the province of Bulacan, Region III, Philippines.

Santa Maria is situated at the Eastern part of the province of Bulacan about 18 kilometers east of the City of Malolos, the provincial capital; 32 kilometers northeast of Manila. It is bounded on the north by the municipalities of Angat and Pandi; portion of San Jose del Monte City on the south; Norzagaray and other portions of San Jose del Monte on the east; and the municipalities of Marilao and Bocaue on the western side. Its geographical coordinates are 14° 49' 15" North, 120° 57' 49" East.



## ii. Service Area Coverage

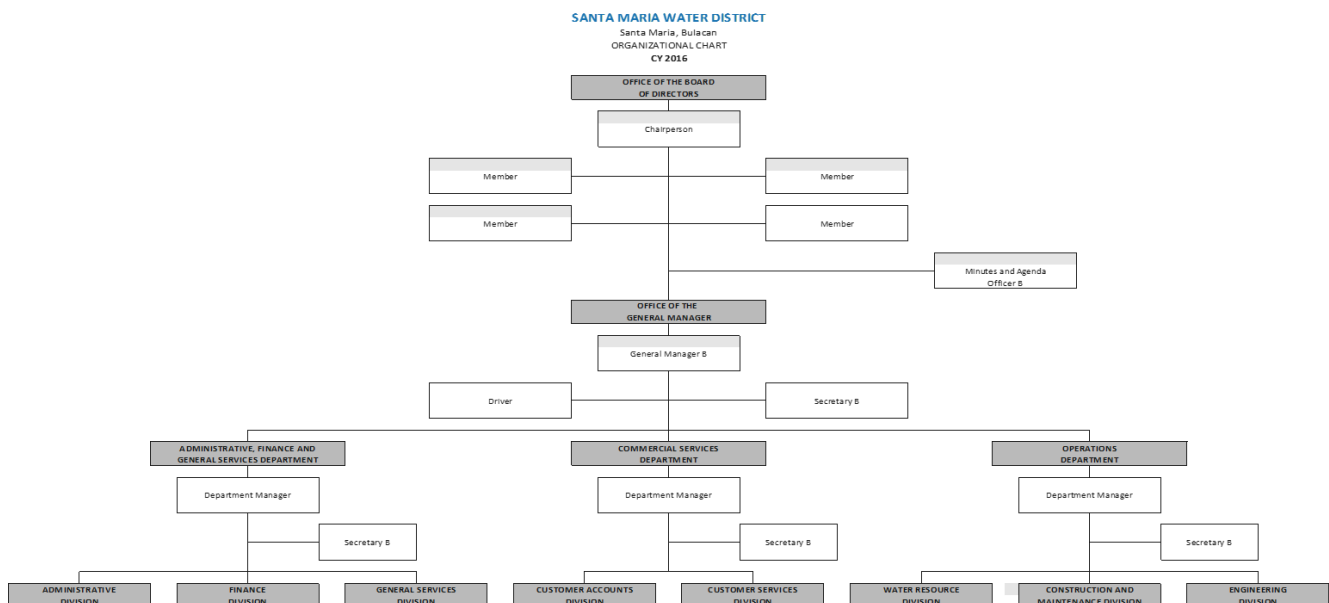
The present service area of SMWD covers all of the **twenty-four barangays (24)** of the municipality of Santa Maria:

- |                     |                     |
|---------------------|---------------------|
| 1. Bagbaguin        | 13. Manggahan       |
| 2. Balasing         | 14. Parada          |
| 3. Buenavista       | 15. Poblacion       |
| 4. Bulac            | 16. Pulong Buhangin |
| 5. Camangayanan     | 17. San Gabriel     |
| 6. Catmon           | 18. San Jose Patag  |
| 7. Caypombo         | 19. San Vicente     |
| 8. Caysio           | 20. Silangan        |
| 9. Guyong           | 21. Sta. Clara      |
| 10. Lalakhan        | 22. Sta. Cruz       |
| 11. Magasawang Sapa | 23. Sto. Tomas      |
| 12. Mahabang Parang | 24. Tumana          |

In addition, SMWD is also serving three **(3) barangays** outside the municipality of Santa Maria namely:

- |                           |        |
|---------------------------|--------|
| 1. Pulong                 | Yantok |
| (Angat)                   |        |
| 2. Sta. Rosa II (Marilao) |        |
| 3. Prenza 1               |        |

## iii. Organizational Chart



1.



2.



As of December 31, 2021, the SMWD employs 163 personnel: Regular – 78, Casual – 32, Job Order – 52 and Contract of Service --1.



#### iv. Existing Facilities

OFFICES	Location	Occupants
SMWD Head Quarters	No. 3 M. De Leon Street, Poblacion	OGM, BOD, CA, CS, MR, FS,
SMWD OG Office	F. Santiago Street, Poblacion,	AFGS DM, HRD, HRM, MIS, ICT,
SMWD Farmacia Office	301 J. P. Rizal Street, Poblacion,	GS DM
SMWD Bernardo Office	301 J. P. Rizal Street, Poblacion,	Operations DM, WR, C&M, Eng'g, Finance, Procurement
WATER RESERVOIR	Location	Capacity
SMWD Overhead Tank	PS No. 4 Sta. Clara	111 cu.m.
SMWD Overhead Tank	Glendale Subdivision Sta. Clara	90 cu.m.
SMWD Overhead Tank	PS No. 10 Garden Village Pulong Buhangin	200 cu.m.
SMWD Overhead Tank	Sonoma PS No. 1 Sonoma Subdivision, Sta. Cruz	200 cu.m.
WATER RESERVOIR- GROUND LEVEL	Location	Capacity
SMWD Concrete Tank	Gulod, Poblacion	272 cu.m.
SMWD Glass Fused Steel Bolted Tank	PS No. 07 Sitio Bato Guyong	1,000 cu.m.
SMWD Glass Fused Steel Bolted Tank	PS No. 15 Gulod 1 Patag	1,000 cu.m.
SMWD Glass Fused Steel Bolted Tank	PS No. 21 Manggahan	1,000 cu.m.

**Total existing distribution pipelines as of December 31, 2021 is at **232,161.60** linear meters in various sizes:**

#### PIPELINES DATA FOR THE YEAR 2021

300mm. diameter	<b>11,486.00</b>	Linear Meters
250mm. diameter	<b>41.00</b>	Linear Meters
200mm. diameter	<b>8,572.40</b>	Linear Meters
150mm. diameter	<b>85,075.50</b>	Linear Meters
100mm. diameter	<b>51,812.75</b>	Linear Meters
75mm. diameter	<b>47,290.40</b>	Linear Meters
50mm. diameter	<b>27,883.55</b>	Linear Meters
<b>TOTAL</b>	<b>232,161.60</b>	<b>Linear Meters</b>

The SMWD derives its water supply from the ground water through twenty-three (23) production wells and bulk supply from Philippine Hydro (Ph), Inc., Luzon Clean Water Development Corporation and Bocaue Water District.

#### Bulk Water Production

7 Interconnection Points





### III. ORGANIZATIONAL HIGHLIGHTS

#### A. OFFICE OF THE BOARD OF DIRECTORS

##### i. Board Resolutions for CY 2021

Particulars	No. of Board Resolutions Passed 2021
Utility Rules and Regulations	2
Water Rates and Strategies	1
Banking	2
Loans	12
Budget	17
Public Relations	8
Organization & Staffing	1
Salary Schedule	2
Office of the BOD Concerns	1
Transmission and Distribution Mains	2
Transportation Equipment	1
Contracts and Agreements	31
<b>Total Number of Board Resolutions passed CY 2021:</b>	<b>80</b>

## B. Commercial Services Department

### i. Customer Services Division

SMWD had accumulated a total of 3,227 New Accounts served for CY 2021 compared to CY 2020 of 1373; New Accounts boosted up to **42.55%** from the year prior. The top 3 barangay with most new accounts were Sta. Cruz (516), Pulong Buhangin (508) and San Vicente (275).

#### TOTAL NUMBER OF NEW ACCOUNTS FOR 2021

MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
BAGBAGUIN		9	3	5	2	3	4	3	3		3	2	37
BALASING	4	14	26	12	34	43	14	12	14	7	9	11	200
BUENAVISTA	5	2	11	3		4	4	4	7	2	5	8	55
BULAC	9	8	8	13	7	14	5	13	9		5	5	96
CAMANGYANAN		2	8	14	5	1	1	3	7	1	10	3	55
CATMON	4	12	45	14	28	36	23	15	24	23	21	19	264
CAYPOMBO	8	9	31	12	10	17	19	9	9	6	10	17	157
CAYSIO	1	4	7	2	4	4	3	5	1		5	10	46
GUYONG	6	14	30	4	5	20	13	11	8	4	8	12	135
LALAKHAN		1	2	2	1	1	2		1		3	3	16
MAG-ASAWANG SAPA	10	3	15	8	3	6	8	6	9		7	8	83
MAHABANG PARANG					1								1
MANGGAHAN	1	4	3	1		5	7	1	2				24
MARILAO													0
PARADA	7	19	16	9	7	8	11	10	13	15	12	7	134
POBLACION	13	7	22	7	11	5	4	9	5	2	5	10	100
PULONG BUHANGIN	10	45	88	44	46	48	49	47	28	17	47	39	508
SAN GABRIEL		1	1					1	1				4
SAN JOSE PATAG	3	9	40	17	17	9	11	25	4	16	6	4	161
SAN VICENTE	27	26	45	35	13	36	14	29	7	21	9	13	275
SILANGAN	1	6	3	1	5	7	3	6	4		2	2	40
STA. CLARA	13	35	25	6	24	14	10	6	6	11	11	10	171
STA. CRUZ	47	89	59	35	63	73	43	17	18	9	29	34	516
STO. TOMAS		4	11			8	3	4	2	3	2	4	41
TUMANA	4	6	7	1	17	40	9	9	12		3		108
<b>TOTAL</b>	<b>173</b>	<b>329</b>	<b>506</b>	<b>245</b>	<b>303</b>	<b>402</b>	<b>260</b>	<b>245</b>	<b>194</b>	<b>137</b>	<b>212</b>	<b>221</b>	<b>3227</b>

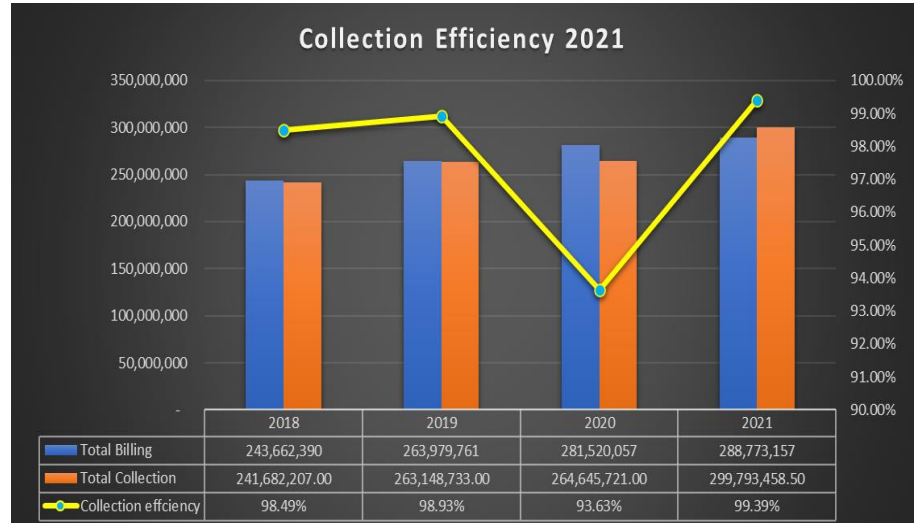
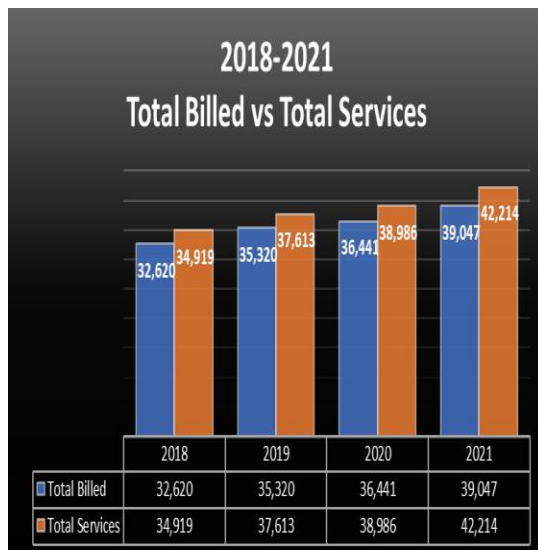
#### ACCOMPLISHMENT REPORT

2021	Jan	Feb	Mar	Apr	May	June	July	August	September	October	November	December	YTD 2021
Number of Applicants Received	347	555	251	302	291	283	236	156	115	241	193	199	3169
Service Order Issued	416	415	519	301	538	563	422	343	209	234	288	335	4583
Service Order Posted	306	320	675	327	362	736	340	389	294	183	308	267	4507
Printing of Fittings for New Connection	279	344	443	203	432	288	129	218	128	182	213	243	3102
Posting of data for IAL	115	132	200	96	181	135	303	99	76	78	99	104	1618
Maintenance Inspection Order Issuance									13	20	22	22	77
Post Inspection Report Issuance									209	121	241	183	754
<b>TOTAL</b>	<b>1463</b>	<b>1766</b>	<b>2088</b>	<b>1229</b>	<b>1804</b>	<b>2005</b>	<b>1430</b>	<b>1205</b>	<b>1044</b>	<b>1059</b>	<b>1364</b>	<b>1353</b>	<b>17810</b>

## ii. Customer Accounts Division

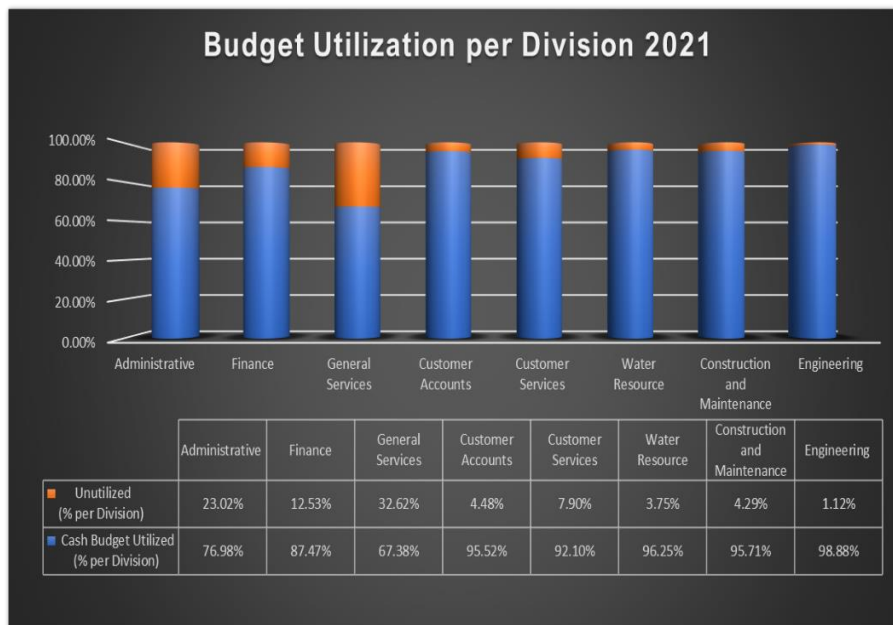
Monthly Productivity Report																
Month	FOR THE MONTH			CLASSIFICATION OF BILLED CONNECTIONS							TOTAL BILLED	UNBILLED		TOTAL ACTIVE	IN-ACTIVE	TOTAL SERVICES
	Service Installed	Disconnections	Reconnections	RES	GOV'T	COM'L-C	COM'L-B	COM'L-A	COM'L	PROD. ASS.		NEW INST.	RECON			
January	173	4,373	2,393	30,416	154	3,144	1,106	948	926	1	36,695	183	103	36,982	2,178	39,160
February	329	3,865	3,895	30,627	155	3,148	1,099	954	928	2	36,913	339	95	37,347	2,142	39,489
March	506	3,373	4,029	30,576	154	3,132	1,072	942	897	2	36,775	515	127	37,417	2,578	39,995
April	245	57	1,022	30,976	157	3,143	1,063	945	899	2	37,185	289	133	37,607	2,633	40,240
May	303	3,941	2,974	31,231	157	3,122	1,071	954	905	2	37,442	334	187	37,963	2,580	40,543
June	402	3,229	3,598	31,567	157	3,133	1,080	962	910	2	37,811	458	142	38,411	2,534	40,945
July	260	2,700	2,832	31,882	156	3,140	1,067	960	914	2	38,121	316	114	38,551	2,654	41,205
August	244	61	278	32,097	156	3,129	1,071	961	929	1	38,344	283	84	38,711	2,738	41,449
September	195	4,257	1,577	32,251	156	3,125	1,080	965	935	2	38,514	226	142	38,884	2,760	41,644
October	137	3,362	3,850	32,517	156	3,123	1,078	967	937	2	38,780	172	130	39,083	2,698	41,781
November	211	3,655	4,608	32,683	156	3,122	1,076	968	940	3	38,948	234	130	39,312	2,680	41,992
December	222	3,286	3,455	32,787	156	3,118	1,075	972	936	3	39,047	248	146	39,441	2,773	42,214

Total Billed and Total Services showing progression in 2018-2021 comparison at average percentage of 5.3% for Total Billed and 6.3% for Total Services for YTD 2021.



In the peak of pandemic, the SMWD complied to suspension of disconnection activities and payment installment; thus, the collection efficiency of CY 2020 dropped to 93.63% from 98.93% of CY 2019. In the New Normal of 2021, SMWD had adjusted and increased the collection efficiency by **5.76%** of CY 2021 **99.39%** from CY 2020.

## C. Financial Status



As for the approved budget allotted for each division, *Engineering Division* utilized their Budget up to **98.88%** for the operation. *General Services* gained **32.62%** for the most budgeted division for the year 2021. No Division went over the approved budget as seen by the graph's table. For CY 2021, the Budget Utilization Rate is **88.87%**.

As for the ***financial performance***, SMWD comprehensive income for CY 2021 amounted to **P47.62**

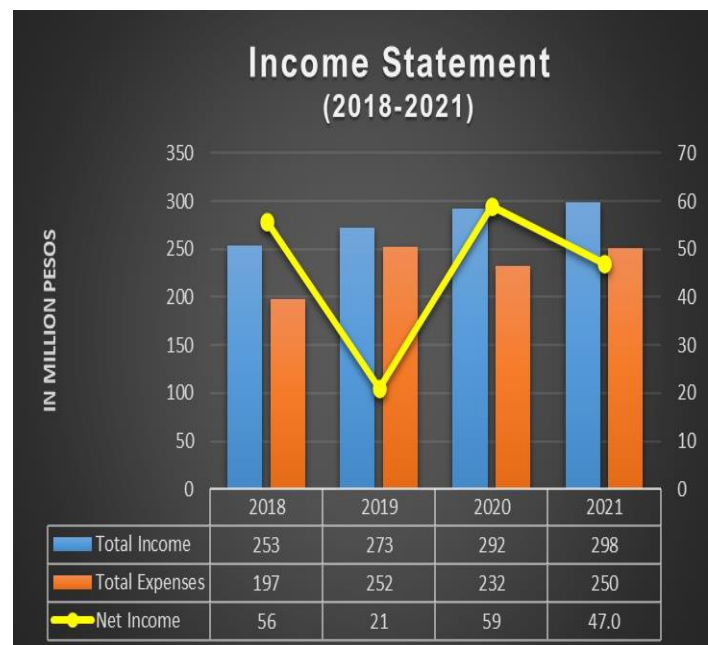
**million**. This was less than by P12.18 million from CY 2020 comprehensive income of P 59.81 million as SMWD's collection process were affected by the Covid 19 restrictions, and suspension of disconnection activities. Combined income and combined expenses for CY 2021 amounted to P298.07 million and P250.44 million, respectively.

### INCOME - P298,075,697.57

Although the comprehensive income is less, still, SMWD's total income is P298 million which is P6,323,243.19 higher than CY 2020 of P292 million.

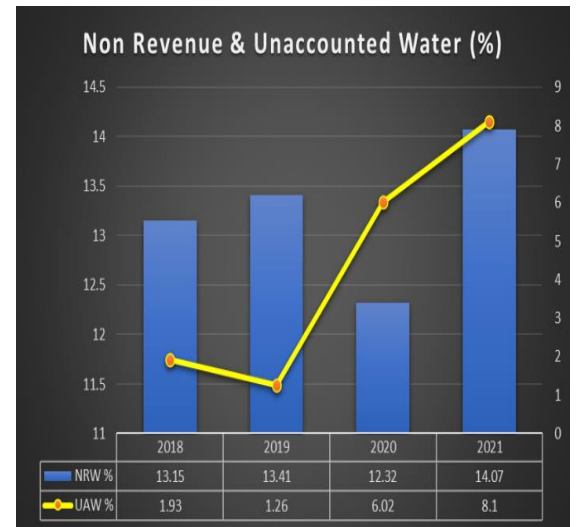
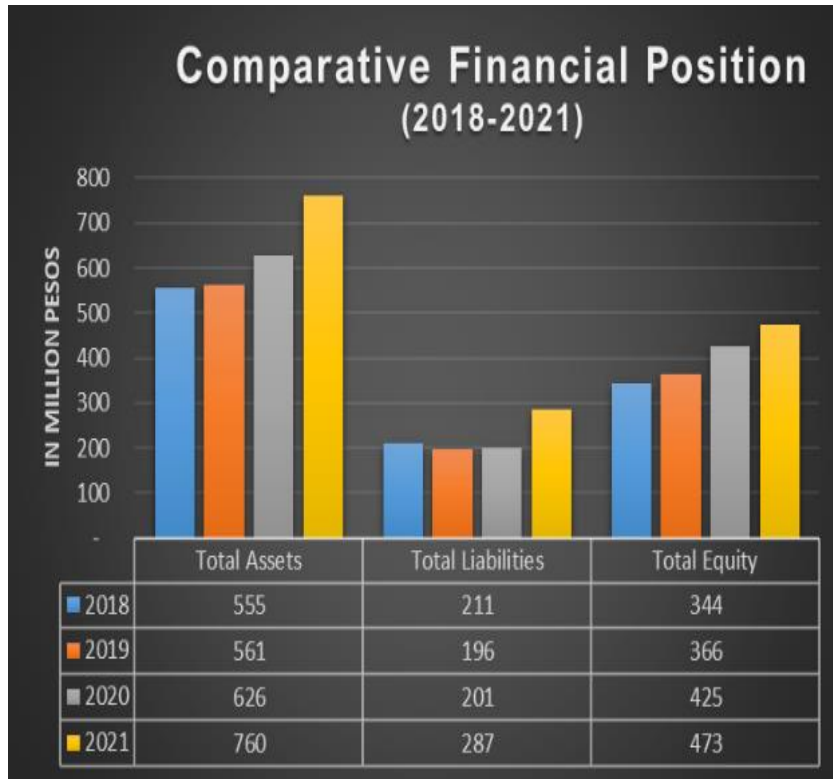
### EXPENSES – P 250,449,220.80

Whilst, the expenses amounting to P18,507,721.69 as difference from CY 2020 amounted to P232 million.

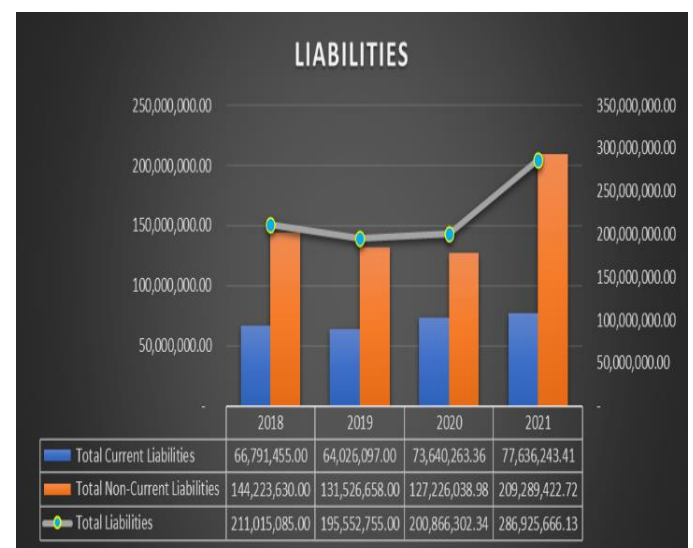
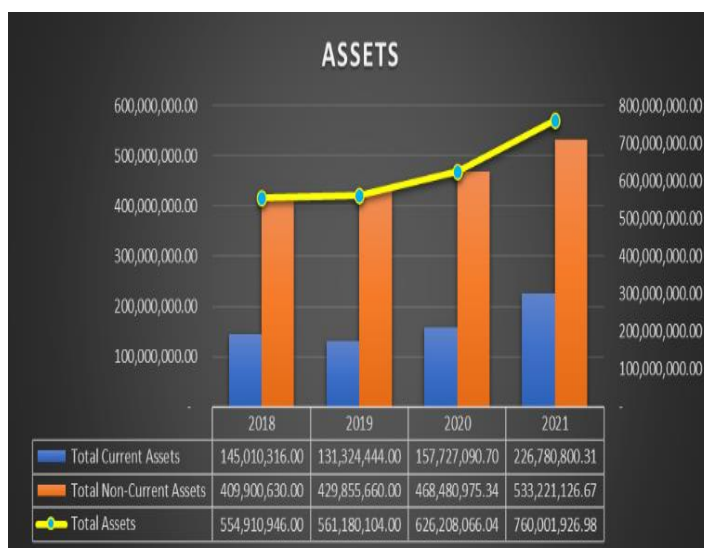




## i. Finance Statistical Graphs



SMWD upsurged its **Total Equity** to 48 million; as we had a difference of 86 million in Total Liabilities and gained 134million in Total Assets from CY 2020.

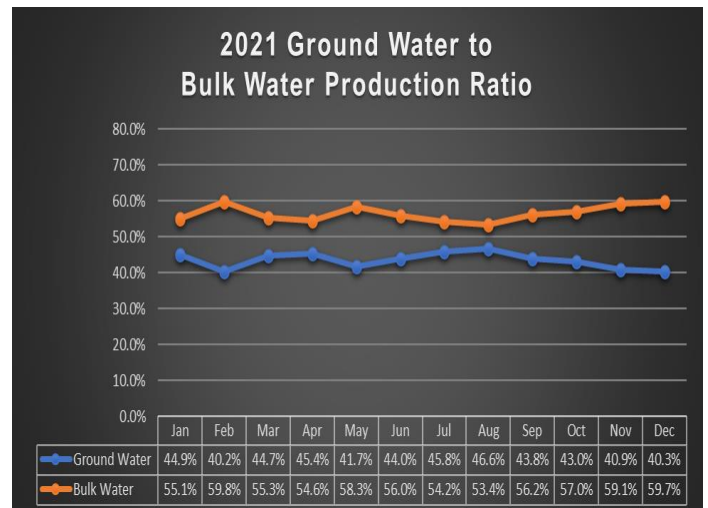
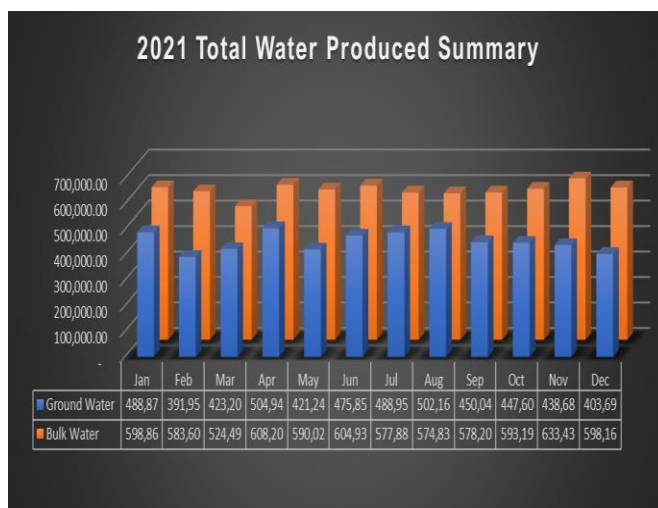
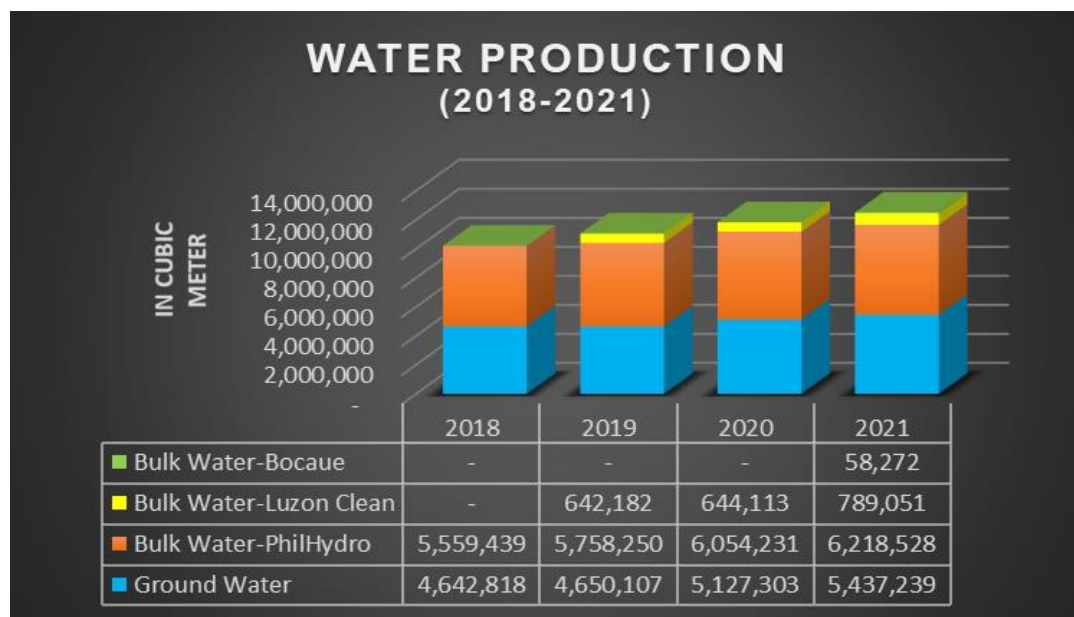




## D. Operations Department

### i. Water Resource Division

SMWD's efficient strategy to serve the growing number of concessionaires is tying up with Bocaue Water District as bulk water source and together with Luzon Clean and PhilHydro, it led to total water production increase by **61.04%** as average of the total water produced compared to CY 2020. Thus, the Total Water Production for CY 2021 is **12,503,089.41**.





# Santa Maria WATER DISTRICT

## 1. Water Resource Rehabilitation Projects:

**Renovation of SMWD Pump Stations for 2021 (Kasadang Munti Pump Station)**



**Renovation of SMWD Pump Stations for 2021 (Villarica Pump Station)**



**Renovation of SMWD Pump Stations for 2021 (Gulod Pump Station)**  
3.1 Replacement of Roofing & Ceiling



**Kanalis Production Area Rehabilitation and Re-sleeving**



**Renovation of SMWD Pump Stations for 2021 (Manggahan Pump Station)**

Manggahan Pump Station (PS-21)  
4.1 Replacement of Roofing & Ceiling - Done  
4.2 Drainage – Ongoing



**Mahabang Parang IPS (ZIPS) Replacement of Submersible Pump and Motor (December 10, 2021)**

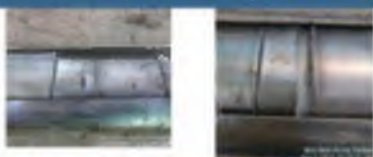






# Santa Maria WATER DISTRICT

## Sitio Bato Pump Station Replacement of Submersible Pump (February 3, 2021)



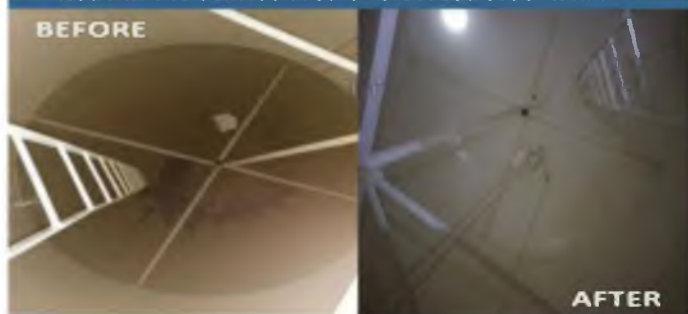
## PhilHydro Tapping Point # 5 (INC 2)

- ❖ Energization of Tapping Point # 5 (INC 2) supplying Sto. Tomas, San Gabriel and Mahabang Parang area.
- ❖ Start of Operation – August 14, 2021
- ❖ Average Production – 109.45 cubic meters per day



## Glendale Elevated Steel Tank Cleaning (February 23, 2021)

- ❖ Conducted tank cleaning as part of regular maintenance of reservoir in preventing water quality issue in the service area of elevated steel tank.



## Policarpio Production Well Rehabilitation



## Sacred Heart (PS-U5) Pump Station Replacement of Submersible Motor (April 29, 2021)



## 2. Pump Booster Accomplishment

### MANGGAHAN BOOSTER PUMP ACCOMPLISHMENT

- TOTAL PROJECT COST: **PHP 2,508,550.00**
- START DATE OF CONSTRUCTION: **DECEMBER 21, 2020**
- FINISHED DATE OF CONSTRUCTION: **SEPTEMBER 2021**
- ADDITIONAL WORK: **COMPLETE LAYOUTING OF ELECTRICAL POWER SUPPLY FROM SERVICE ENTRANCE POST TO BOOSTER AND SUBMERSIBLE PUMP CONTROL PANELS**
- TOTAL PROJECT COST: **PHP 1,195,200.00**
- START DATE: **NOVEMBER 2021**
- STATUS: NOT YET ENERGIZED AND ACCEPTED DUE TO PENDING ACTIVITIES OF MERALCO FOR THE UPGRADING OF ELECTRICAL POWER SUPPLY AND OTHER PUNCHLIST ON THE FINISHING WORKS.



### PATAG BOOSTER PUMP ACCOMPLISHMENT

- TOTAL PROJECT COST: **PHP 2,512,900.00**
- START DATE OF CONSTRUCTION: **DECEMBER 4, 2020**
- FINISHED DATE OF CONSTRUCTION: **SEPTEMBER 2021**
- INITIAL DATE OF ENERGIZATION: **AUGUST 28, 2021**
- ADDITIONAL WORK: **COMPLETE LAYOUTING OF ELECTRICAL POWER SUPPLY FROM SERVICE ENTRANCE POST TO BOOSTER AND SUBMERSIBLE PUMP CONTROL PANELS**
- TOTAL PROJECT COST: **PHP 749,000.00**
- START DATE: **NOVEMBER 2021**
- FINAL DATE OF ENERGIZATION: **JANUARY 18, 2022**

## ii. Construction and Maintenance Division

SMWD is committed in providing quality service to its concessionaires and maintaining the NRW at 14%. We have achieved **95.28%** accomplishment for *Water Meter Replacement Orders* and **94.93%** for *Maintenance Inspection Orders* issued by Customer Account Section for CY 2021.

### Water Meter Replacement Orders issued by the Customer Account Section for JANUARY to DECEMBER 2021.

	JAN. 2021	FEB. 2021	MAR. 2021	APR. 2021	May-21	JUN. 2021	JUL. 2021	AUG. 2021	SEPT. 2021	OCT. 2021	NOV. 2021	DEC. 2021
Issued	52	209	224	45	627	304	99	143	89	179	65	168
Completed	51	41	226	183	164	234	219	296	312	227	73	74
Cancelled												
Pending	1	169	167	29	492	562	442	289	66	18	10	104
Completed Year to Date	95.28% accomplishment											<b>2,100</b>

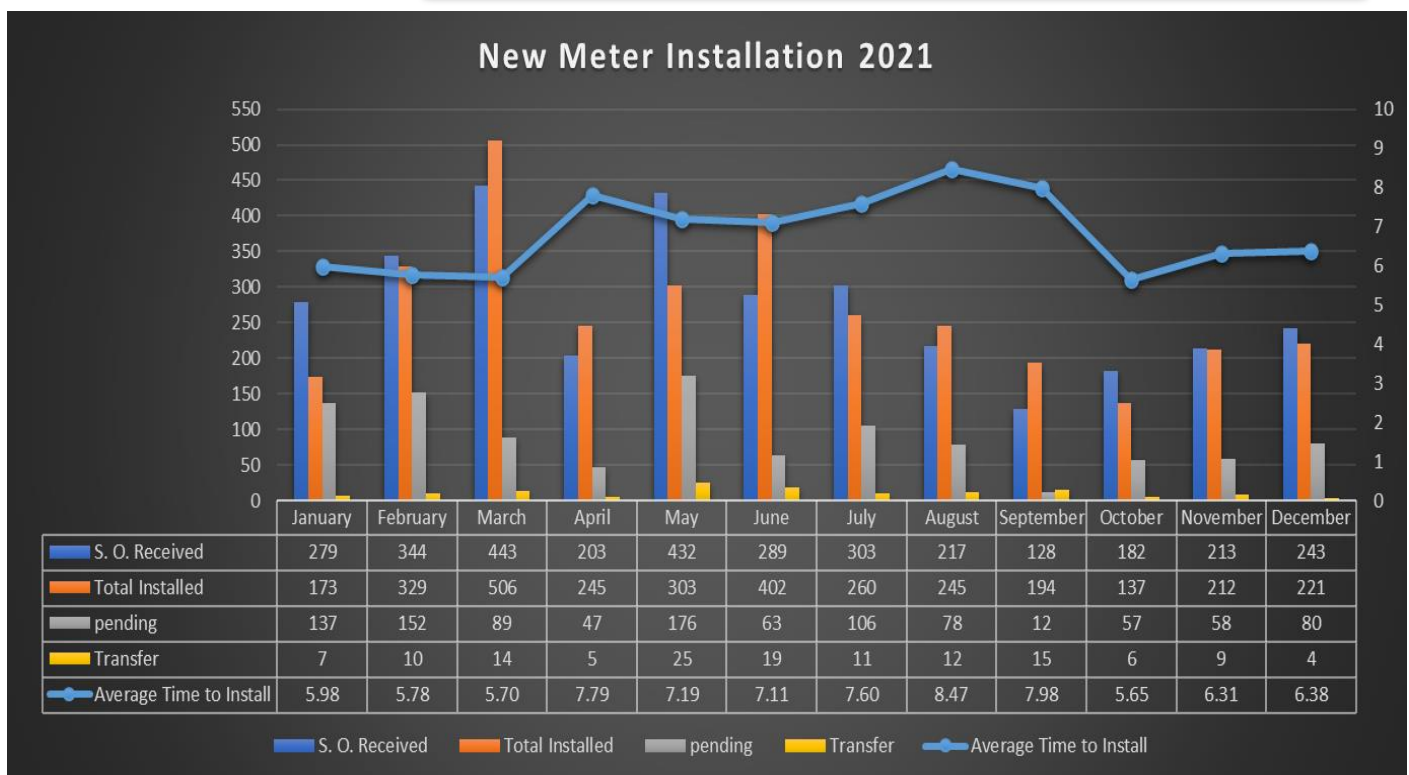
### Maintenance Inspection Orders issued by the Customer Account Section for January to December 2021.

	JAN. 2021	FEB. 2021	MAR. 2021	APR. 2021	May-21	JUN. 2021	JUL. 2021	AUG. 2021	SEPT. 2021	OCT. 2021	NOV. 2021	DEC. 2021
Issued	522	575	555	750	572	465	331	524	356	335	344	388
Completed	411	370	423	837	665	493	347	564	391	354	337	318
Pending	(Pending As of Dec. 2020: <b>243</b> ) VS 2021 ACTUAL>											<b>294</b>
Completed Year to Date	94.93% accomplishment											<b>5,510</b>

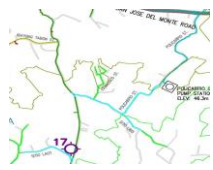









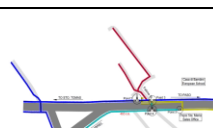







## 1. New Meter Installation

SMWD accomplished **111.97%** on new meter installation for incurring **3,227** new installations; that is **345** more than the target 2882. Month of March 2021, incurred 506 NMI as the month with the greatest number of new installations.







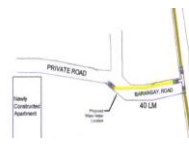





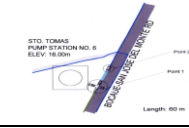





## 2. Construction Projects

Name of Project:	POW No:	Location:	Estimated Total length and size of Pipes:	Accomplishment:	Picture
Brgy. Buenavista Sidestreet Extension Project (Sitio Libis)	1902-004	From Policarpio St. to Entire Sitio Libis	250 and 1,031 linear meters of 100mm dia. and 150 mm dia. uPVC Pipe respectively	Started: September 23, 2019 Completed: July 2, 2021 645 l.m concrete were cut and broke; 325 l.m. of 100mm dia. uPVC, 1012 l.m. of 150mm dia. uPVC and 12 l.m. of 150 mm steel pipe were laid. Date of Energization: December 19, 2019 700 of 700 l.m. (100 %) were Restored Surface Restoration Date Started: February 27, 2020 Completed: July 2, 2021	 
Brgy. Buenavista Sidestreet Extension Project (Laot Street)	1902-006	Laot Street, Brgy. Buenavista	1,547 and 390 linear meters of 100mm dia. and 150 mm dia. uPVC Pipe respectively	Started: September 24, 2019 Completed: June 9, 2021 1507.60 and 384 linear meters of 100 mm dia. 150mm dia. uPVC pipe was laid; Date of Energization: November 22, 2019 Surface Restoration Date Started: March 05, 2020 Surface Restoration Date Completed: June 9, 2021	 
Philhydro Bulk Supply Improvement Plan Section 2 (2018)	2002-003	St.Joseph College (Patag) to Flying V Gas Station (Patag)	1,002 linear meters of 300mm dia. uPVC Pipe;	Started: January 27, 2020 Completed: April 6, 2021 378 l.m. of concrete were cut and broke; 889.50 l.m of 300mm uPVC pipe were laid; Date of Energization: July 31, 2020 Surface Restoration Start Date: August 24, 2020 Surface Restoration Completion Date: April 6, 2021	 
Brgy. Tumana Sidestreet Extension Project (Pakwan St.)	2107-007	Pakwan St., Tumana	24 linear meters of 50mm dia. uPVC Pipe;	Started: February 24, 2021 Completed: March 25, 2021 11 l.m. of concrete were cut and broke 31.9 l.m. of 50 mm uPVC pipe were laid; Date of Energization: March 25, 2021 Surface Restoration Date Started: February 26, 2021 Surface Restoration Date Completed: February 26, 2021	 
Brgy. Poblacion Sidestreet Extension Project (Laguerta)	2107-008	Laguerta	108 linear meters of 75 mm dia. uPVC Pipe;	Started: May 15, 2021 Completed: August 6, 2021 108 l.m. of concrete were cut and broke 110 l.m of 75 mm uPVC pipe were laid; Date of Energization: July 9, 2021 Surface Restoration Start Date: July 14, 2021 Surface Restoration Completion Date: August 6, 2021	 
Sto. Tomas Road Mainline Extension Project	2107-009	From Casa di Bambini School to Chexers	484 linear meters of 150 mm dia. uPVC Pipe;	Started: May 18, 2021 Completed: November 28, 2021 305 l.m. of concrete were cut and broke; 497.60 l.m. / 484 l.m. (100 %) of 150 mm uPVC pipe were laid; Date of Energization: September 17, 2021 Surface Restoration Start Date: September 28, 2021 Surface Restoration Completion Date: November 28, 2021	 
Revised Philhydro Bulk Supply Expansion Projects IPS (Section 1) 2021	2106-005	Iglesia ni Cristo-Bolakan Road	12 linear meters of 150 mm dia. uPVC Pipe;	Started: July 5, 2021 Completed: August 13, 2021 18 l.m. of concrete were cut and broke; 108.00 l.m. / 12 l.m. (100 %) of 150 mm uPVC pipe were laid; Surface Restoration Start Date: July 12, 2021 Surface Restoration Completion Date: July 13, 2021	 
Brgy. Parada Sidestreet Extension Project (Caybanban Street - Sto. Niño Parish Church to Basketball Court)	2107-010	Caybanban St., Brgy. Parada	1536 linear meters of 150 mm dia. uPVC Pipe;	Started: August 2, 2021 487 l.m. of concrete were cut and broke; 1544.10 l.m. / 1536 l.m. (100 %) of 150 mm uPVC pipe, and 10.00 l.m. of 150 mm B.I. Pipe Date of Energization: November 25, 2021 Surface Restoration: <b>Not yet started</b>	 



# Santa Maria WATER DISTRICT

Name of Project:	POW No:	Location:	Estimated Total length and size of Pipes:	Accomplishment:	Picture
Brgy. Parada Sidestreet Extension Project (Sapa, J. De Jesus St.)	2107-012	J. De Jesus St., Brgy. Parada	276 linear meters of 75 mm dia. uPVC Pipe;	Started: August 20, 2021 Completed: December 21, 2021 94 l.m. of concrete were cut and broke; 273 l.m. / 276 l.m. (100 %) of 75 mm uPVC pipe were laid; Date of Energization: September 3, 2021 Surface Restoration Start Date: December 10, 2021 Surface Restoration Completion Date: December 21, 2021	 
Brgy. Tumana Sidestreet Extension Project (Papaya Street)	2107-013	Papaya St., Brgy. Tumana	276 linear meters of 100 mm dia. uPVC Pipe;	Started: August 31, 2021 168 l.m. of concrete were cut and broke respectively; 300 l.m. / 298 l.m. (100 %) of 100 mm uPVC pipe were laid; Date of Energization: November 9, 2021 Surface Restoration: <b>Not yet started</b>	 
Brgy. Poblacion Sidestreet Extension Project (J.P. Rizal St.)	2109-016	J.P. Rizal St., Brgy. Poblacion	300 linear meters of 150 mm dia. uPVC Pipe;	Started: September 20, 2021 Completed: November 17, 2021 300 l.m. of concrete were broke (By drainage contractor); 301.30 l.m. / 300 l.m. (100 %) of 150 mm uPVC pipe were laid; Date of Energization: November 17, 2021 Surface Restoration Completion Date: November 17, 2021 (By drainage contractor)	 
Brgy. Pulong Buhangin Sidestreet Extension Project (Maningas Street)	2107-011	Maningas St., Brgy. Pulong Buhangin	42 linear meters of 75 mm dia. uPVC Pipe;	Started: October 8, 2021 Completed: November 9, 2021 42 l.m. of concrete were cut and broke respectively; 46 l.m. / 42 l.m. (100 %) of 75 mm uPVC pipe were laid; Date of Energization: October 15, 2021 Surface Restoration Completion Date: November 9, 2021 Surface Restoration Start Date: November 5, 2021	 
Poblacion Sidestreet Extension Project (T. Santiago St. Extension near SHA Pump Station)	2110-019	T. Santiago St. near SHA Pump Station	25 linear meters of 50 mm dia. uPVC Pipe;	Started: November 29, 2021 16 l.m. of concrete were cut and broke respectively; 25 l.m. / 25 l.m. (100 %) of 50 mm uPVC pipe were laid; Date of Energization: December 3, 2021 Surface Restoration Start Date: December 24, 2021 ( <b>Ongoing</b> )	 
Brgy. Guyong Sidestreet Extension Project (Celestino Street Extension)	2107-014	Celestino St., Brgy. Guyong	42 linear meters of 50 mm dia. uPVC Pipe;	Started: December 2, 2021 Date Completed: December 28, 2021 20 l.m. of concrete were cut and broke respectively; 42 l.m. / 42 l.m. (100 %) of 50 mm uPVC pipe were laid; Date of Energization: December 9, 2021 Surface Restoration Start Date: December 27, 2021 Surface Restoration Completion Date: December 28, 2021	 
Sto. Tomas Mainline Rehabilitation Project	2112-021	Sto. Tomas (Agrotrade)	60 linear meters of 150 mm dia. uPVC Pipe;	Started: December 17, 2021 40 l.m. of concrete were cut and broke; 64 l.m. / 60 l.m. (100 %) of 150 mm uPVC pipe were laid; Date of Energization: December 29, 2021 Surface Restoration: <b>Not yet started</b>	 
Philhydro Bulk Supply Improvement Project (Section 4) 2018	1907-010	From Flying V (Gipit) to Guyong-Patag By-Pass Road	648 linear meters of 300 mm dia. uPVC Pipe;	Started: July 5, 2021 Date Completed: September 8, 2021 80 l.m. of concrete were cut and broke; 648 l.m. / 648 l.m. (100 %) of 300 mm uPVC pipe were laid; Date of Energization: September 8, 2021 Surface Restoration Start Date: August 25, 2021 Surface Restoration Completion Date: September 8, 2021	 



### 3. Bulk Water Supply Improvement Project

#### Asian Development Bank Loan (On Going)

SMWD is a development enthusiast organization; as we stand with our vision to be a world class water supply, we open doors for progress and growth. With this, in November 2017, we applied for Asian Development Bank Loan Project recommendation from Local Water Utilities Administration (LWUA) – the overseer of all Water Districts in the Philippines. A project that will expand and enhance our water services. It was under review until March 2019.

*Asian Development Bank (ADB) assists its members, and partners, by providing loans, technical assistance, grants, and equity investments to promote social and economic development.*  
(<https://www.adb.org/who-we-are/main>)

In January 2020, LWUA approved the SMWD's ADB project. With their recommendation, the loan was submitted to ADB. By May 2021, the contract project for the civil works of pipelaying was awarded to ICPFnet Engineering. But the released of the actual loan fund was put on hold in June 2021, due to demise of the former LWUA Administrator Jeci A. Lapus.

Officially, In December 23, 2021, the loan fund was released by ADB.

- **Bulk Water Supply Improvement Project (finance from Asian Development Bank Loan)**
  - ❖ Design and construction of Pumphouse with Booster pump and 1,000 cubic meter glass fused-to-steel bolted grounds reservoir at Barangay Bulac.
    - ✓ Reservoir: Bulac, San Vicente - **Global Supply Solution.**
  - ❖ Pipelaying: Civil Works for Pipe laying Awarded to: **ICP-FNet Engineering**
    - ✓ **Beneficiaries:** Barangay Patag, Guyong, San Vicente, Parada, San Gabriel, Bagbaguin and Poblacion.
    - ✓ **Main Reason:** Due to Lack of Water Supply
    - ✓ **Objective:** To expand transmission line to accommodate the supply
    - ✓ **Philhydro Project (300mm):** from Tigbe Balasing to Flying V Gas Station Patag
    - ✓ **Bulacan Bulk Project (500mm):** from Flying V Gas Station Patag to bypass Patag, Guyong
    - ✓ **Bulacan Bulk Project (500mm):** from San Vicente, Parada, San Gabriel, Bagbaguin to Poblacion

## 4. Maintenance Projects

### MAIN LINE LEAK REPAIRS



### PIPE RE-ALIGNMENT/ MONITORING ACTIVITIES



### REHABILITATION OF CLUSTER METERS



### REHABILITATION OF CLUSTER METERS



### REHABILITATION OF CLUSTER METERS



TOTAL NO. OF WATER METER REHAB (OUTMOVE, RE-CLUSTER, RELOCATE): 1,291 W.M.

TOTAL NO. OF WATER METER REHAB (STANDARDIZE): 738 W.M.

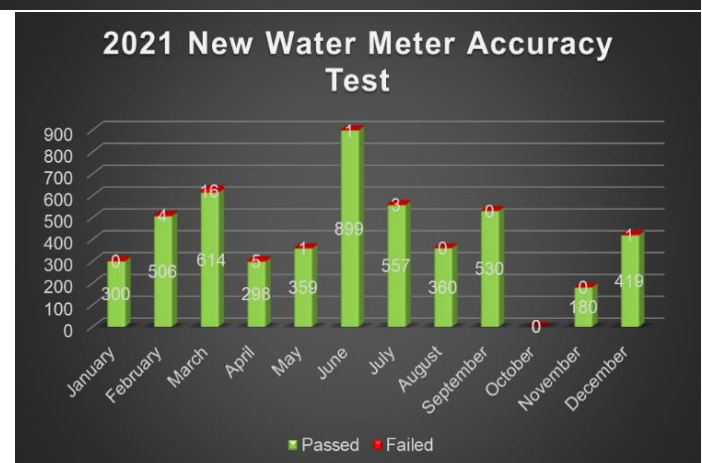
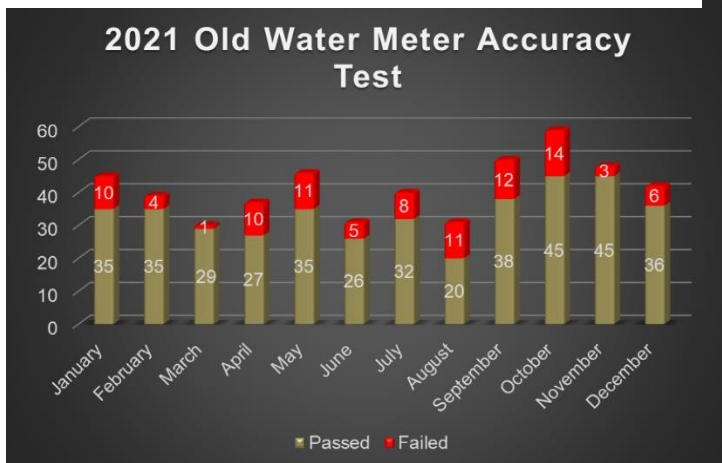
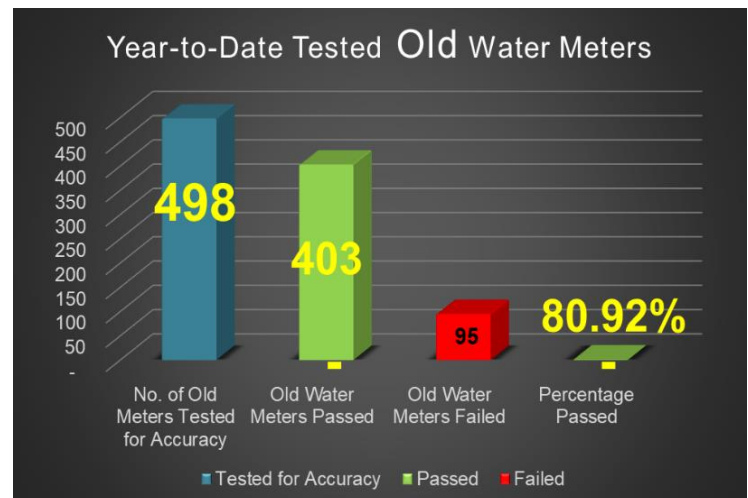
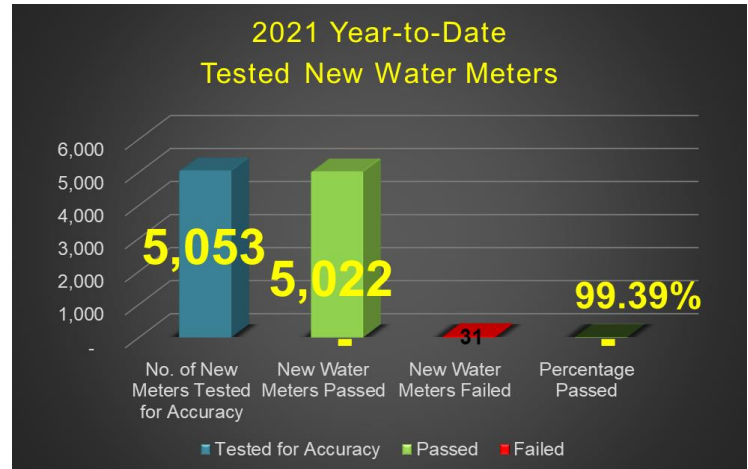


### iii. Engineering Division

#### 1. Water Accuracy

Water meter accuracy is of the utmost importance for the process of conducting a thorough water audit. When water meter accuracy has been verified, only then can a water system get ahead of the water loss battle. In addition, accurate meters generate revenue that otherwise is lost.

SMWD always conducts water meter accuracy to old and new meters to make sure that its concessionaires will not pay over what they consume and our data are precise. As of 2021, old meters tested is 498, 403 of it passed and only 95 failed which is 80.92% passing percentage. This may be inevitable; old meters are prone to wear due to silty water. For New Meters Accuracy, we got 99.39% passing percentage for 5,053 tested- 5,022 passed and only 31 Failed. It may be caused by various factors such as mounting positions and location.



## 2. Water Treatment

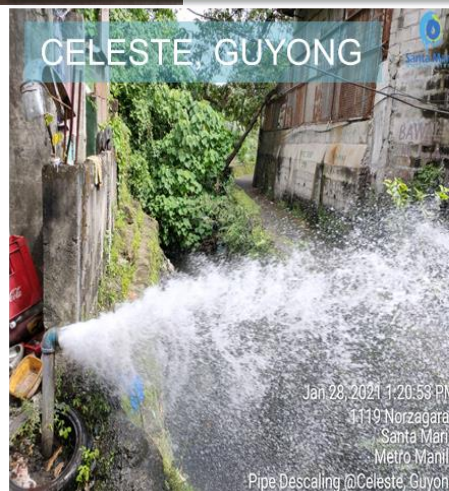


SMWD pump stations are equipped with a hypo-chlorinators to ensure potability of water prior to distribution. Disinfection is carried out by mixing HTH chlorine granules with water at a dosage of 1.5ppm and injecting it to the discharge line of each production source prior to distribution.

## PIPE DESCALING

### 3. Pipe Descaling

Pipeline scales and biofilms deposited in pipelines are typically an indication of hard water. Scales and biofilms are typically formed in older pipelines as it has accumulated more minerals overtime from pump stations. Since pump stations are treating water with chlorine, scales and biofilms are retained at a thin sheet. When hard water passes through SMWD pipelines, the impurities in the water will precipitate out onto the inside, building up scale. These deposited impurities build up over time. They are commonly known as scaling. Descaling, on the other hand, is the procedure of eliminating scale from equipment like boilers and pipes. The process is typically done via power flushing or using a descaling agent or chemical descaler. As a potable water supply service provider, the SMWD has a duty of maintaining enough supply of potable water to all areas being served. Also, to keep systems more efficient and prevent the breakdown of operations.





#### 4. SMWD New Office Building (4-storey with Roof Deck) Update

In CY 2021, the progress rates of SMWD New Building are: **FIRE PROTECTION SYSTEM** (ytd 2021 = **40.32 %**), **AUXILIARY SYSTEM** (ytd 2021 = **34.94 %**), **BUILDING & SITE DEVELOPMENT** (ytd 2021= **81.35 %**).



#### SMWD NEW BUILDING 2021 ACCOMPLISHMENT



	JANUARY 2021	FEBRUARY 2021	MARCH 2021	APRIL 2021	MAY 2021	JUNE 2021	JULY 2021	AUGUST 2021	SEPTEMBER 2021	OCTOBER 2021	NOVEMBER 2021	DECEMBER 2021
■ FIRE PROTECTION SYSTEM	0.00%	0.00%	3.59%	22.40%	23.36%	27.32%	33.70%	36.93%	37.00%	37.07%	37.67%	40.32%
■ AUXILIARY SYSTEM	0.00%	0.00%	6.22%	7.82%	8.28%	16.44%	29.58%	32.85%	33.21%	33.55%	33.87%	34.94%
■ BUILDING & SITE DEVELOPMENT	46.85%	52.31%	57.86%	63.31%	65.69%	67.72%	71.00%	73.35%	75.69%	77.99%	79.60%	81.35%

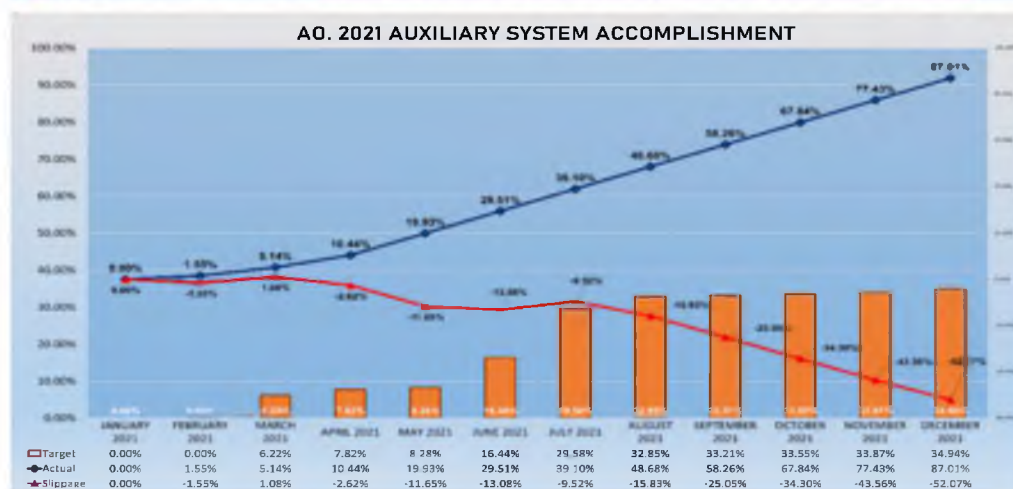
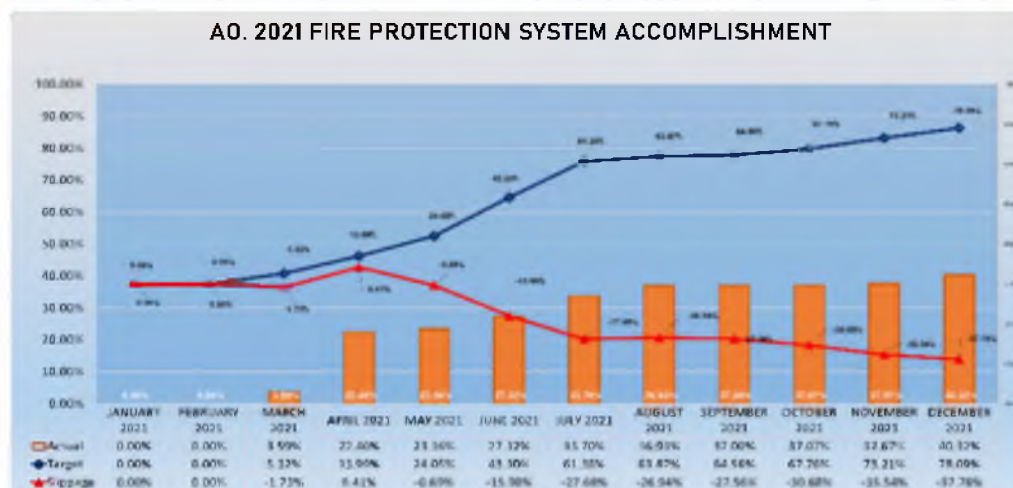
as of  
December  
2021:







# Santa Maria WATER DISTRICT



## E. ADMINISTRATIVE, FINANCE AND GENERAL SERVICES DEPARTMENT

### i. General Services Division

One of the functions of the Santa Maria Water District is *“to protect and preserve the environment for sustainable community development.”* It was also represented in the district’s logo wherein the leaf represents the environment from which the district draws water to deliver to the community and in return, the district takes care of the environment.

This is also in support with the **Republic Act No. 9003 or the Ecological Solid Waste Management Act of 2000**. The law describes solid waste management as a discipline associated with the control of generation, storage, collection, transfer and transport, processing and disposal of solid wastes. This program shall generate funds that the SMWD can use for its operation.

The General Services Division was able to dispose several unserviceable/waste materials and was able to generate additional funds as seen below:

DATE	OR #	Amount	kgs	description
5/21/2021	7378948	56,980.00	5180	CI & GI Fittings
5/25/2021	7378961	61,930.00	5630	CI, GI Fittings & BI Pipes
6/4/2021	7379006	70,871.00	30	brass fitting
			87	water meters
			5050	GI & CI Fittings & BI Pipes
6/10/2021	7379030	42,911.00	3901	GI & CI Fittings & BI Pipes
8/13/2021	7379268	23,914.00	2174	waste materials
		<b>256,606.00</b>		<b>Sub Total</b>
		3,125.00	25	Brass
		11,495.00	1045	CI/GI
		201,628.00	1516	WM Small
		25,480.00	182	WM Big
		2,550.00	17	WM 1
12/28/2021	7379725	<b>244,278.00</b>		<b>SubTotal</b>
		<b>500,884.00</b>		<b>GRAND TOTAL</b>

## ii. Administrative Division

### 1. Management Information System

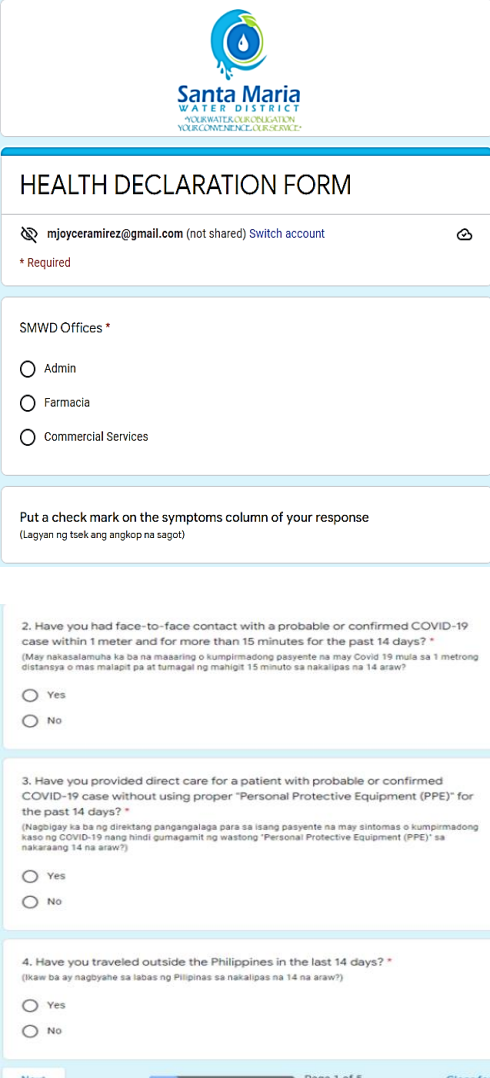
One of the objectives of SMWD MIS is to be a backbone for system developments of the organization for at ease processing of data. As Mr. Steve McConnell said, "A good estimate is an estimate that provides a clear enough view of the project reality to allow the project leadership to make good decisions about how to control the project to hit its targets."

#### Health Declaration Form (QR Code)

As compliance to Covid-19 Inter-Agency Task Force Guidelines, **SMWD MIS provide the Online Health Declaration Form thru QR Code.** It was implemented in **September 2021** to reduce the spread of COVID-19 by rapidly tracing and notifying the possible infected persons in SMWD.

To use the online health declaration form, users must scan the QR Code posted to the office entrance then the URL linked to google form will automatically open. The data entered will be saved to the designated Gmail Account Google Drive.

This program generates summary that can help Human Resources personnel to trace the possible infected persons faster than usual. It is also user friendly and applicable to all smart phone users.



The screenshot shows the online health declaration form for Santa Maria Water District. It includes a header with the district's logo and name. The form is titled "HEALTH DECLARATION FORM" and is linked to a Google account (mjoyceramirez@gmail.com). It contains several sections for user selection and symptom declaration.

**HEALTH DECLARATION FORM**

mjoyceramirez@gmail.com (not shared) [Switch account](#)

\* Required

**SMWD Offices \***

- ☐ Admin
- ☐ Farmacia
- ☐ Commercial Services

Put a check mark on the symptoms column of your response  
(Lagyan ng tshek ang angkop na sagot)

**1. Are you experiencing or did you have any of the following symptoms in the last 14 days? \***  
(Ikaw ba ay may nararanasan o nakaranas ng mga sumusunod na sintomas sa nakaraang 14 na araw?)

	Yes	No
a. Fever (Lagnat)	<input type="radio"/>	<input type="radio"/>
b. Cough and/or Colds (Ubo at/o Sipon)	<input type="radio"/>	<input type="radio"/>
c. Sore Throat (Pananakit o pamamaga ng lalamunan)	<input type="radio"/>	<input type="radio"/>
d. Flu-like Fatigue/Tiredness and Body Pain (Pagkapagod at Pananakit ng katawan)	<input type="radio"/>	<input type="radio"/>
e. Headache (Pananakit ng Ulo)	<input type="radio"/>	<input type="radio"/>
f. Diarrhea (Pagtatae)	<input type="radio"/>	<input type="radio"/>
g. Loss of taste or smell (Nawalan ng panlasa o pang-amoy)	<input type="radio"/>	<input type="radio"/>
h. Difficulty of breathing (Pagkahapo o hirap sa paghinga)	<input type="radio"/>	<input type="radio"/>

**2. Have you had face-to-face contact with a probable or confirmed COVID-19 case within 1 meter and for more than 15 minutes for the past 14 days? \***  
(May nakasalamuha ka ba na maaring o kumpirmadong pasyente na may Covid 19 mula sa 1 metrong distansya o mas malapit pa at tumagal ng mahigit 15 minuto sa nakalipas na 14 araw?)

☐ Yes  
☐ No

**3. Have you provided direct care for a patient with probable or confirmed COVID-19 case without using proper "Personal Protective Equipment (PPE)" for the past 14 days? \***  
(Nagbigay ka ba ng direktang pangangalaga para sa isang pasyente na may sintomas o kumpirmadong kaso ng COVID-19 nang hindi gumagamit ng wastong "Personal Protective Equipment (PPE)" sa nakaraang 14 na araw?)

☐ Yes  
☐ No

**4. Have you traveled outside the Philippines in the last 14 days? \***  
(Ikaw ba ay nagbisaya sa labas ng Pilipinas sa nakalipas na 14 na araw?)

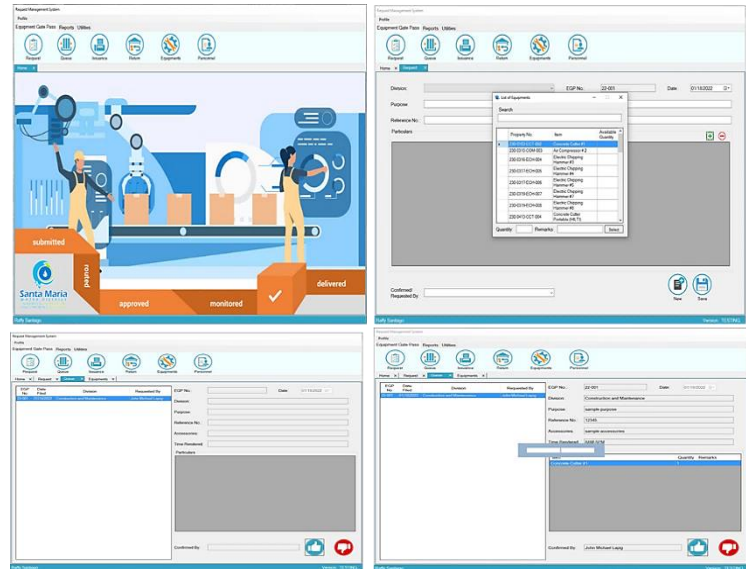
☐ Yes  
☐ No

Next Page 1 of 5 Clear form

## Gate Pass System

SMWD is keen to make the existing systems be automated and be paperless. Accordingly, when **General Services Section** proposed for automation of gate pass issuance in **November 2021**, the MIS section supported the proposal then started the development in the same month.

As of December 2021, Gate Pass System was **95%** completed.



## Field Services Mobile Assistant (FSMA)

**Field Services Mobile Assistant** is the **second** in-house Android Application in SMWD implemented in **January 2021**. It was created to: Achieve paperless transactions between Customer Accounts Division and Customer Services Division, increase personnel efficiency, eliminate or lessen encoding errors and expedite transfer of data from device to system database and vice versa.



The main reason why Santa Maria Water District (SMWD) is developing new systems is to manage three key challenges: **cost efficiency, service quality and a contribution to the productivity.**

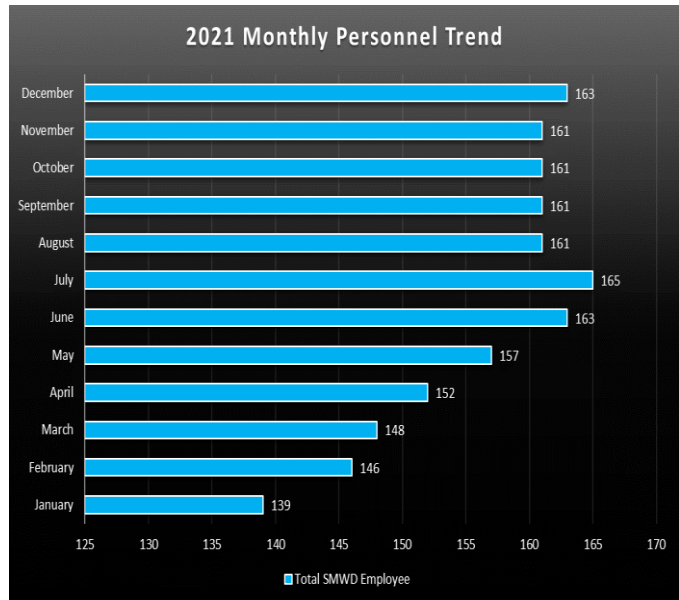


## 2. Human Resources

### a. SMWD Management Structure

#### i. Monthly Personnel Monitoring Report

Monthly Monitoring as of December 2021					
Month	Regular	Casual	Job Order	Contract of Service	Total SMWD Employee
January	80	28	31	0	139
February	79	27	40	0	146
March	79	27	42	0	148
April	79	35	38	0	152
May	79	35	43	0	157
June	79	35	48	1	163
July	79	35	50	1	165
August	78	32	50	1	161
September	78	32	50	1	161
October	78	32	50	1	161
November	78	32	50	1	161
December	78	32	52	1	163



## ii. Gender and Development (GAD)

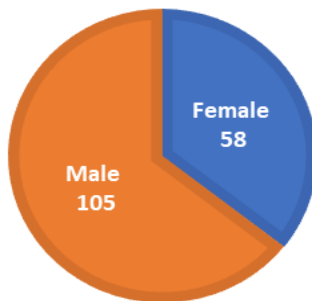
With the formula of (D) Total GAD Actual Cost/Expenditure divided by the (A) Total Corporate budget of SMWD, the SMWD got the (E) percentage spend for the Gender and Development Programs.

(A) Total Corporate Budget of SMWD	(B) Total of Organizational Focused	(C) Total of Client Focused	(D) Total GAD Actual Cost/Expenditure	(E) Percentage
588,051,578.46	407,982.15	29,974,175.12	30,382,157.27	5.17%

The SMWD GAD Accomplishment Report for Y2021 and Revised GAD Plan and Budget for Y2021 was submitted to Local Water Utilities Administration (LWUA) office on January 31, 2022.

### SANTA MARIA WATER DISTRICT 2021 GENDER DISTRIBUTION

■ Female ■ Male



Santa Maria Water District Gender Distribution	Total	Total
	Female	Male
Office of the Board of Directors	1	-
Office of the General Manager	-	2
Administrative, Finance and General Services	1	-
Administrative Services Division	13	5
Finance Division	13	-
General Services Division	7	7
Commercial Services Department	-	-
Customer Accounts Division	13	15
Customer Services Division	10	10
Operations Department	-	1
Water Resource Division	-	16
Construction and Maintenance Division	-	40
Engineering Division	-	9
<b>Total</b>	<b>58</b>	<b>105</b>

### iii. Personnel Distribution

Personnel Distribution as of December 2021												
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<b>OFFICE OF THE BOARD OF DIRECTORS</b>												
Permanent	1	1	1	1	1	1	1	1	1	1	1	1
Casual	0	0	0	0	0	0	0	0	0	0	0	0
Job Order	0	0	0	0	0	0	0	0	0	0	0	0
COS	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>OFFICE OF THE GENERAL MANAGER</b>												
Permanent	2	2	2	2	2	2	2	2	2	2	2	2
Casual	0	0	0	0	0	0	0	0	0	0	0	0
Job Order	0	0	0	0	0	0	0	0	0	0	0	0
COS	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>DEPARTMENT MANAGERS</b>												
Permanent	2	2	2	2	2	2	2	2	2	2	2	2
Casual	0	0	0	0	0	0	0	0	0	0	0	0
Job Order	0	0	0	0	0	0	0	0	0	0	0	0
COS	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>ADMINISTRATIVE, FINANCE, &amp; GENERAL SERVICES DEPARTMENT</b>												
<b>ADMINISTRATIVE SERVICES DIVISION</b>												
Permanent	8	8	8	8	8	8	8	7	7	7	7	7
Casual	1	1	1	2	2	2	2	2	2	2	2	2
Job Order	5	5	6	5	5	6	6	7	7	7	7	8
COS	0	0	0	0	0	1	1	1	1	1	1	1
<b>Total</b>	<b>14</b>	<b>14</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>18</b>
<b>FINANCE DIVISION</b>												
Permanent	11	11	11	11	11	11	11	11	11	11	11	11
Casual	0	0	0	0	0	0	0	0	0	0	0	0
Job Order	0	2	2	2	2	2	2	2	2	2	2	2
COS	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>11</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>
<b>GENERAL SERVICES DIVISION</b>												
Permanent	9	9	9	9	9	9	9	9	9	9	9	9
Casual	3	3	3	3	3	3	3	3	3	3	3	3
Job Order	0	1	1	1	1	2	2	2	2	2	2	2
COS	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>12</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>

## Personnel Distribution as of December 2021

### COMMERCIAL DEPARTMENT

#### CUSTOMER ACCOUNTS DIVISION

Permanent	14	14	14	14	14	14	14	14	14	14	14	14
Casual	4	4	4	5	5	5	5	4	4	4	4	4
Job Order	5	9	9	8	8	9	9	10	10	10	10	10
COS	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>23</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>28</b>	<b>28</b>

#### CUSTOMER SERVICES DIVISION

Permanent	8	7	7	7	7	7	7	7	7	7	7	7
Casual	4	4	4	4	4	4	4	4	4	4	4	4
Job Order	5	8	9	9	9	9	9	9	9	9	9	9
COS	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>17</b>	<b>19</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>

### OPERATIONS DEPARTMENT

#### WATER RESOURCE DIVISION

Permanent	11	11	11	11	11	11	11	11	11	11	11	11
Casual	0	0	0	0	0	0	0	0	0	0	0	0
Job Order	2	2	2	4	5	5	5	6	6	6	5	5
COS	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>15</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>16</b>	<b>16</b>

#### CONSTRUCTION AND MAINTENANCE DIVISION

Permanent	11	11	11	11	11	11	11	11	11	11	11	11
Casual	14	13	13	18	18	18	18	17	17	17	17	17
Job Order	9	8	8	5	8	10	12	10	10	10	11	12
COS	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>34</b>	<b>32</b>	<b>32</b>	<b>34</b>	<b>37</b>	<b>39</b>	<b>41</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>39</b>	<b>40</b>

#### ENGINEERING DIVISION

Permanent	3	3	3	3	3	3	3	3	3	3	3	3
Casual	2	2	2	3	3	3	3	2	2	2	2	2
Job Order	5	5	5	4	5	5	5	4	4	4	4	4
COS	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>

<b>GRAND TOTAL</b>	<b>139</b>	<b>146</b>	<b>148</b>	<b>152</b>	<b>157</b>	<b>163</b>	<b>165</b>	<b>161</b>	<b>161</b>	<b>161</b>	<b>161</b>	<b>163</b>
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#### IV. SMWD 2021 ACTIVITIES

##### Loyalty Card Plus for all the SMWD Employees January 6, 7 and 8, 2021



On January 6-8, 2021, Pag-IBIG Meycauyan employees headed by Mr. Mac Rugas conducted an office visit to give chance to all the employees to avail their Pag-IBIG Loyalty Card Plus. The Pag-IBIG Loyalty Card Plus allows you to enjoy exclusive discounts and rewards on your grocery purchases, tuition fee, hospital bills, fuel expenses, restaurant bills and many more from their more than 300 partner-establishments nationwide. And now, you can also use it as a cash card where you may conveniently receive your Pag-IBIG Multi-Purpose Loan (MPL) proceeds, MP2 Savings dividends, and other benefits without the need to visit the nearest branch.

##### Blood Letting Activity February 21, 2021

The Santa Maria Water District Employees were very happy to be able to join the activity entitled "Dugo Mo Buhay Ko" facilitated by the Alumni of Batch '88 of Sacred Heart Academy to join their partnership with Philippine Red Cross. It is a practice for some employees to voluntarily donate blood as they know that it is a humble way to save other people's lives.



## National Women's Month March 8, 2021



Last March 08, 2021, SMWD employees joined the #PurpleMondays initiative by wearing anything in Purple. The Purple Monday is one of the activities of the 2021 NWMC theme "We Make Change Work for Women" which signifies support for women's empowerment and gender equality.

Aside from wearing their purple clothes, shoes, scarf and providing purple disposable mask to its employees, the official 2021 NWMC banner was hanged in front of SMWD offices and uploaded to SMWD website.

On June 25, 2021, with the help of the LGU of Sta. Maria, 49 SMWD employees got their COVID-19 vaccine. With this, it would help not only our employees but also our concessionaires to control the spread of virus. The SMWD prioritized employees from the customer services, field services, drivers, tellers, meter readers, construction and maintenance man, and pump operators who play important role in the SMWD as frontliners.

## COVID -19 Vaccine June 25, 2021





**Standard Meter Stand, Meter Stand Fittings and  
other technical knowledge**  
July 28 and 29, 2021



Last July 28 and 29, Engr. Emmanuel Enrico A. De Vera, Operations - Department Manager, conducted a training to the selected employees of other sections/divisions such as meter readers, field services, finance personnel, and property and supply personnel. This training gave them a refresher course on the standard meter stand, fitting and other technical activities of SMWD. This also helped them to address the common issues and problems between Commercial and Operations Department.

One of the common infection causes by COVID-19 is Pneumonia, therefore, the SMWD scheduled on September 10, 2021 a vaccination for pneumonia to its fifty-eight (58) or 36% employees who completed the 2nd dose of COVID-19 vaccine of at least a month to prevent further complications.

**Pneumonia Vaccine**  
September 10, 2021





## SMWD 35<sup>th</sup> Anniversary September 2021

1<sup>st</sup> activity: Provided a simple anniversary gift to the SMWD personnel comprises: Anniversary T-Shirt, Food Stub and Alcohol Spray Bottle.



2<sup>nd</sup> activity: Employees were encouraged to use the customized facebook frame to engage the employees with regards to the milestone in the organization.

3<sup>rd</sup> activity: Employees were also encouraged to attend the virtual thanksgiving mass held in the Minor Basilica and Parish of La Purisima Concepcion – Santa Maria Bulacan on September 26, 2021.

4<sup>th</sup> activity: 6,000 concessionaires received an alcohol spray bottle as a giveaway for the anniversary.

5<sup>th</sup> activity: The Tree Planting Activity was conducted at the Farmacia Emilia Office and some areas in the Pumping Station.



6<sup>th</sup> activity: Displayed the SMWD Anniversary Tarpaulin in the three offices (HQ Office, Admin Office and Farmacia Emilia Office).



7<sup>th</sup> activity: Distributed a total of 240 chlorine drums to all the barangays in the municipality of Santa Maria. The chlorine drums can be used as a waster container (for biodegradable and non-biodegradable)



In celebration for the 35th SMWD Anniversary and the Inauguration of the New Building, the management has decided to have a committee that will plan and conceptualize a program for the said event. The Committee consists of the following employees:

1. Sara Jane P. Sta. Ana – Records Assistant
2. Samantha C. Sison – Industrial Relations Development Assistant A
3. Marilou DC. Gravador – Corporate Budget Examiner
4. Janine Mariz S. De los Santos – Administration Services Assistant B
5. Jemma B. Zafe – Utilities/Customer Services Assistant B

The original plan was to synchronize the celebration of 35th Anniversary and the Inauguration of the New Building, however due to some delays on the building construction, the plan did not go through. Nevertheless, the committee still organized some substitute activities to commemorate the Anniversary.

**1st activity:** Provided a simple anniversary gift to the SMWD personnel comprises: Anniversary T-Shirt, Food Stub and Alcohol Spray Bottle.

**2nd activity:** Employees were advised to use the customized Facebook frame to engage the employees with regards to the milestone in the organization.

**3rd activity:** Employees were encouraged to attend the virtual thanksgiving mass held in the Minor Basilica and Parish of La Purisima Concepcion – Santa Maria Bulacan on September 26, 2021.

**4th activity:** 6,000 concessionaires received an alcohol spray bottle as a giveaway for the anniversary.

**5th activity:** The Tree Planting Activity was conducted at the Farmacia Emilia Office and some areas in the Pumping Station.

**6th activity:** Hanging of the SMWD Anniversary Tarpaulin in the three offices (HQ Office, Admin Office and Farmacia Emilia Office).

**7th activity:** Distributed a total of 240 chlorine drums to all the barangays in the municipality of Santa Maria. The chlorine drums can be used as a waster container (for biodegradable and non-biodegradable)

**SMWD Love Offering**  
December 19, 2021



On December 19, 2021, the Santa Maria Water District attended the mass at 8:30pm and was given the privileged to support and give love offerings to the Minor Basilica Parish of La Purisima Concepcion.

**SMWD Year End Activity**  
December 2021

Christmas giveaways such as brick ham, food stub and 1,500 gift certificates were given to the employees (regular, casual, job order and emergency laborer). Moreover, all outsource personnel were given Christmas baskets.

In Addition, some SMWD birthday celebrants was gifted with birthday cake.



**Birthdays**





## SMWD Loyalty Awardees December 28, 2021

- Dennis J. Pagkanlungan – Construction and Maintenance (20 years)
- Charito S. Fernando – Administrative Division (20 years)
- Engelbert R. Lazaro – Water Resource Division (20 years)
- Ginabelle G. Datolayta – General Services Division (20 years)
- Restituto G. Cordero – Construction and Maintenance (25 years)



An employee who reaches a milestone of ten (10) years and every five (5) years thereafter of public service are being recognized every year. Being able to dedicate their years on SMWD are truly admirable. This year, there are five (5) employees who were awarded and received plaque of appreciation for the years of loyalty, dedication and commitment service to the agency. A video presentation of their journey in SMWD were also played. The awarding happened in December 28, 2021 at Santa Maria Water District Admin Office (Former OG Café) and led by Mrs. Amelia S. De Jesus (Board of the Director) and Engr. Carlos N. Santos Jr. (General Manager)

***Dennis J. Pagkanlungan – Construction and Maintenance (20 years)***

***Charito S. Fernando – Administrative Division (20 years)***

***Engelbert R. Lazaro – Water Resource Division (20 years)***

***Ginabelle G. Datolayta – General Services Division (20 years)***

***Restituto G. Cordero – Construction and Maintenance (25 years)***





# Santa Maria

WATER DISTRICT

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Submitted by:

**JOVITA I. DALMACIO**

*Department Manager, Admin., Finance and  
General Services*

**ENGR. CARLOS N. SANTOS JR.**

*General Manager*