



Santa Maria
WATER DISTRICT

ANNUAL REPORT 2022



(044) 815-3238



<https://www.facebook.com/santamariawaterdistrict>



#302 JP. Rizal St., Poblacion, Santa Maria, Bulacan



www.smwdbulacan.gov.ph

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I. GENERAL MANAGER'S FOREWORD

In the spirit of transparency and truthfulness, I hereby certify that all the information in this 2022 Annual Report is true, correct and in accordance with the dictates of my professional and reasonable judgment.

Signed this 28th of March ,
in the year of our Lord 2023
at Santa Maria Water
District, JP Rizal street
Poblacion, Santa Maria,
Bulacan.



SGD.
Engr. Carlos N. Santos, Jr.
SANTA MARIA WATER DISTRICT
GENERAL MANAGER

II. ABOUT SANTA MARIA WATER DISTRICT



VISION

TO BE A WORLD-CLASS WATER
SUPPLY AND SEWAGE SERVICE
PROVIDER .

SMWD IS COMMITTED TO:

- PROVIDE ADEQUATE, RELIABLE AND POTABLE WATER SUPPLY AND SEWAGE SERVICES;
- PROVIDE EXCELLENT AND RESPONSIVE CUSTOMER SERVICE WITH THE HIGHEST DEGREE OF PROFESSIONALISM AND COMPETENCE;
- PROTECT AND PRESERVE THE ENVIRONMENT FOR SUSTAINABLE COMMUNITY DEVELOPMENT.

MISSION

OUR CORE VALUES

C **OMPETENCE**

R **ESPONSIBILITY**

U **NITY**

S **ERVICE**

A **CCOUNTABILITY**

I **NTEGRITY**

D **EDICATION**



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

THE LOGO

1988



1992



2016 - Present



Santa Maria

WATER DISTRICT

The present Logo of Santa Maria Water District is composed of a leaf and a 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 the 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 in 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.

HISTORICAL MILESTONE

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 also 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, was the year 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 in advocating environment concerns in 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 is conducting the annual Drug Test. 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 received the CERTIFICATE OF COMPLIANCE, as SMWD established its service standards known as the CITIZEN'S CHARTER. Moreover, SMWD was awarded as FOI RISING STAR AWARD; for exemplifying great progress and performance in the implementation of the Freedom of Information (FOI) Program.

For the year 2022, the Santa Maria Water District (SMWD) underwent its first ISO surveillance assessment for its ISO 2021 recertification, passed it with a score of zero non-compliance, and continued in its fourth year of being the word class standard. Moreover, in May, the Commission on Audit (COA) auditors conducted an audit of SMWD's financial transactions and activities for the fiscal year 2021, and as a result, SMWD received an unqualified opinion on the fairness of presentation of the Financial Statements.



By June 19, the Civil Service Commission (CSC) conducted a special Career Service Examination Pen and Paper Test (CSE-PPT) for the Job Order (JO) employees of government agencies in Bulacan. SMWD provided assistance, resources, and manpower that contributed to the success of the examination. As a result, CSC sent SMWD a letter of gratitude and heartfelt appreciation for the support. SMWD not only partnered with other government agencies but also with State Universities and Colleges (SUCs) to extend its service to the community. Thus, in August 17, SMWD had been given a "Certificate of Appreciation" by the Polytechnic University of the Philippines (PUP) Santa Maria, Bulacan Campus for its engagement and insightful contribution by imparting unparalleled knowledge and expertise on the participants' pre-employment seminar.

By November, SMWD had received its second award from the Philippine Information Agency for Freedom of Information (FOI) as the **"1st Runner Up – FOI Champion"** for the local water district category. One more award and we will be a "FOI Hall of Famer." Also, SMWD accepted a Certificate of Appreciation from the Philippine Statistics Authority (PSA) for its valuable support in the conduct of its establishment-based surveys, which provide a rich source of information necessary for nation-building.

Furthermore, a Certificate of Recognition has also been given to SMWD for its accomplishment as TOP Employer for the category Modified Pag-IBIG II (Medium Employer) by Pag-IBIG Fund on December 7.

To savour the best highlight of 2022 and mark the date of October 26th: the long-awaited dream of moving the Administrative, Finance, and General Services Department and the Operations Department into SMWD's own home. The agency expects to fully occupy the new building by 2023, with the offices of the Board of Directors, the Office of the General Manager, and the Commercial Department moving in. A thanksgiving mass to bless the new building was conducted on December 22 to seek spiritual guidance and express gratitude to the Lord Almighty.

Prosperously ending the 2022, SMWD will still be focused to achieve its mission and vision and provide a world-class water service to the municipality of Santa Maria, Bulacan and its neighboring areas for the years to come.



Santa Maria Water District

III. THE PROFILE

With the introduction of the Revised LWD-MaCRO in 2011, Santa Maria Water District (SMWD) was assigned to Category B. The Local Water Utilities Administration (LWUA) issued the **"Category B Water District"** Certificate on April 2, 2012. The Department of Budget and Management (DBM) then approved the Plantilla of Positions, which contained 109 career positions, on July 3, 2014.

In 2019, SMWD has reached the 30,000 total active service connections milestone and has complied with the DBM's approved guidelines by the Revised Local Water District Manual on Categorization and Re-Categorization (LWD-MACRO). As a result, in August of that same year, the Santa Maria Water District with CCC No. 310 was reclassified from Category B to **"Category A Water District."**



A. Location

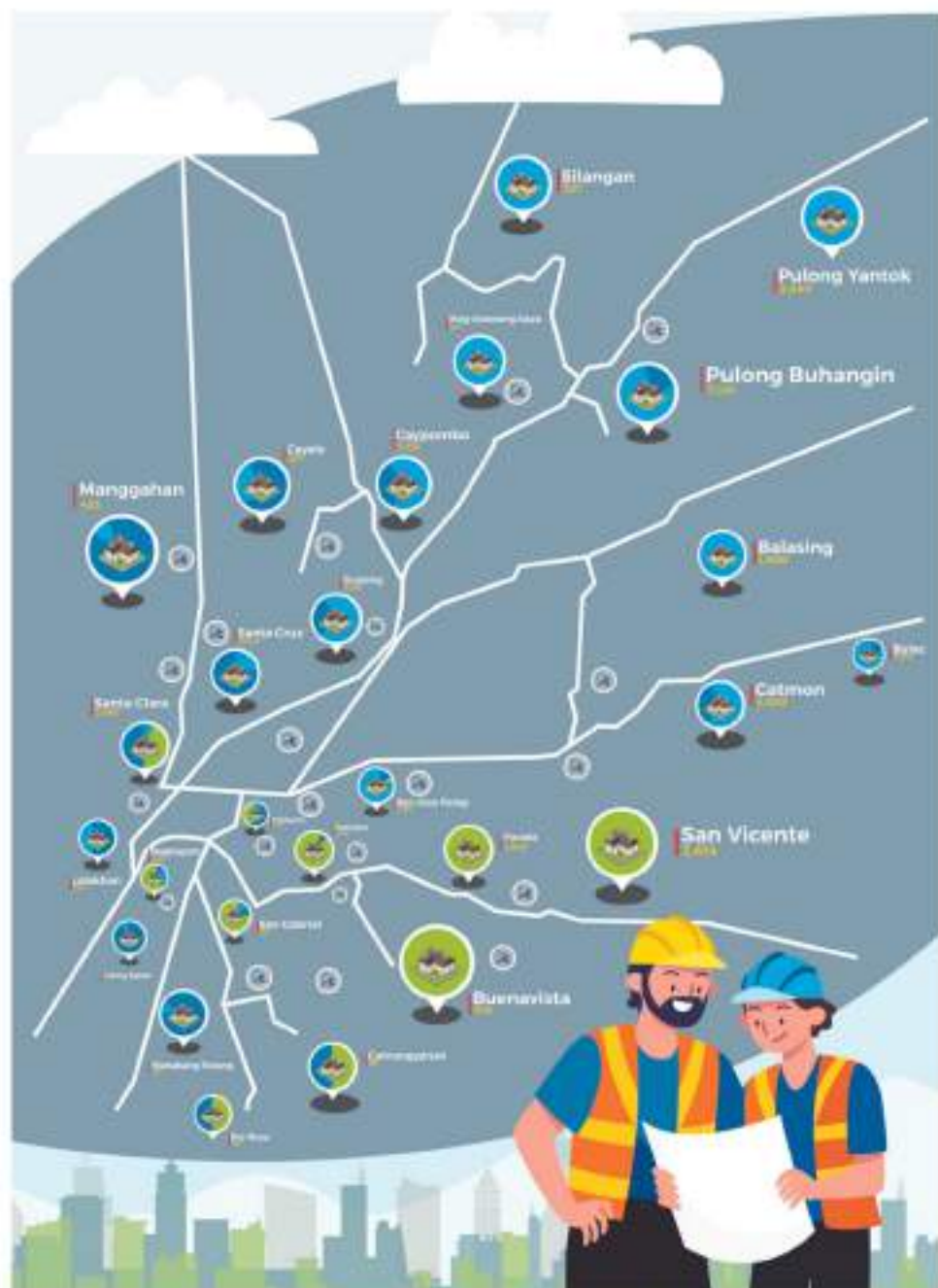
The Municipality of Santa Maria is classified as a 1st class highly urbanized municipality in the province of Bulacan, Region III, Philippines.

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.



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

In addition, three (3) barangays outside the Santa Maria municipality are also served by SMWD.

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

C. Organizational Chart





Dir. Teodora J. Cattiis
CHAIRPERSON
Business Organization

Board of Directors



Dir. Amelia S. De Jesus
VICE-CHAIRPERSON
Educational Institution



Dir. Brian Emerson D. Hernandez
SECRETARY
Professional Sector



Dir. Analiza C. Ramirez
AUDITOR
Women's Organization



Dir. Carmelita T. Francisco
P.R.O.
Civic-Oriented Club



ENGR. CARLOS W. SANTOS, JR.
General Manager

Management Team



JORITAI DALMACO
Assistant Chief Planning and General Services
Department Manager II



ENGR. EMMANUEL ENRICA DE VERA
Operations and Technical Services
Department Manager II



MARIA LEONORA S. ROMANATE
General Services Division
Division Manager II



MARY DIANA S. DELA CRUZ, CPA
Customer Accounts Division
Division Manager II



Engr. Edgardo E. Dela Torre Jr.
Building, Grounds & Facilities Administration
General Services Officer II



Gisabelle G. Dikolayta
Transport Administration
General Services Officer II



Ramon A. Villarin Jr.
Customer Services Division
Licensing Customer Services Officer II



Engr. Angelo A. Reyes
Construction and Maintenance Division
Senior Engineer A



Engr. John Michael E. Lopez
Engineering Division
Senior Engineer A



Engr. Mac Daniel C. Alejandro
Water Resource Division
Senior Engineer A






photo: SMWD 2022 - Top Management Team

D. Existing Facilities

Offices	Location	Occupants
Head Quarters	3 M. De Leon Street, Poblacion, Santa Maria, Bulacan	OGM, BOD, CA, CS, MR, FS
OG (till October 2022)	F. Santiago Street, Poblacion, Santa Maria, Bulacan	AFGS DM, HRD, HRM, MIS, ICT
Farmacia	301 J. P. Rizal Street, Poblacion, Santa Maria, Bulacan	Store Rooms and Transport Office
Bernardo	301 J. P. Rizal Street, Poblacion, Santa Maria, Bulacan	Water Meter Laboratory, Water Resource Workshop, Security Office
New Building (Move In Date: October 26, 2022)	302 J. P. Rizal Street, Poblacion, Santa Maria, Bulacan	AFGS and Operations Department

The Santa Maria Water District currently have a total eight (8) reservoirs with a combined capacity of **3,873** cubic meters.

Storage Facilities (Water Reservoir)	Location	Capacity
Overhead Tank		
OHT No. 1	Yakal St., Sitio Luwasan, Brgy. Sta. Clara, Santa Maria, Bulacan	111 cubic meter
OHT No. 2	Garden Village Subd., Brgy. Pulong Buhangin, Santa Maria, Bulacan	200 cubic meter
OHT No. 3	Sonoma Subdivision, Brgy Sta. Cruz, Santa Maria, Bulacan	200 cubic meter
OHT No. 4	Glendale Subdivision, Brgy. Sta. Clara, Santa Maria, Bulacan	90 cubic meter
Ground Level		
<i>Concrete Tank</i>	Gulod, Brgy. Poblacion, Santa Maria, Bulacan	272 cubic meter
<i>Glass Fused Steel Bolted Tank</i>		
GFST No. 1	Sitio Bato, Brgy. Guyong, Santa Maria, Bulacan	1000 cubic meter
GFST No. 2	Sitio Gulod, Brgy. San Jose Patag, Santa Maria, Bulacan	1000 cubic meter
GFST No. 3	Provincial Road, Brgy. Manggahan, Santa Maria, Bulacan	1000 cubic meter

Bulk Water Supply Sources	
Philippine Hydro (Phil Hydro)	
Perez Tapping Point	
Parlida Tapping Point	
Tigbe Tapping Point	
Bagbaguin (INC) Tapping Point	
Sto. Tomas (INC2) Tapping Point	
Luzon Clean Water Development Corporation (LCWDC)	
San Vicente (Main) Tapping Point	
San Vicente (Bypass) Tapping Point	
Bocaue Water District	
Duhat Tapping Point	

The Water Supply Sources

The Santa Maria Water District 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 (till April 2022).



The total existing distribution pipelines as of December 31, 2022 is at **237,294.60 linear meters** in various sizes and types of materials:

Pipelines Data for the year 2022				
Size	Type of Material			TOTAL
(in mm dia. Pipeline)	UPVC (l.m.)	HDPE (l.m.)	Steel (l.m.)	(l.m.)
500	3,976.00	-	-	3,976.00
300	11,399.00	-	87.00	11,486.00
250	-	-	41.00	41.00
200	7,448.40	992.00	132.00	8,572.40
150	60,391.80	24,403.00	508.70	85,303.50
100	33,199.75	18,536.00	420.00	52,155.75
75	33,231.40	14,405.00	-	47,636.40
50	11,893.55	16,230.00	-	28,123.55
Total per Type of Matl	161,539.90	74,566.00	1,188.70	237,294.60
As of December				

IV. ORGANIZATIONAL HIGHLIGHTS

A. OFFICE OF THE BOARD OF DIRECTORS



Total Board Resolution Passed for CY 2022 – 84



B. COMMERCIAL DEPARTMENT

1. Customer Accounts Division

"With the collaboration of the employees assigned in Customer Accounts together with the guidance of the Top Management of SMWD, processes assigned to the division will be continually reviewed and improvements will be recommended for implementation."



Mary Diana S. Dela Cruz, CPAMB
Customer Accounts Division Manager B



a. Meter Reading, Billing and Teller Section

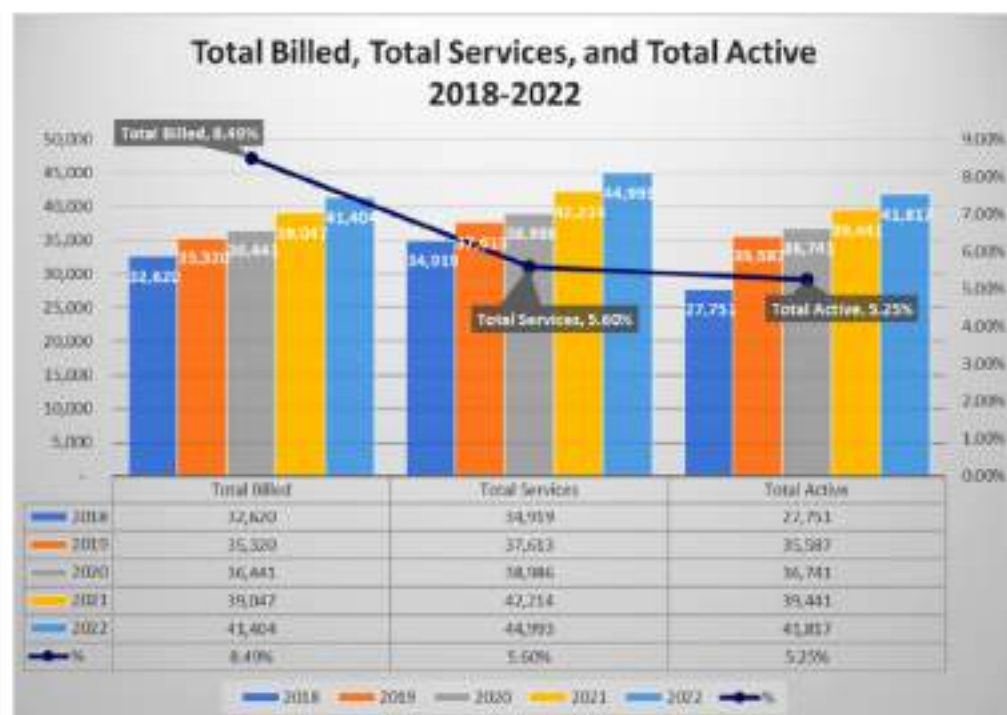
On the continues recovery of the business operations after the peak of the COVID-19 pandemic, the Santa Maria Water District maintains to provide excellent service.



Our water district had increased collection efficiency by **0.03%** from 99.39% at the end of 2021 to **99.42%** at the end of 2022.

Month	Collecting Partners	Office Collectors	Total Transactions
January	17,124	22,323	39,447
February	16,440	23,310	39,750
March	16,601	24,383	40,984
April	17,158	23,326	40,484
May	17,421	23,385	40,806
June	17,030	23,988	41,018
July	17,577	23,508	41,085
August	17,902	23,377	41,279
September	18,171	23,058	41,229
October	17,931	23,954	41,885
November	18,051	23,742	41,793
December	17,833	23,754	41,587
Total Transactions	209,239.00	282,108.00	491,347.00

The division was also able to process 491,347 collection transactions in 2022. 43% or 209,239 collection transactions are from the different collecting partners such as BayadCenter, ECPay, SM, and Unified Products and Services, while 57% or 282,108 collection transactions were processed by the tellers assigned in the office of SMWD. With the collection transactions processed by the collectors (from the office and collecting partners), SMWD was able to generate cash collections amounting to **P314,584,460.37** for the year 2022. This indicates a difference of **P14,791,001.87** from the 2021 total collection. This cash collection was used to fund the projects included in the 2022 budget of the water district for the year.



Total Billed, Total Services, and Total Active showed progression in the 2018 to 2022 comparison, with an average percentage of **5.25%** for Total Billed, **5.60%** for Total Services, and **8.49%** for Total Active from YTD 2022.

For 2022, the average consumption is 23.36 cubic meters, while the effective rate is P27.18. The generated water sales amounted to P311,000,255.12. Furthermore, there is a total increase of 2,376 active connections, or an average increase of 198 accounts per month. It depicts that 99% of the active concessionaires of SMWD are billed. The 1% of active concessionaires that are not billed comprises newly installed connections and newly reconnected connections in accordance with the policy on pro-rata billing of newly installed and newly reconnected accounts.

2. Customer Services Division

"Always willing to provide excellent customer service with the highest degree of professionalism and dedication to the concessionaires of Santa Maria Water District."



Ramon A. Villamin Jr.
Customer Service Officer



a. New Connection Section

The prime objective of customer service is to effectively address the concessionaire's concerns, resolve issues with empathy and care, document pain points to share with internal teams, nurture relationships, and improve credibility.

New Accounts Summary per Barangay 2022

Barangay	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
BAGBAGUIN	4	1	3	3	3	3	2	4	7	13	8	2	53
BALASING	7	37	13	16	13	12	12	21	7	10	3	17	188
BUENAVISTA	4	6	6	2	5	10	3	13	1	4	8	6	68
BULAC	7	2	7	5	6	9	5	3	7	3	1	5	60
CAMANGYANAN	7	4	14	2	7	7	22	10	1	1	3	2	80
CATMON	18	13	23	25	30	17	41	30	12	24	11	5	249
CAYPOMBO	14	22	14	24	3	7	17	6	7	9	8	8	139
CAYSIO		2		2	9	6	3	1		2	12	3	40
GUYONG	5	11	5	9	8	8	9	4	3	5	4	5	79
LALAHAN		1	1	1			4						7
MAG-ASAWANG SAPA	3	5	13	9	6	4	7	11	3	4	7	3	77
MAHABANG PARANG	1		1	5		1	1				1		10
MANGGAHAN		2	7			20	1	1	1	4		1	37
MARILAO					3								3
PARADA	33	43	34	21	22	18	9	23	12	19	18	5	257
POBLACION	3	3		6	9	9	15	9	2	7	11	7	81
PULONG BUHANGIN	18	31	39	47	39	33	36	41	47	29	21	27	408
SAN GABRIEL						1							1
SAN JOSE PATAG	8	13	14	16	11	20	8	4	7	7	12	11	131
SAN VICENTE	27	26	30	6	13	14	8	9	27	51	66	103	380
SILANGAN	2	3	3	1	2	6			2	4	1	1	25
STA. CLARA	8	4	2	16	5	12	6	4	5	3	6	5	76
STA. CRUZ	18	17	21	28	42	19	18	17	16	16	16	24	252
STO. TOMAS	3	1	2	1	1	3	2	2	7	3	4	3	32
TUMANA	2	6	15	4	4	3	5	2	11	5	4	1	62
TOTAL	192	253	267	249	243	242	234	215	185	226	225	244	2,775

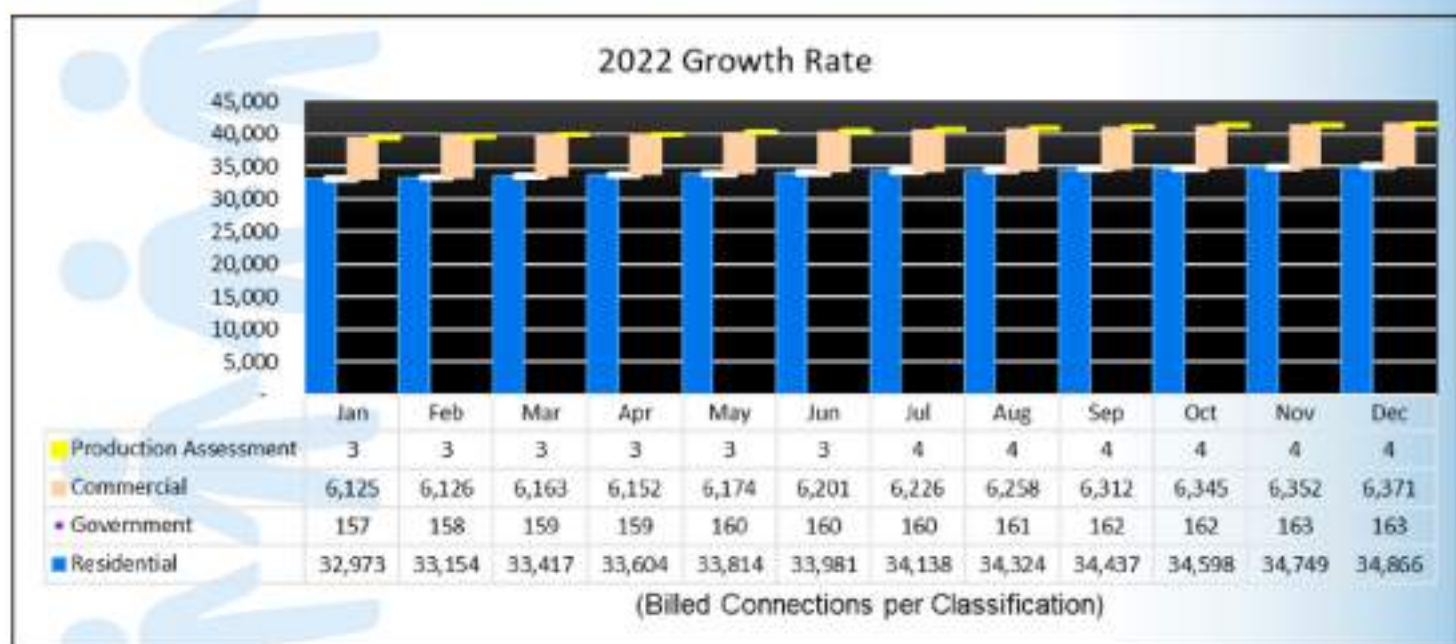
The top 3
Barangay for
new accounts
processed are:
Parada (257),
San Vicente
(380) and
Pulong Buhangin
(408).

For New accounts Summary, Customer Services Division processed an average of 231 new accounts monthly and a total of 2,775 for the year 2022.

b. Complaints and Request & Field Services Section

Service requests and complaints are always prioritized. Customer Service issues an inspection order based on the concessionaire's concern. The consolidated data is shown below:

Service Applications for Water Connections & Complaints 2022							
2022	Number of Applicants Received	Senior Discount Application and Renewal Summary	Reconnection	Disconnection	Maintenance Inspection Orders (MIO) (Isolated Cases)	Complaints and Request Summary	Billing Verification and Inspection (BVIO) Completed Order
January	288	162	952	76	25	1,304	1,544
February	242	131	2,017	2,353	16	1,641	1,970
March	269	198	3,940	3,793	23	1,424	2,065
April	268	79	2,093	2,207	23	1,651	1,688
May	288	65	2,197	2,246	17	2,073	1660
June	231	394	2,678	2,688	14	2,358	2,201
July	275	355	1,818	1,885	22	2,453	2,278
August	196	188	2,615	2,752	17	2,053	2,242
September	246	203	1,929	2,369	18	2,112	1,826
October	253	227	3,077	2,739	36	2,194	2,055
November	213	265	2,397	2,661	19	2,153	2057
December	150	263	2,915	4,179	18	671	2,349
Total	2,919	2,530	28,628	29,948	248	22,087	23,935



The comparative interpretation of 2022 from 2021 is an increase in the total average of 39.50% in all classifications, as shown in the table below:

Classification	2021	2022	Comparison	%	Interpretation
Residential	32,787	34,866	2,079	5.96%	Increase
Government	156	163	7	4.29%	Increase
Commercial	6,101	6,371	270	4.24%	Increase
Production Assessment	3	4	1	25.00%	Increase

C. OPERATIONS DEPARTMENT

"The Operations Department is committed to delivering safe and clean water while ensuring that accessing it is easy and convenient for the households of the Municipality of Santa Maria, Bulacan. We take our responsibility to provide quality water seriously and work tirelessly to maintain high standards of water treatment and distribution.

Additionally, we understand that customer satisfaction is key to our success, and we prioritize our customers' comfort by providing exceptional service that meets their needs and exceeds their expectations."



Engr. Emmanuel Emrico A. De Vera
Operations Department
Department Manager B

1. Construction & Maintenance Division



ENGR. ANGELO A. REYES
Senior Engineer A

"Coming together is a beginning, staying together is progress, and working together is success. The Construction and Maintenance Division is the largest division of SMWD in terms of population. Despite our differences, we are proud and able to accomplish work as one with the continual support of the other divisions as well as of the management. We are bound to achieve remarkable goals as long as we are all committed to serve with all our hearts."



a. Non-Revenue Water (NRW) and Maintenance Section



















Non revenue water (NRW) is water that has been produced and is "lost" before it reaches the customer. Losses can be real losses (through leaks, sometimes also referred to as physical losses) or apparent losses (for example through theft or metering inaccuracies).

<https://enr.com/resources/non-revenue-water>















Our constant leak detection activities and immediate response in leak repairs have allowed us to maintain low non-revenue water for the year. With this, the computed non-revenue water for 2022 YTD was **11.15%**. It consists of leakages, flushing, unauthorized water uses, and other unbilled uses. In comparison to the 2021 NRW year-end percentage, SMWD had reduced its percentage by 2.92.

b. Mainline Expansion and Rehabilitation Section

The SMWD's water security programs have begun with pipeline expansion and extension projects. In 2022, some of the projects were completed and restored. Despite the fact that the pandemic is far from over, SMWD was able to complete some of its programs.

Name of Project	PDW No.	Location	Estimated Total length and size of Pipe	Accomplishments	Picture
Brgy. Calson Sidestreet Extension Project (Libis Kalasang Ward)	2205-008	Libis, Kalasang, Muni Brgy. Calson	167 linear meters of 100mm diameter uPVC Pipe	Started: June 14, 2022 Overlaid: July 7, 2022 268 Lm. of concrete were cut and broke 543 Lm. of 100mm uPVC pipe were laid 268 of 268 (100%) Lm. were restored Surface Restoration Start Date: July 19, 2022 Surface Restoration Completion Date: August 26, 2022	 
Brgy. Calson Sidestreet Extension Project (Sitio Central)	2212-023	Sitio Central, Brgy. Calson	186 linear meters of 75mm diameter uPVC Pipe	Started: April 27, 2022 Overlaid: June 30, 2022 42 Lm. of concrete were cut and broke 138 Lm. of 75mm uPVC pipe were laid 42 of 42 (100%) Lm. were restored Surface Restoration Start Date: September 1, 2022 Surface Restoration Completion Date: September 5, 2022	 
Brgy. Balaing Sidestreet Extension Project (Roderick Hernandez)	2202-001	Brgy. Balaing, Santa Maria, Bulacan	96 linear meters of 50mm diameter uPVC Pipe	Started: April 28, 2022 Overlaid: July 6, 2022 79 Lm. of concrete were cut and broke 96 Lm. of 50mm uPVC pipe were laid 79 of 79 (100%) Lm. were restored Surface Restoration Start Date: September 6, 2022 Surface Restoration Completion Date: September 30, 2022	 
Brgy. Sta. Clara Bypass Extension Project (Newly Constructed Bldg To Bypass)	2204-007	Brgy. Sta. Clara, Santa Maria, Bulacan	150 linear meters of 50mm diameter uPVC Pipe	Started: September 20, 2022 Overlaid: October 27, 2022 127 Lm. of concrete were cut and broke 144 Lm. of 50mm uPVC pipe were laid 120 of 120 (100%) Lm. were restored Surface Restoration Start Date: December 5, 2022 Surface Restoration Completion Date: December 22, 2022	 
Brgy. Bagbaguin Sidestreet Extension Project	2205-009	Brgy. Bagbaguin, Santa Maria, Bulacan	95 linear meters of 75mm diameter uPVC Pipe	Started: September 21, 2022 Overlaid: October 7, 2022 61 Lm. of concrete were cut and broke 91 Lm. of 75mm uPVC pipe were laid 61 of 61 (100%) Lm. were restored Surface Restoration Start Date: December 1, 2022 Surface Restoration Completion Date: December 5, 2022	 
Brgy. Sta. Cruz Sidestreet Extension Project	2205-010	Brgy. Sta. Cruz, Sitio Marikayan	111 linear meters of 75mm diameter uPVC Pipe	Started: September 22, 2022 Overlaid: October 28, 2022 91 Lm. of concrete were cut and broke 105 Lm. of 75mm uPVC pipe were laid 91.30 of 91 (100%) Lm. were restored Surface Restoration Start Date: December 28, 2022 Surface Restoration Completion Date: January 12, 2023	 
Brgy. Sta. Tomas Mainline Rehabilitation Project Section 2	2203-006	Brgy. Sta. Tomas, From Pump Station Interconnection to Shiria Tasa a St. Road	72 linear meters of 150mm diameter uPVC Pipe	Started: September 20, 2022 Overlaid: November 12, 2022 6 Lm. of concrete were cut and broke 72 Lm. of 150mm uPVC pipe were laid 17 of 6 (100%) Lm. were restored Surface Restoration Start Date: December 19, 2022 Surface Restoration Completion Date: December 21, 2022	 
Brgy. Sta. Tomas Mainline Rehabilitation Project Section 3	2207-010	Brgy. Sta. Tomas, Municipal Motorpool to Phoenix Gas Station-Parada	162 linear meters of 150mm diameter uPVC Pipe	Started: September 20, 2022 Overlaid: October 20, 2022 51 Lm. of concrete were cut and broke 72 Lm. of 150mm uPVC pipe were laid 51 of 51 (100%) Lm. were restored Surface Restoration Start Date: December 19, 2022 Surface Restoration Completion Date: December 26, 2022	 

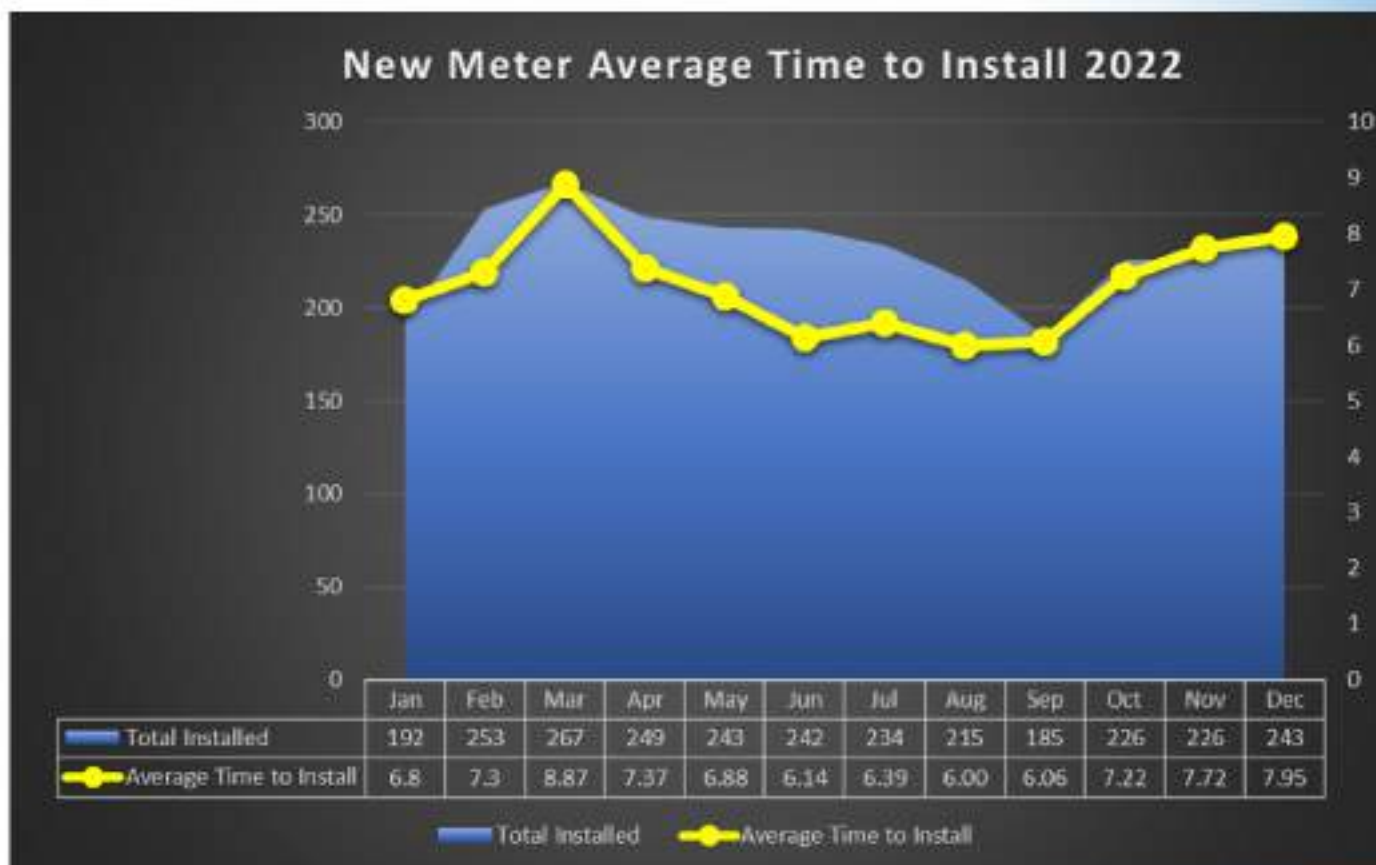
Due to continuous road widening and drainage construction projects by various government agencies, including the DPWH, PEO, Municipal Engineer's Office, and Barangay, the SMWD assisted by conducting realignment activities for our existing mainlines.

Pipe Realignment 2022			
National Rd Km. 39, Brgy. Pulong Buhangin		San Gabriel	
Bakawan street Brgy. Camangyanan		Caypombo	
Catmon- beside Saporo		Malawak	
Lalakhan		Maligaya Street	
Santo Tomas		Sitio Putol, Bulac	
Polytrade, Bagbaguin		Km. 37, Brgy. Pulong Buhangin	
Landicho, Balasing		Gubat Street, Brgy. Buenavista	

c. Service Connection and Water Distribution Section



The total new meter installation (NMI) for CY 2022 is **2,775**. March had the highest number of installations, with 267.



For the duration of the new meter installation, SMWD's manpower incurred an average of 7 days in 2022.

2. Water Resources Division

"The Santa Maria Water District's mandate to provide sufficient and potable water supply continues even with the new normal work arrangement set-up. We carry out our duties and responsibilities as entrusted to us in operations."



Engr. Mac Daniel C. Alejandro
Senior Engineer A



a. Water Production

The Santa Maria Water District has produced a total of **12,875,494.25** cubic meters of treated water for the whole year, which was distributed to the entire service area. SMWD derives its water supply from twenty-three (23) production wells, five (5) tapping points from Philippine Hydro Inc., one (1) tapping point from Luzon Clean Water Development Corp.—Bulacan Bulk (LCWDC), and one (1) tapping point from Bocaue Water District. With a production of 5,226,009.59 cubic meters from ground water; 6,038,017.66 cubic meters from PhilHydro; 1,603,404.00 cubic meters from LCWDC; and 8,063.00 cubic meters from Bocaue WD. Average water production was 1,072,957.854 cubic meters per month.

Water Production 2022



The Water Resource team has completed one well rehabilitation activity for the year 2022. This was the 15th Patag Pump Station. Air suction, screen declogging, air lifting, camera logging, removing and reinstalling riser pipes, pump and motor, and pump testing are all required for rehabilitation. We have improved the quality of the water drawn from these wells. In addition, the well's flow rate has improved slightly.

Well Rehabilitation and Re-sleeving 2022		
Patag Pump Station No. 15 (July 25, 2022 to August 5, 2022)		
		
		
	<i>Before Rehabilitation:</i>	<i>After Rehabilitation:</i>
<i>Pump and Motor</i>	Grundfos SP30-14 and Franklin 30HP	Grundfos SP30-14 (same) and Franklin 30HP (same)
<i>Cable</i>	#1/3 AWG	#1/3 AWG (same)
<i>Pump Setting</i>	156m	156m
<i>Motor Megger</i>	40 Mega Ohms	40 Mega Ohms
<i>Pumping Water Level</i>	140m	142m
<i>Static Water Level</i>	91m	89m
<i>Flow Rate</i>	11.09 lps	10.96 lps

b. Water Treatment

Average Chlorine Residual 2022 (ppm)													
Type of Chlorine	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Ave.
Calcium Hypochlorite Granules	1.02	1.06	1.03	1.03	1.02	0.98	0.98	1.01	1.11	1.13	1.06	1.08	1.04
Chlorine Dioxide Liquid	0.34	0.35	0.34	0.33	0.35	0.33	0.33	0.30	0.31	0.28	0.30	0.30	0.32

The SMWD Water Resource Team used chlorine dioxide liquid to treat the color of the ground water at the Sonoma Pump Stations No. 1 and No. 2 in the Sonoma Subdivision, as well as the pump station in Barangay Santa Cruz. We are maintaining a residual range of 0.2 ppm to 0.4 ppm for chlorine dioxide liquid.

For the water treatment of the Santo Tomas, Mahabang Parang, Policarpio, Caybanban, Kamatis, Pulang Lupa, and Kalye Munti Pump Stations, we also use chlorine dioxide liquid. The chlorine dioxide residual is kept between 0.2 and 0.4 ppm.

Also, the team manually conducts chlorine shock activity using calcium hypochlorite in addition to using an automatic feed pump to eliminate foul odors. While the rest of our pump stations only receive shock chlorination once a year, Pulang Lupa Pump Station, Celeste Pump Station, and Sonoma 1 Pump Station receive it every two months.



3. Engineering Division

"At Santa Maria Water District, we're working to solve water supply constraints, environmental concerns, operational advancement, and turn abstract ideas into realities to provide adequate and reliable water services to the Santa Maria community. This is our challenge for today: to plan for and design the future."



Engr. John Michael B. Lapig
Senior Engineer A



a. Air Scouring

To maintain a good quality of water, our pipelines should be free from scales formed by the mineral contents of our water supply. This activity, air scouring, removes the scales formed inside the walls of the pipelines. The pipeline carrying water is subjected to air pressure ranging from 60 psi to 100 psi. With the help of the pressurized air, the water is flushed out continuously from the blow-off valve, removing the scales attached to the walls of the pipelines.

For 2022, we are still lacking the required manpower; however, there were locations that needed to be descaled due to the occurrence of water quality problems. These locations were in Brgy. San Vicente and Brgy. Parada.

Here is the total length of pipelines that underwent air scouring:

	500mm	300mm	250mm	200mm	150mm	100mm	75mm	50mm	Total	Cumulative %
Total Length of Pipelines as of Dec.2022	3,976.00	11,486.00	41.00	8,572.40	85,303.50	52,155.75	47,636.40	28,123.55	237,294.60	
21-Dec		9,479.00	0	0	20,857.00	15,259.00	12,130.00	6,963.00	64,488.00	
22-Jan										
22-Feb										
22-Mar										
22-Apr										
22-May										
22-Jun										
22-Jul					743	1,015.00	1,640.00		3,398.00	
22-Aug					3,381.00		455	60	3,896.00	
22-Sep										
22-Oct										
22-Nov										
22-Dec										
	0	9,479.00	0	0	24,781.00	16,274.00	14,225.00	7,023.00	71,782.00	30.25%

b. Old and Water Meter Accuracy

The Santa Maria Water District annually replaces old water meters that exceed their computed lifespan of 7 years from the date of installation. This year, the team has replaced 1,467 old water meters.

But there are also several instances to take into consideration in the replacement of water meters.

These are as follows:

- a) Stuck-up Water Meters (454 water meters)
- b) Inaccurate Water Meters (47 water meters)
- c) Broken by Accident (249 water meters)
- d) Request of Concessionaires (35 water meters)
- e) Leaking Water Meters (25 water meters)
- f) Stolen Water Meters (2 water meters)

With these, we replaced a total of **812** water meters.

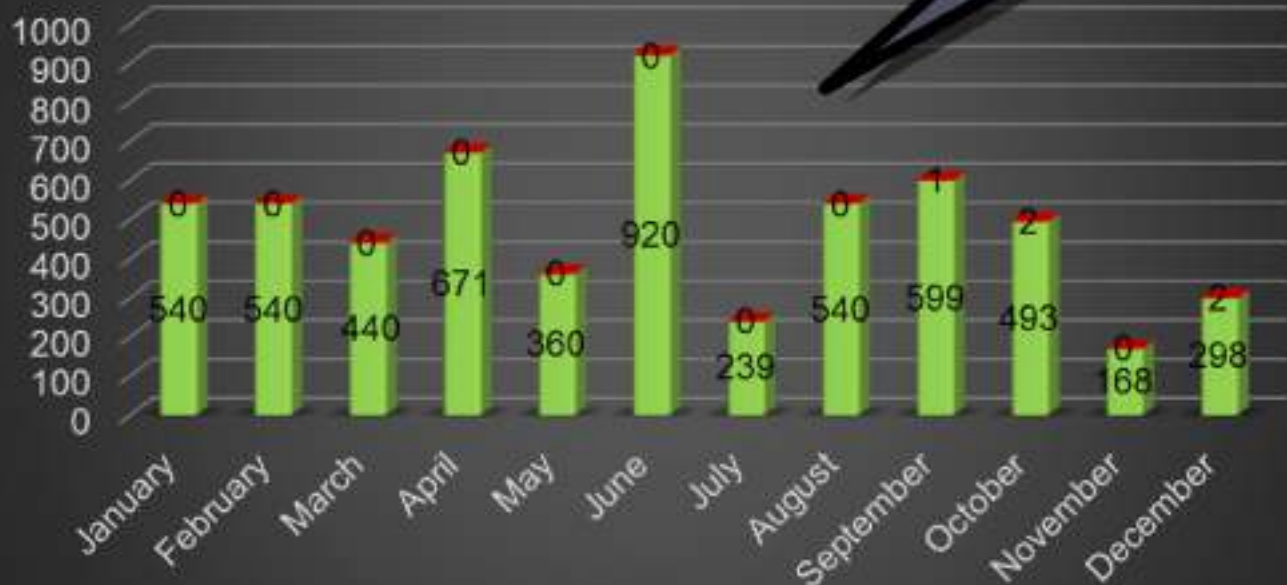
2022 Old Water Meter Accuracy Test



Year-to-Date Tested New Water Meters



2022 New Water Meter Accuracy Test



c. Santa Maria Water District Building

The proposed SMWD 4-storey Office Building with Roof Deck is estimated to cost P 80,695,926.33, and is expected to be completed in the first quarter of 2023. As of December 2022, the SWMD Building is at 96.51%, equivalent to the progress billed amount of Php 77,880,824.64 as of contract and the Php 6,956,422.56 variation order amount.

Building and Site Development	
CONTRACTOR:	PL JUAN CONSTRUCTION, INC.
TOTAL PROJECT COST:	PHP 80,695,926.33
START DATE:	JUNE 6, 2019
ACCOMPLISHMENT AS OF DECEMBER 31, 2021:	81.35%
ACCOMPLISHMENT AS OF DECEMBER 31, 2022:	99.58%

Ceiling Works



Installation Of Stainless Steel Railing For Main Entrance



Painting Works



Installation Of Steel Beams For Main Entry Canopy



Tile Works



Construction of Employee's Entry Ramp



Landscaping Activity



Glass Window Water Leak Testing



Perimeter wall extension



Plumbing Works



Glass Window and Door Installation



Carpentry Works



Electrical Works



Construction of Archives Room



Furnitures and Fixtures



Auxiliary System

CONTRACTOR:	SCIECOMTECH CORPORATION
TOTAL PROJECT COST:	PHP 5,322,707.40
START DATE:	DECEMBER 21, 2020
ACCOMPLISHMENT AS OF DECEMBER 31, 2021:	34.94%
ACCOMPLISHMENT AS OF DECEMBER 31, 2022:	94.18%

Cabling Works, CCTV and Monitors Installation



Fire Protection System

CONTRACTOR:	JOEM CONSTRUCTION AND TRADING
TOTAL PROJECT COST:	PHP 5,859,000.00
START DATE:	FEBRUARY 10, 2021
ACCOMPLISHMENT AS OF DECEMBER 31, 2021:	40.32%
ACCOMPLISHMENT AS OF DECEMBER 31, 2022:	100.00%

Installation of Sprinklers, Smoke Detectors, Motor Pumps and Testing of Smoke Detectors



Testing of Fire Pump, Sprinklers and Control Panels



Air Conditioning and Ventilation System

CONTRACTOR:	ACMI OFFICE SYSTEMS PHILIPPINES INC.
TOTAL PROJECT COST:	PHP 5,800,000.00
START DATE:	JANUARY 17, 2022
ACCOMPLISHMENT AS OF FEBRUARY 28, 2022:	10.86%
ACCOMPLISHMENT AS OF JULY 22, 2022:	100.00%
ADDITIONAL WORK:	
ACCOMPLISHMENT AS OF JULY 2022:	100.00%

Installation of Catwalk, PVC Line sets and Drain Pipes, Outdoor and Indoor Units



Installed Additional AC Outdoor Units



Testing of Air-conditioning Unit



Brand New Passenger Lift

CONTRACTOR:	KPI ELEVATORS, INC.
TOTAL PROJECT COST:	PHP 2,500,000.00
START DATE:	JUNE 16, 2022
ACCOMPLISHMENT AS OF DECEMBER 31, 2022:	65.00%

Installation of SMWD New Building Passenger Lift



Testing of Brand New Passenger Lift



d. BULK WATER SUPPLY IMPROVEMENT PROJECT

In line with the accomplishment of the Bulacan Bulk Supply Improvement (Section 1) 2018 project, which involves the laying of 3,971.84 l.m./3,976 l.m. of 500mm PVC-O pipelines with 4 interconnections that were energized on August 17, 2022, a significant increase in the volume drawn from the Bulacan Bulk Water Tapping Point in San Vicente is expected. The volume consumption increased from 2.5 million liters per day (MLD) to 8 MLD. Also, there is an increase in the system pressure in the area supplied by the improvement project. With the additional water source, the volume supplied in the barangays of San Vicente, Parada, Buenavista, Tumana, Camangyanan, Poblacion, and Bagbaguin increased, resulting in stable pressure in the abovementioned barangays. The pump stations in Policarpio, Caybanban, and Kamatis with water quality problems are now considered reserved.

Location:	San Vicente-Muzon Bdry. To Brgy. Tumana		
Date Started:	January 13, 2022		
No. of Days:	354 days (152 days Suspension of work)		
ACCOMPLISHMENT	MONTH	PIPES LAID (l.m.)	% PIPES LAID
500mm uPVC-O Pipes remaining on site = 2 nos.	JANUARY 2022	665	13.956 %
	FEBRUARY 2022	661	16.625 %
	MARCH 2022	1,244.3	31.295 %
	APRIL 2022	665.2	16.73%
	MAY 2022	793.9	19.967%
	3	52.54	1.331%
		3,971.94	99.997%



RESTORATION WORKS SUMMARY as of DECEMBER 2022

BULK WATER SUPPLY IMPROVEMENT PROJECT (SECTION 1)

ROAD RESTORATION WORKS & FINAL ASPHALT OVERLAY (DECEMBER 30, 2022)

LOCATIONS	CONCRETE PAVEMENT		ASPHALTED PAVEMENT		PAVEMENT TO BE CONCRETE		
	LENGTH	VOLUME	LENGTH	VOLUME	LENGTH	VOLUME	
	km	cum	km	MT	km	cum	
Alfonso San Vicente - Flying V Gas Station	118.12	105.77	118.12	112			294.45
Flying V Gas Station - Tyn's Mini-Mart	177.65	156.87	177.65	168			
Tyn's Mini-Mart - Petron Gas Station					165.50	151.43	
Petron Gas Station - Cockpit Arena					129.15	118.17	
Cockpit Arena - Sitio Loooban (Kanto)	37.00	32	37.00	35			
Sitio Loooban (Kanto) - Me-Anne's Private Resort					273.10	248.97	564.87
Me-Anne's Private Resort - Bambi's Bakery					306.26	279.31	
Bambi's Bakery - Gulod Street					124.30	113.73	
Gulod Street - Puremart San Vicente					263.21	240.84	
Puremart San Vicente - Golden Apple Hardware							
Golden Apple Hardware - Bella Vista	41.00	40	41.00	41			1140.27
Bella Vista - ICP Field Office							
ICP Field Office - Ben Fuel					377.54	345.45	
Ben Fuel - Pagarigan Street (Parada)					194.87	178.11	
Pagarigan Street (Parada) - Apple Street					114.21	104.50	
Apple Street - Parada Coop					155.44	142.73	870.89
Parada Coop - Ryan Trucking					298.21	272.86	
Ryan Trucking - Kalya 20							
Kalya 20 - Triple J Store	272.00	247.5	210.00	147			
Triple J Store - Angeli Treats (Opp. Sto. Nillo Church)	36.00	33	36.00	34			
Angeli Treats (Opp. Sto. Nillo Church) - Gulat Street					270.50	247.51	3270.68
Gulat Street - Lala Kaps					45.38	59.80	
Lala Kaps - The Haven M. Park					120.66	110.40	
The Haven M. Park - Petal Street (Tumana)					181.97	166.50	
Petal Street (Tumana) - Victory Oil Gas Station					71.68	63.51	
Victory Oil Gas Station - Ben Appetite					89.70	83.78	
Ben Appetite - Pasing Tumana (Kanto)					40.00	36.60	
Pasing Tumana (Kanto) - Aditi Piping					51.10	46.76	
Total Length/Total Volume	683.77	615.14	683.77	597.00	3270.68	2445.69	
TOTAL PAVEMENT RESTORED (km)	683.77						
TOTAL PAVEMENT ASPHALTED (km)	683.77						
TOTAL PAVEMENT TO BE RESTORED (km)					3270.68		

* Road Markings not yet started



photo: SMWD-Operations

Design and Construction of Pump House with Booster Pump & GFTS Bolted Ground Reservoirs

Location:	H. Dela Costa, Brgy. San Vicente
Date Started:	March 07, 2022
No. of Days:	300 days

ACCOMPLISHMENT REPORT

- Delivery of GFTS Panels
- Waiting for ECC to be approved before installation of GFTS Panels

1,500 cu.m.
GFTS BOLTED TANK
in Brgy. San Vicente



GFTS FOUNDATION CONCRETE POURING



DELIVERY OF GFTS PANELS



Other photos:



Design and Construction of Pump House with Booster Pump & GFTS Bolted Ground Reservoirs



Location:	Putol-Tikal Rd. Brgy. Bulac
Date Started:	May 06, 2022
No. of Days:	243 days

ACCOMPLISHMENT REPORT

- Site Clearing
- Temporary Fence Installation.
- Tank Lean Concrete and Rebar Installation
- Temporary Storage for Construction Materials
- Lean concrete for tank foundation
- Footing and Column Concreting
- Footing Concreting and Wall Installation



D. ADMINISTRATION, FINANCE AND GENERAL SERVICES DEPARTMENT

"United We Stand Divided We Fall".

Our Department – Administrative, Finance and General Services focused on the services that support SMWD's operation. Our Team concentrates on the procedures and services that have significant impact in the agency. Despite the challenges, we are certain that everyone in the team is working effectively and efficiently to realize the agency's overall objective. The Finance Division is in charge of dealing and managing SMWD's financial matters, utilizing its resources in accordance with rules and guidelines of all regulatory bodies. Since financial health is crucial in the organization, we are devoted to working with utmost integrity and dedication."



Ms. Jovita L. Dalmacio
Administration, Finance and
General Services Department
Department Manager B

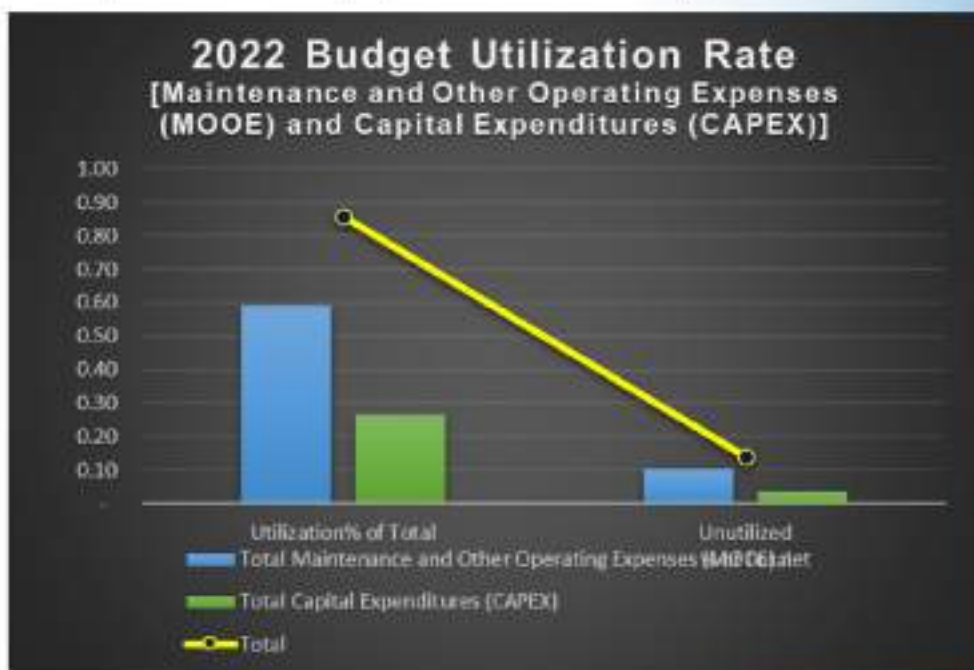
1. Finance Division



The Finance Division is in charge of recording the financial and operational transactions of the Santa Maria Water District, which includes billing, collection and deposits, disbursements, procurement, inventory, and taxation, as well as the preparation of financial reports.



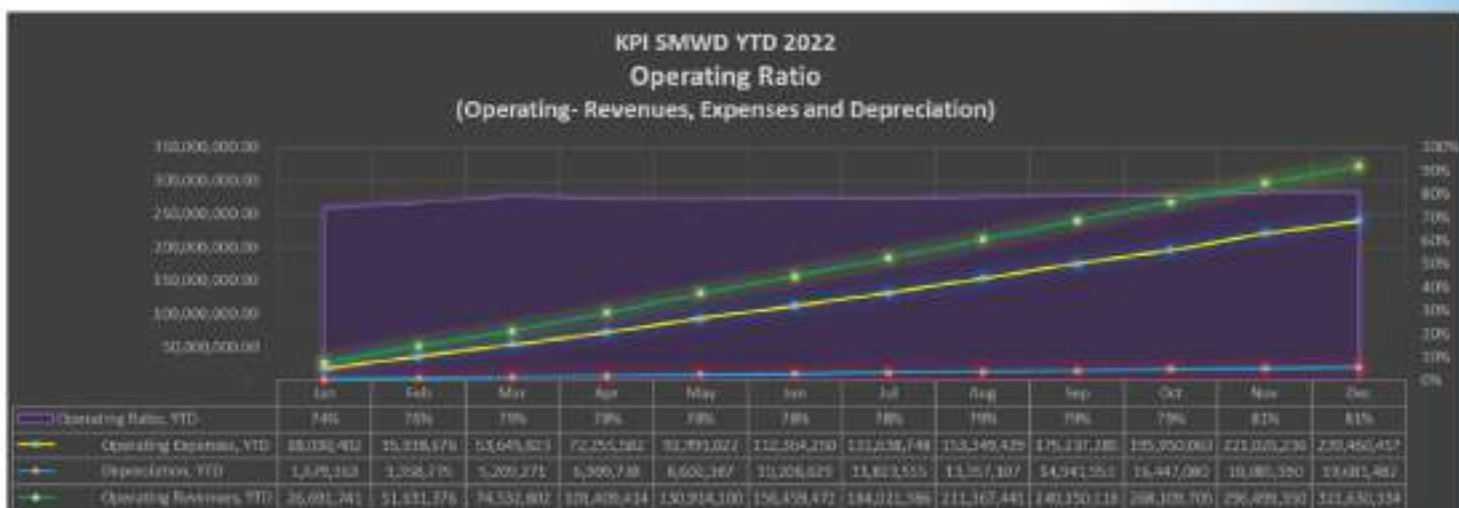
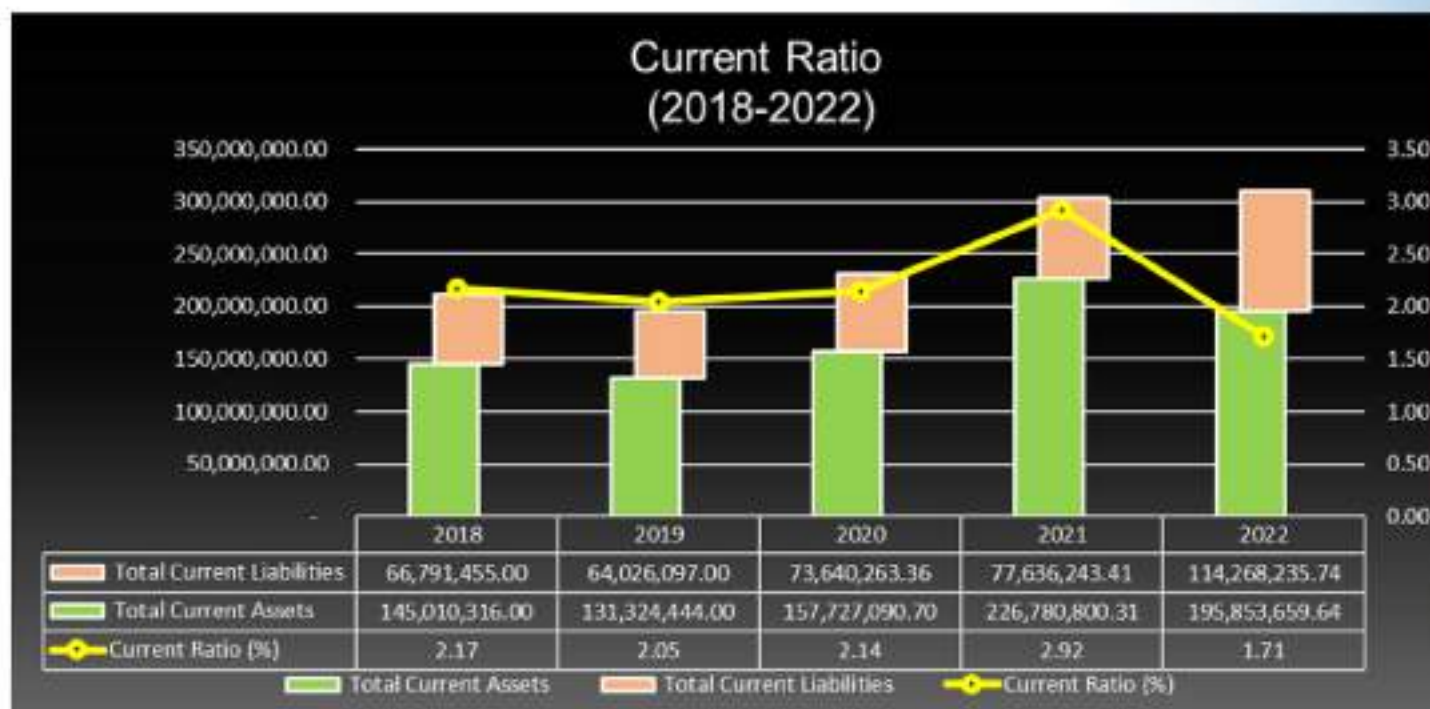
SMWD utilized the budget with a rating of 85.83 percent, 0.83% above the target set.



Below is a breakdown of the budget utilization rate:

Maintenance and Other Operating Expenses (MOOE) and Capital Expenditures (CAPEX)								
Expenditures	Original Budget	Adjustment/ Realignment Additional	Revised Budget	% of Total	Utilization	Utilization % of Total	Unutilized	Unutilized % of Total
Total Maintenance and Other Operating Expenses (MOOE)	330,230,379.83	3,660,481.68	333,890,861.51	101.30%	281,906,544.94	85.53%	51,984,316.57	13.77%
Less:								
Total Personal Services (PS)	- 83,230,330.52	1,968,136.00	- 81,262,194.52	-24.65%	- 86,801,409.63	-20.27%	- 14,460,784.89	-4.39%
Total Non-Cash Expenses	22,960,735.85	-	22,960,735.85	6.97%	19,843,625.46	-6.02%	3,117,110.39	-9.50%
Total Maintenance and Other Operating Expenses (MOOE) net	224,039,313.46	5,628,617.68	229,667,931.14	69.68%	195,261,509.85	59.24%	34,406,421.29	10.44%
Total Capital Expenditures (CAPEX)	163,482,833.15	- 63,550,472.16	99,932,360.99	30.32%	87,641,302.48	26.59%	12,290,958.53	3.73%
Total	387,522,146.61	- 57,921,854.48	329,600,292.13	100.00%	282,902,902.31	85.83%	46,697,389.82	14.17%

A liquidity ratio called the **current ratio** assesses a company's capacity to settle short-term debts, or those that are due within a year. It shows investors and analysts how a company can make the most use of its current assets to pay down its other payables and current liabilities. By 2022, the current ratio had reached **1.71**.





In terms of financial performance, Santa Maria Water District's income recovered well from CY 2021, when the COVID pandemic was still in effect. The district's gain income, which totaled P56,455,741.55, is P8,829,264.78 higher than the CY 2021 income of P47,626,476.77. For fiscal year 2022, total income and total expenses were P 323,474,904.70 and P 267,019,163.15, respectively.



While the expenses amounting to **P6,569,942.35** as the difference from FY 2021 amounted to P250,449,220.80, SMWD's total income for FY 2022 is P323,474,904.70, which is **P25,399,207.13** more than the P298,075,697.57 earned in FY 2021.

Total Income- 323,474,904.70

Total Expenses- 267,019,163.15

Comparative Financial Position (2018-2022)

2018 2019 2020 2021 2022



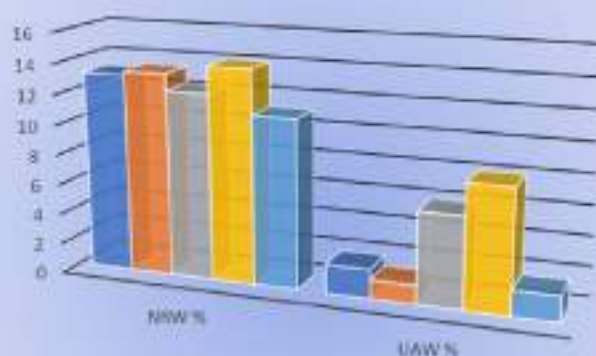
SMWD had a total equity of **P519,715,841.80**. Furthermore, SMWD had a difference in total liabilities of P36,338.774, which was less than the comparable difference last fiscal year. Also, in terms of total assets, SMWD gained P82,978,355.29 as a difference from FY 2021

2022

NRW (%) - 11.15

UFW (%) - 1.68

NRW and UFW (%) 2018-2022



	NRW %	UFW %
2018	11.15	1.93
2019	11.41	1.26
2020	12.32	6.02
2021	14.07	8.10
2022	11.15	1.68

2. Administrative Services Division

a. Procurement Section

The Procurement Section's main goal is to meet the needs of all SMWD divisions, from office supplies to fittings, pipes, water meters, equipment, service vehicles, safety gear, tools, power tools, electrical and construction supplies, consulting services, and other supplies and materials required on a daily basis in order to attain its goals of providing world-class services to the municipality of Santa Maria and its nearby areas.



It is the aim of the procurement staff to get the right "function" (refer to goods and services) at the right price. Procurement involves the processes of selecting suppliers, establishing payment terms, making strategic vetting selections, and negotiating contracts. It serves as one of the district's supports to implement all its projects, plans, repairs, rehabilitations, and other objectives, which cannot be accomplished without procuring the needed supplies, materials, and services. We, at the Procurement Section, are grateful that we were able to accomplish the following for the year 2022:

The team was able to issue Three Hundred Fifty-Nine (359) Purchase Orders (from PO No. B202101-0001 to B202112-0359). There were fifteen (15) cancellations, and 344 were processed and approved. The total amount of all the purchase orders issued is sixty million nine hundred sixty-eight thousand eight hundred seventeen and 05/100 (P60,968,817.05). The details of purchase orders are as follows:

For Year 2022	
Total Number of P.O Issued	359
Total Number of P.O Cancelled	15
Total Number of P.O processed and approved	344
Total Amount of P.O Issued	60,968,817.05
No. of Unprocessed P.O (as of Dec. 31, 2022)	4
No. of Unfinished P.O (as of Dec. 31, 2022)	6

b. Records Section

In accordance with ISO 9001:2015, the Records section manages the SMWD Forms and Procedures, which must be controlled and maintained to ensure the quality and effectiveness of work flow through proper documentation.

SMWD has created six official forms, three official procedures, and one work instruction manual for the year 2022, for a total of ten new pieces of documentation, fifteen revised official forms, and two revised official procedures, for a total of seventeen revised pieces of documentation.





Also, the team is designated to control and monitor all incoming and outgoing communications, whether they are in physical or electronic format. Communication varying from billings, notices, inquiries, requests, proposals, requirements, etc., must be well disseminated to designated divisions and/or personnel.

In addition, the records section is in charge of the records management and disposal. In compliance with the National Archives of the Philippines, the team successfully conducted general records inventory activity from March to June and submitted the required documents for records disposal dated June 29, 2022.

On September 7, 2022, the disposal of damaged and undamaged inactive records was conducted, which was witnessed by SMWD personnel, the National Archives of the Philippines, and Commission on Audit representatives.

A total of 506 kilograms of un-damaged records, valued at 2.79 PHP per kilogram, had been sold to the NAP's authorized seller, for a total of P1,411.74.

Another disposal activity was successfully conducted on December 20, 2022. The records were disposed of in landfills due to their damaged condition. A total of 82 kg of records were buried in the SMWD vicinity.



Starting the month of August 2022, the Records Section, with the help of the Data Privacy team and the Property and Supply team, implemented the shredding activity for SMWD, and it was successful. All divisions and sections cooperated accordingly. We have a total number of shredded papers of 19,023, a total number of kilos of 116.2, and a total profit price of 514 pesos.

c. Management Information System (MIS) Section

"THE NUMBER ONE BENEFIT OF INFORMATION TECHNOLOGY (IT) IS THAT IT EMPOWERS PEOPLE TO DO WHAT THEY WANT TO DO. IT LETS PEOPLE BE CREATIVE. IT LETS PEOPLE BE PRODUCTIVE. IT LETS PEOPLE LEARN THINGS THEY DIDN'T THINK THEY COULD LEARN BEFORE, AND SO IN A SENSE, IT IS ALL ABOUT POTENTIAL."- STEVE BALLMER

The MIS team works tirelessly to fulfill all obligations related to summarizing and reporting the company's current status. The team relies on underlying transaction processing systems for data, which aids management in planning, controlling, and decision-making.



The primary reason Santa Maria Water District (SMWD) is developing new systems is to address three major challenges: cost efficiency, service quality, and productivity. With this in mind, the team presents three successful systems that were completed in 2022.

Application Programming Interface (API) System

MIS personnel gathered information with billing personnel and ECPay during a Microsoft team meeting in March 2022. The data pertains to system process clarification and finalization.

The API system was requested by the commercial division manager with an IT request of 202202-116 in February 2022. The reason for developing an API system is that accounts are being disconnected from the system due to collecting agents' late payment posting. The API system retrieves the most recent bill from the concessionaire and posts the payment in real time. The development began in June 2022 and was completed in September 2022.

In October 2022 up to November 2022 is the testing and debugging phase. In this period, the MIS fixes the minor errors encountered and addresses the other concerns of the users.

Engineering Monitoring System or (EMS)

MIS personnel gathered information with a senior engineer and engineering personnel last February 2022. The information is about process clarification and finalization. The system was requested by the senior engineer in March 2022 with an IT request of 202203-176.

This is due to manual monitoring of pre-installation, post-inspection, and meter base inspection, which results in inaccurate data on total accounts installed and inspected, as well as redundancy in concessionaire data encoding.



The monitoring system's development began in April 2022, and this period also serves as a testing and debugging phase. In May 2022, the system went live.



Last February 2022, MIS personnel gathered information with a senior engineer and engineering personnel. The data pertains to process clarification and finalization. The senior engineer requested the system in March 2022, with an IT request number 202203-176. Due to manual monitoring of pre-installation, post-inspection, and meter base inspection, inaccurate data on total accounts installed and inspected, as well as redundancy in concessionaire data encoding, this occurs.

Records Management System (RMS)



In June 2022, MIS and records personnel gathered data. The data pertains to system discussion, process clarification, and finalization.

The records section requested the records management system in June 2022, using IT Request 202206-341. This is done to standardize record filing management from active filing to disposal. The development process started during that time and was finished in September 2022. MIS conducted a system demonstration and finalized the system in January 2023.



The information and communication technologies (ICT) will be in charge of technological aspects such as systems and all computer-related concerns, SMWD's data banking will be handled by the management information services.

Even in the introductory phase, the management information services took on the responsibility to gather, consolidate, and prepare requested data from every section as requested by external requestors like the Local Water Utilities Administration (LWUA), the Philippines Association of Water Districts Inc. (PAWD), local government units (LGUs), and the Asian Development Bank Bulk Water Supply Improvement Project.



d. Human Resource Section (HR)



d.i Human Resource Development (HRD)

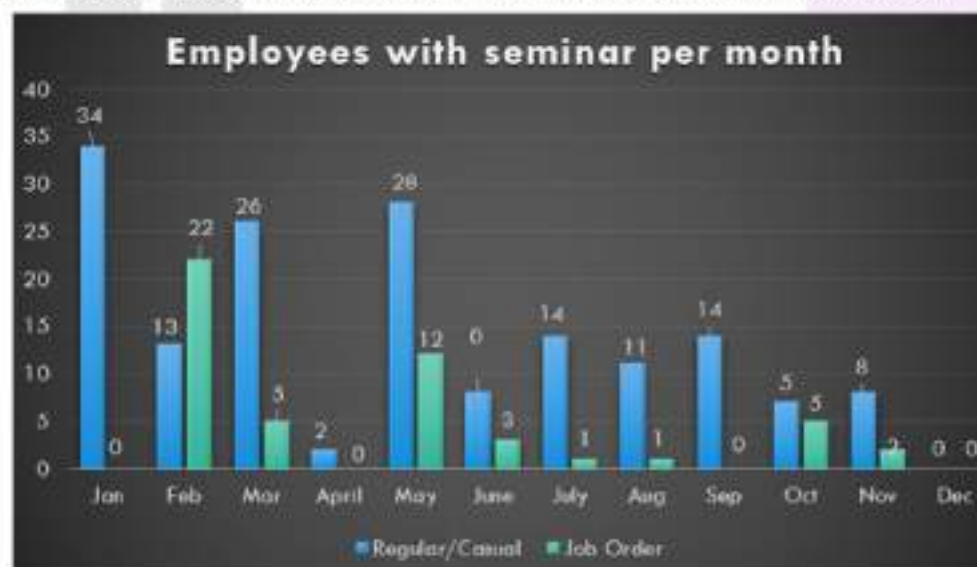
The Human Resource Development team aims for the development of its employees as well as the organization as a whole. They are responsible for the hiring and recruitment, training, gender and development programs, membership, loans, and other activities of the agency.

Personnel recruitment and hiring have always been challenging for the HRD team, particularly with limited resources and accommodations for administering pre-employment examinations. With the help of the management, the team has been provided with the preliminary exams, such as standard psychological tests and basic-skill tests relevant to the job position. The HR Team also proposed an actual examination and a basic skill test for the Maintenance Man as part of the preliminary assessment, which eventually was utilized.



Training and development helps companies gain and retain top talent, increase job satisfaction and morale, improve productivity and earn more profit.

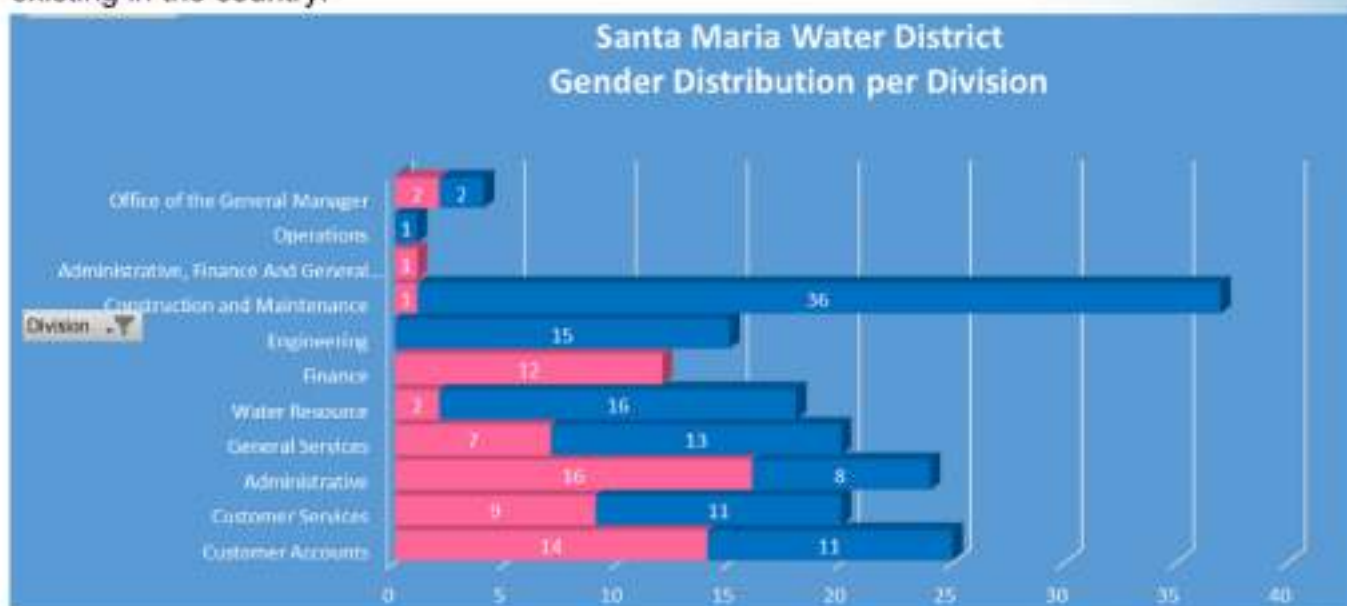
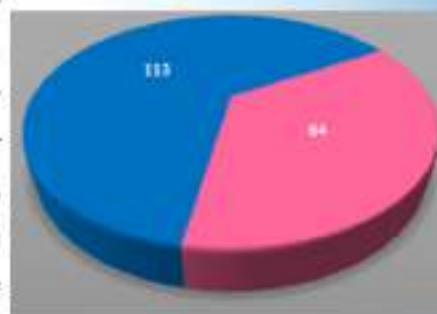
While still in pandemic recovery in 2022, SMWD prioritized engaging its personnel to obtain more skills and knowledge. Not only for the regular and casual employees but also for the job order personnel. By the end of December, a total of 48 seminars had been conducted.



MONTH	No. of seminars
January 2022	2
February 2022	8
March 2022	7
April 2022	2
May 2022	6
June 2022	2
July 2022	4
August 2022	4
September 2022	7
October 2022	3
November 2022	3
December 2022	0
YTD	48

d.ii Gender and Development (GAD)

The GAD's main purpose is to analyze the causes of gender inequality within the context of relations between women and men and social structure and to change stereotyped divisions of labour as well as institutions and systems that bring about gender disparity. It is important in the Philippines because it promotes women's empowerment and ensures that their full participation becomes essential for society. It has been formed by the government to respond to the gender imbalances and inequalities existing in the country.



SMWD actively supports GAD with its list of activities for 2022.

GENDER AND DEVELOPMENT PLAN of ACTIVITIES (CY 2022)	
Actual Result (Outputs/Outcomes)	
Organization - Focused	Client - Focused
Attendance of 1 Female to Webinar on Harmonized Gender and Development Guidelines: Planning and Budgeting	Informed 769 Male and 1,011 Female New Concessionaires on the SMWD Policies and the importance of water conservations
Attendance of 3 Female employees to FOf Bridging Program for Women in Conflict with the Law	Educate 165 Male and 155 Female Students of different levels in Mag-Asawang Sapa Elementary Schools on the importance of water conservation
Hanging of National Women's Month Tarpaulin and Participation of SMWD employees to Purple Tuesday (March 29, 2022)	Sold various waste materials, empty chlorine drums, shredded paper and tires that earned a total amount of 176,889.00
Attendance of 4 Female employees to Mental Health and Stress Management	Well Rehabilitation of Camangyanan Pump Station and Pump Station No. 15 at Gulod 1, San Jose Patag
Attendance of 2 Male and 1 Female employees to Technical Training on the Development of Septage Management Program	10,661 LM pipelines laid to benefit existing and additional Concessionaires of 6 barangays (Brgy. Catmon, Brgy. Balasing, Brgy. Bagbaguin, Brgy. Sto. Tomas, Brgy. Sta. Clara and Brgy. Sta. Cruz)
3 male and 5 female participated in Online Zumba and Film Showing on September 1, 2022	Additional 3953.54 LM of Bulk water supply to benefit existing and additional concessionaires of 6 Barangays (Brgy. Tumana, Brgy. Parada, Brgy. San Vicente, Brgy. San Gabriel, Brgy. Camangyanan, and Brgy. Sta. Rosa)
28 male and 33 female participated in SMWD - ZUMBA program on September 2022	Provided water for everyday use of concessionaires on the absence of enough supply due to Calamities at 3 barangays (Brgy. Camangyanan, Pulong Buhangin, and Cay Pombo) on September 26-27, 2022
5 male and 7 female participated in CSC Lakad-Sayawat Eherasisyo on September 2, 2022	
6 male and 5 female participated in BAWD Fun Run on December 2, 2022	

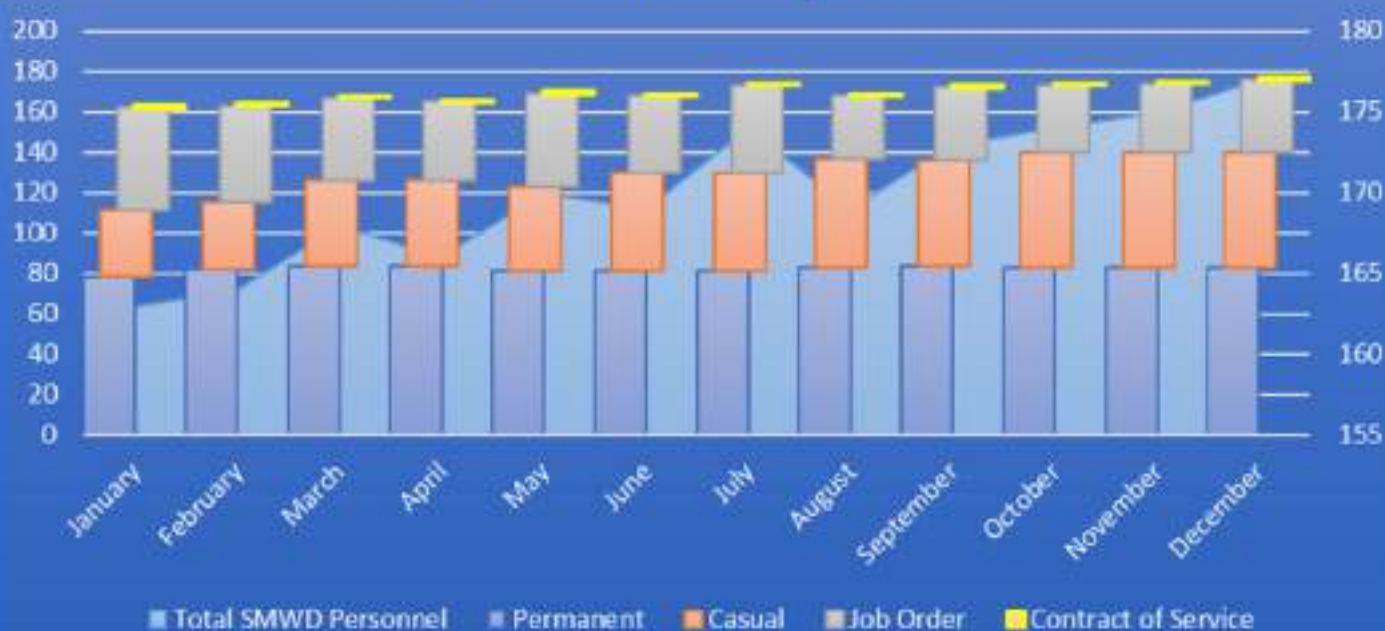
d.iii Human Resource Management

The HR Management team is responsible for the orientation of employees to SMWD, the management of employees 201 files, a database of employee information, reports on employee attendance and payroll, as well as the monitoring of performance evaluation, rewards, and recognition.

Monthly Monitoring as of December 2022

Month	Permanent	Casual	Job Order	Contract of Service	Total SMWD Personnel
January	78	33	51	1	163
February	82	33	48	1	164
March	84	42	41	1	168
April	84	42	39	1	166
May	81	42	46	1	170
June	81	49	38	1	169
July	81	49	43	1	174
August	83	54	31	1	169
September	84	52	36	1	173
October	83	57	33	1	174
November	83	57	34	1	175
December	83	57	36	1	177

2022 Personnel Trend per Month



Perfect Attendance Average % of Regular and Casual Employees



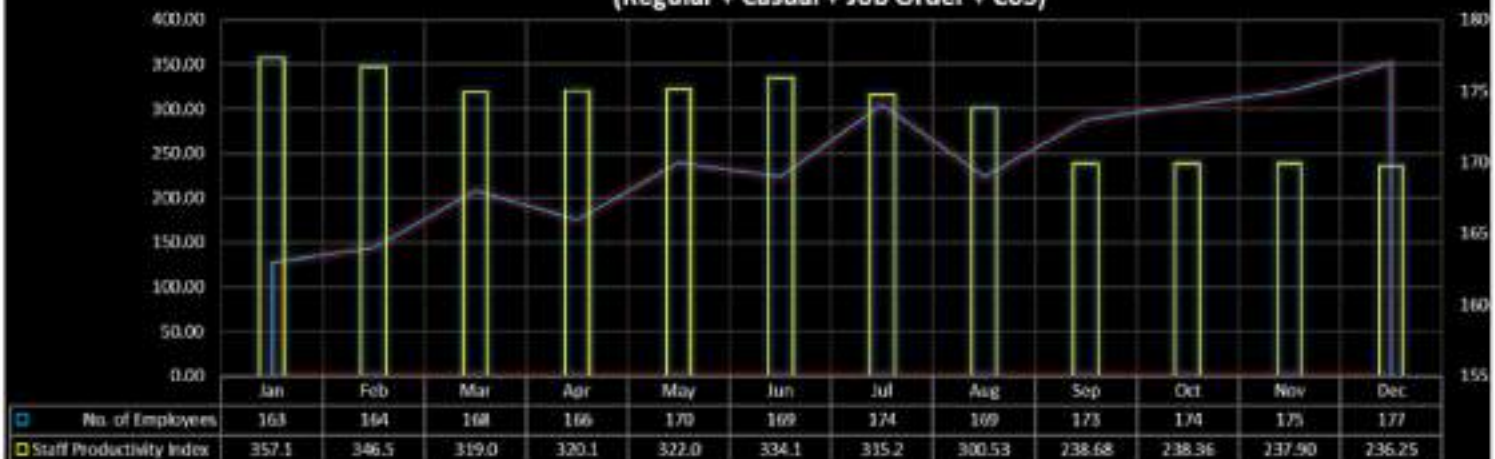
Perfect Attendance Average % of Job Order Employees



Perfect attendance is promoted within the organization, as regular attendance and punctuality are vital attributes for all employees. It is important for employees to attend work regularly and to arrive on time because failure to do so detrimentally affects employee morale and productivity.

An employee who successfully achieves no absence, tardiness, or undertime for a job order and no vacation leave/s, sick leave/s, tardiness, or undertime for regular or casual on their record for the entire year will be recognized at the Santa Maria Water District (SMWD) staff meeting and will be presented with a Certificate of "Perfect Attendance of the Year" as well as a small token (gift certificate and cake) by the General Manager. This is intended to recognize employee(s) who are eager to arrive at work on time according to their assigned schedule.

Staff Productivity Index 2022
(Regular + Casual + Job Order + CoS)



The Staff Productivity Index directs the organization toward a staffing pattern of one employee for every 120 concessionaires. This is stated on the general LWD-MaCRO guidelines for "Category A to C," which must be rigorously followed in determining the total number of positions in a local water district. The agency's staff productivity index for 2022 is **236.25**. Regular, casual, job-order, and contract employees are all counted among the total number of employees.

Being recognized as having the year's perfect attendance is a fitting reward for their dedication and eagerness to work on their assigned schedule.

Seven (7) regular employees and six (6) casual employees were awarded as **"Perfect Attendance of the Year" for 2022**.

Regular Employees:

1. Felicisimo A. Añonuevo - Water Resource Division
2. Dennis G. Lafuerza - Water Resource Division
3. Solito T. Llanos - Water Resource Division
4. Mary Darley E. Macasaet - Water Resource Division
5. Restituto G. Cordero - Engineering Division
6. Rogelio D. Pangan - Engineering Division
7. Danilo DC. Santos - Engineering Division



(Sample Certificate)

Casual Employees:

1. Jacquilyn B. Buenviaje - Customer Accounts
2. Jerald S. Guevarra - Water Resource Division
3. Randy A. Palomo - Water Resource Division
4. Ryan R. Bernardino - Construction and Maintenance Division
5. Johnel E. Sambulan - Construction and Maintenance Division
6. Reynaldo D. Bautista Jr. - Engineering Division

Every year, a **loyalty award** is given to those employees who reach a milestone of ten (10) years of public service and every five (5) years thereafter. Dedicating their years to SMWD is truly admirable. This year, there are four (4) employees who were awarded and received an amount of P5,000 in cash. The PRAISE Committee proposed a revision to the tokens to be received by employees for their milestones as appreciation for their years of loyal, dedicated, and committed service to the agency. A video presentation of their journey in SMWD was also played. The awarding happened on September 30, 2022, at Wood Cabins, Camangyanan, Santa Maria, Bulacan, and was led by the Board of Directors and Engr. Carlos N. Santos Jr. (General Manager).

1. Mary Darley E. Macasaet – Water Resource Division (15 years)
2. Rodelio P. Munsayac – Water Resource Division (15 years)
3. Ma. Felisa C. Villegas – Customer Accounts Division (30 years)
4. Jovita I. Dalmacio – Administrative, Finance and General Services Department (35 years)



d.iv Personnel Distribution 2022

Personnel Distribution 2022												
	JANUARY 2022	FEBRUARY 2022	MARCH 2022	APRIL 2022	MAY 2022	JUNE 2022	JULY 2022	AUGUST 2022	SEPTEMBER 2022	OCTOBER 2022	NOVEMBER 2022	DECEMBER 2022
OFFICE OF THE BOARD OF DIRECTORS												
Regular	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
Total	1	1	1	1	1	1	1	1	1	1	1	1
OFFICE OF THE GENERAL MANAGER												
Regular	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	1	1	1	2	2	2	2	2	1	1	1
COS	1	1	1	1	1	1	1	1	1	1	1	1
Total	3	4	4	4	5	5	5	5	5	4	4	4
DEPARTMENT MANAGERS												
Regular	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
Total	2	2	2	2	2	2	2	2	2	2	2	2
ADMINISTRATIVE, FINANCE, & GENERAL SERVICES DEPARTMENT												
ADMINISTRATIVE SERVICES DIVISION												
Regular	9	11	11	11	11	11	11	11	11	11	11	11
Casual	2	2	3	3	3	3	3	4	4	5	5	5
Job Order	8	7	6	6	7	6	7	5	6	6	7	7
COS	0	0	0	0	0	0	0	0	0	0	0	0
Total	19	20	20	20	21	20	21	20	21	22	23	23
FINANCE DIVISION												
Regular	10	11	11	11	11	11	11	11	11	10	10	10
Casual	0	0	0	0	0	1	1	1	1	1	1	1
Job Order	2	1	1	1	1	0	0	0	1	1	1	1
COS	0	0	0	0	0	0	0	0	0	0	0	0
Total	12	12	12	12	12	12	12	12	13	12	12	12
GENERAL SERVICES DIVISION												
Regular	12	12	12	12	12	12	12	12	12	12	12	12
Casual	3	3	3	3	3	4	4	4	4	5	5	5
Job Order	2	2	2	2	2	1	1	1	3	3	3	3
COS	0	0	0	0	0	0	0	0	0	0	0	0
Total	17	17	17	17	17	17	17	17	19	20	20	20
COMMERCIAL DEPARTMENT												
CUSTOMER ACCOUNTS DIVISION												
Regular	12	12	12	12	12	12	12	11	12	13	13	13
Casual	4	4	8	8	8	10	10	10	9	10	10	10
Job Order	10	10	6	6	7	5	5	3	3	3	2	3
COS	0	0	0	0	0	0	0	0	0	0	0	0
Total	26	26	26	26	27	27	27	24	24	26	25	26
CUSTOMER SERVICES DIVISION												
Regular	7	7	8	8	8	8	8	9	9	8	8	8
Casual	4	4	6	6	6	10	10	10	9	9	9	9
Job Order	9	8	5	5	6	2	3	1	2	1	2	2
COS	0	0	0	0	0	0	0	0	0	0	0	0
Total	20	19	19	19	20	20	21	20	20	18	19	19
OPERATIONS DEPARTMENT												
WATER RESOURCE DIVISION												
Regular	11	12	12	12	10	10	10	10	10	10	10	10
Casual	1	1	2	2	2	1	1	2	2	3	3	3
Job Order	5	4	4	3	4	4	6	6	6	5	5	5
COS	0	0	0	0	0	0	0	0	0	0	0	0
Total	17	17	18	17	16	15	17	18	18	18	18	18
CONSTRUCTION AND MAINTENANCE DIVISION												
Regular	4	4	5	5	5	5	5	6	6	6	6	6
Casual	15	15	15	15	15	15	15	19	19	20	20	20
Job Order	14	14	14	13	14	15	16	10	10	10	10	11
COS	0	0	0	0	0	0	0	0	0	0	0	0
Total	33	33	34	33	34	35	36	35	35	36	36	37
ENGINEERING DIVISION												
Regular	8	8	8	8	7	7	7	8	8	8	8	8
Casual	4	4	5	5	5	5	5	4	4	4	4	4
Job Order	1	1	2	2	3	3	3	3	3	3	3	3
COS	0	0	0	0	0	0	0	0	0	0	0	0
Total	13	13	15	15	15	15	15	15	15	15	15	15
GRAND TOTAL	163	164	168	166	170	169	174	169	173	174	175	177



d.v SMWD 2022 ACTIVITIES

National Women's Month



As part of the #PurpleTuesdays initiative, SMWD staff began donning anything purple on March 8, 2022. Purple Tuesday is one of the events associated with the 2022 National Women's Month Campaign (NWMC) theme, "We Make Change Work for Women," which stands for support of gender equality and women's empowerment.

The official 2022 NWMC banner was hung in front of SMWD offices in addition to any purple clothing worn by SMWD staff members.

The Santa Maria Water District employees were thrilled to be able to participate in the event called "Dugo Mo Buhay Ko," which was organized by the class of '88 graduates of Sacred Heart Academy, in order to continue their partnership with the Philippine Red Cross. Several employees have made it a habit to donate blood willingly since they understand what a modest method it is to save lives.

March 20, 2022



June 26, 2022



October 2, 2022



Blood-Letting Activity



SMWD 2022 ACTIVITIES

Bulacan Association of Water Districts (BAWD) Activities

On April 12, 2022, the Bulacan Association of Water Districts (BAWD) returns to the Biak-na-Bato tree planting site for its yearly visit. By joining the "way of the cross" constructed along the pathway leading up to the top area of the plant site during the Lenten Season, one can reflect and make a sacrifice. Participants were:

1. Dir. Amelia De Jesus
2. Dir. Teodara J. Catiis
3. Dir. Carmelita T. Francisco
4. Moana Marie M. Agupitan
5. Regine A. Porciuncula
6. Vilma G. Hate
7. Alvin P. Policarpio
8. Raffy A. Santiago
9. Rizza V. Bitque
10. Mark Anthony N. Vigil
11. Elsie M. Tomagan
12. Neldrin P. Flores
13. Jess Ann N. Brozo
14. Samantha C. Sison
15. Tyrone P. Tiamzon
16. Rogel Christopher B. Gonzales
17. Roberto B. Mendoza





SMWD 2022 ACTIVITIES

Bulacan Association of Water Districts (BAWD) Activities

The Bulacan Association of Water Districts (BAWD) conducted the 2022 Fun Run Activity on December 2, 2023, held at Doña Remedios Trinidad, Bulacan. The Fun Run was divided into three categories: 3k, 5K, and 10K. Participants in the SMWD are as follows:

1. Dir. Teodora J. Catlis	Dir. Dory	Board of Directors	3K / M (w)
2. Dir. Amelia S. De Jesus	Dir. Amy	Board of Directors	3K / XL(w)
3. Moana Marie M. Agupitan	Moanne	MAO B	3K / S (w)
4. Regine Joy A. Guballa	RJ	IRMA A	3K / S (w)
5. Jay Marc B. Rosales	JM	Multimedia Designer	3k / M (m)
6. Jess Ann N. Brozo	Jess Ann	FPA B	5K / M (w)
7. Roberto B. Mendoza	Obhet	Driver	3k / M (m)
8. Mollie Ruczelle R. Gavenia	Mollie	UCSA B	5K / XS (w)
9. Fernando M. Ignacio	Fer	UCSA B	5K / L (m)
10. Engr. Paul Laurenz L. Dela Cruz	Engr. Paul	Engineer	5K / L (m)
11. Engr. Romano David S. Perez	Engr. David	Senior Engineer A	5K / L (m)
12. Engr. Christian A. Reyes	Engr. Ian	Engineer	5K / XL (m)

Winners for the said event were:

3K Women

Regine Joy A. Guballa – 2nd place

3K Men

Jay Marc B. Rosales – 3rd place

5K Women

Mollie Ruczelle R. Gavenia – 3rd place

Aside from the awards they receive during the BAWD Fun Run, the placers also receive cash incentives from SMWD.





SMWD 2022 ACTIVITIES

Pneumonia Vaccine

The SMWD scheduled a pneumonia vaccination for its fifty-eight (58), or 36%, employees who finished the 2nd dose of COVID-19 vaccine at least a month ago on September 10, 2021. This is done to prevent further difficulties as pneumonia is one of the common diseases caused by COVID-19.



SMWD continues to implement preventative measures in pandemic situations to safeguard its staff and concessionaires. The public is advised to get immunized by the Department of Health (DOH) in order to reduce the effects of COVID-19 problems.

The SMWD vaccinated its first group of employees against pneumonia on September 10, 2021, and on March 4, 2022, in collaboration with Mercury Drug. Sta. Maria administered its second round of pneumonia vaccinations at the Farmacia Office. The 65 employees who were successfully immunized received assistance from the human resources section.

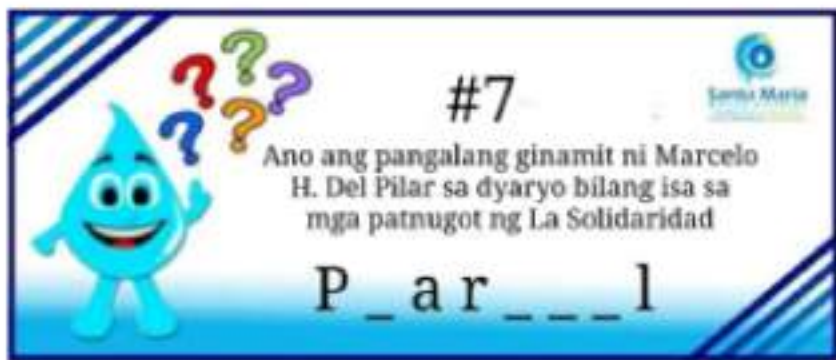
While the last batch was conducted on November 25, 2022, in partnership with Affinity.

By getting vaccinated, you are defending not only your community but also yourself. To help staff members strengthen their immune systems and carry out their responsibilities safely, SMWD will see to it that these programs are maintained annually.





SMWD 2022 ACTIVITIES



The Human Resources department created a game to encourage all employees to participate in "Buwan ng Wika trivia" in the SMWD Employees Group Chat as an example:

Answer: Plaridel



Buwan ng Wika



The employee who answered first received a token, and the points will go to his or her division. The winner for this activity is the Finance Division.



SMWD 2022 ACTIVITIES

Civil Service Commission Activities



In celebration of the 122nd Philippine Civil Service Anniversary (PCSA) with the theme "Transforming Public Service in the Next Decade: Honing Agile and Future-Ready-Servant Heroes" for the whole month of September.

The CSC invites each agency to join the online Zumba and film showings.

Participants of SMWD:

- 1 Farnaso, Haydee Bea G.
- 2 Rey, Girlie P.
- 3 Mauricio, Theresa Marie DR.
- 4 Zamora, Jinky V.
- 5 Gonzales, Ethel DG.
- 6 Enriquez, Gio Rafael C.
- 7 Bujawe, Rohmer Roi A.
- 8 Tiamzon, Tyrone P.





SMWD 2022 ACTIVITIES

Civil Service Commission Activities

The Council of Personnel Officers Bulacan Chapter, Inc., in partnership with the Civil Service Commission Field Office Bulacan, will spearhead a "Lakad-Sayaw" at Ehersisyo Para sa Matatag at Makabagong Lingkod Bayani" on September 2, 2022, in line with the celebration of the Philippine Civil Service Anniversary with the theme "Transforming Public Service in the Next Decade: Honing Agile and Future Ready-Servant-Heroes." Registration will start at 5:30 a.m. at the Malolos Sports and Convention Center, Malolos City, Bulacan, and will commence at exactly 6:00 a.m. to be followed by the program proper at the Capitol Gymnasium.

Participants of SMWD:

1. Jesus C. Dioquino Jr.
2. Jerald S.D. Resurreccion
3. Clara Bernadette T. Policarpio
4. Edderlyn H. Lazaro
5. Roxanne C. Espiritu
6. Tyrone Ken B. Botero
7. Jacquilyn S. Buenviaje
8. Raffy A. Santiago
9. Ma. Felisa C. Villegas
10. Ginabelle G. Datolayta
11. Charito S. Fernando
12. Roberto B. Mendoza





SMWD 2022 ACTIVITIES

The designated anniversary committee was successful in planning a week-long celebration to mark the 36th SMWD Anniversary from September 27, 2022, to October 3, 2022.

Activity No. 1 – Food Carts for Employees and Posting of Anniversary Tarpaulin



The SMWD staff received coffee and non-coffee drinks on the first day of the week-long celebration on September 27, 2022, while the concessionaires received food snacks.

In the Headquarters Office, Farmacia Emilia, and New Building Office, we also hang anniversary banners.

Activity No. 2 – Inter-color Bowling Tournament Opening

The second event was the start of the 13th inter-color bowling competition. It is a five-game tournament that promotes teamwork and communication among employees while also allowing them to unwind and have fun as a group.





SMWD 2022 ACTIVITIES

The designated anniversary committee was successful in planning a week-long celebration to mark the 36th SMWD Anniversary from September 27, 2022, to October 3, 2022.

Activity No. 3 Wellness Activity – Zumba



The third activity, which was held on September 29, 2022, was a wellness activity (Zumba) for SMWD employees as part of the week-long anniversary celebrations. This made it possible for the staff members to continue their daily workout routines in spite of their hectic schedules. It keeps them motivated and enthusiastic, makes it possible for them to work efficiently, and eventually results in productive work output from them.

Activity No. 4 Motorcade and Celebration Night

On September 30, 2022, two activities—a motorcade and a party night—took place.

By 9:00 in the morning, the motorcade parade got underway. Both the pumping stations and the new vehicles were blessed during this function. San Jose Patag Pump Station, Sitio Bato Pump Station, and Manggahan Pump Station were all passed by the procession.





SMWD 2022 ACTIVITIES

The designated anniversary committee was successful in planning a week-long celebration to mark the 36th SMWD Anniversary from September 27, 2022, to October 3, 2022.

Activity No. 4 Motorcade and Celebration Night

In the afternoon, the celebration night happened at the Wood Cabin Grove Event's Place in Camangyanan, Santa Maria Bulacan. The celebration started with a Holy Mass led by Msgr. Alberto R. Suatengco, P.C., to give gratitude to the Lord Almighty for another year He had given to SMWD. The SMWD Chorale led the singing during the mass. They had an incredible performance, making it one of the program's highlights.



SMWD CHORALE

This celebration will not be complete without executing the yearly tradition, which is the performance of newly hired job order employees. It was split into two performances, the first being the dancing performance, and the second being the singing performance.

All staff were able to see the AVP presentation, which showcases the movies and images captured throughout the week-long celebration. The AVP presentation proved that the weeklong events planned for employees and concessionaires were a huge success, and the Anniversary Committee and Sub-Committee Members were overjoyed to see it.

In actuality, the 36th anniversary of SMWD was much more fun than anticipated.





SMWD 2022 ACTIVITIES

Santa Maria Water District
36th Anniversary

The designated anniversary committee was successful in planning a week-long celebration to mark the 36th SMWD Anniversary from September 27, 2022, to October 3, 2022.

Activity No. 5 Flu Vaccine



The last task was to get vaccinated against influenza. It was given to every worker on October 3, 2022. Influenza vaccination in the workplace can increase productivity and reduce employee absence.



The Blessing of the New Building and the Year End Celebration happened last December 12, 2022.

The first event of the day was the mass and blessing of the new building at 1:00 PM, which urged attendance from every employee.

Blessing of the New Building
and Year End Celebration





SMWD 2022 ACTIVITIES

Blessing of the New Building and Year End Celebration



The year-end celebration was held at the Marian Grand Pavilion in Poblacion Santa Maria Bulacan at 5:00 in the afternoon. The event's theme was "Pista Sa Nasyon," which served as a means of bringing everyone together, especially those of us who are unfamiliar with Filipino culture.



3. General Services Division

"The General Services Division is dedicated in giving 100% performance in serving the public by sharing and applying the knowledge and skills of each and every one in performing various tasks. It is an opportunity and a challenge for us to provide the good service that our concessionaires deserve. We can do all of these things with the help and knowledge of our hardworking top management and with the guidance and support of our dependable board of directors."



Maria Leonora S. Remarate
General Services Division Manager B



a. Transportation Section



"We, at the Transport and Maintenance section, are committed to delivering high-quality transport services and safe passage to all employees and management of the Santa Maria Water District. We, as public servants, will work hard for a noble purpose, be supportive, always available, and dedicated to our daily work of serving all our concessionaires together with the Board of Directors and top management."

Jovabelle I. Datolayta
General Services Officer A

The Transport Section supervises, maintains, and secures all vehicles utilized by the Santa Maria Water District, which include motorcycles used by Meter Readers, tricycles and pick-up trucks used by maintenance personnel, and other modes of transportation that belong to the water district.

As the vehicles were a wear-and-tear commodity, the district decided to acquire additional vehicles. For the purpose of providing an immediate response to every concessionaire's water concern and the fast meter reading and delivery of a billing notice. On August 25, 2022, the Santa Maria Water District received the Authority to Purchase Motor Vehicle APMV No. DBM-ROIII-2022-035 dated August 15, 2022, authorizing the purchase of four (4) pickups and six (6) motorcycles.

On October 7, 2022, four (4) Toyota Lite Ace Pick Up units were purchased. Break-in tests were carried out on November 20th and 24th, 2022.

In addition, six (6) motorcycles were purchased on September 28, 2022. On December 17, 2022, the units were broken into.



b. Property and Supply Section

The Santa Maria Water District's inventory management system has long been included in the Commission on Audit's (COA) observation as well as for commentary. This is the primary task for the property and supply section to manage the warehouse, the physical count, maintenance, and insurance of accountable equipment, and lastly, the disposal of unserviceable properties or waste materials.

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 of 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 the 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 of several unserviceable or waste materials and generate additional funds, as seen below:

Description	Amount	OR No.	OR Date
Budgeted Amount	100,000.00		
		9935841	5/27/2022
		9936173	7/18/2022
Various Waste Materials	113,039.00	9936524	11/28/2022
		9935973	6/30/2022
		9936169	8/18/2022
Empty Chlorine Drums	58,500.00	9936416	10/28/2022
		9936340	11 10 2022
Shredded Paper	4,496.00	9936563	12/13/2022
Tires	854.00	9936253	09/13/2022
TOTAL	<u>176,889.00</u>		

c. Building, Grounds, Facilities Section



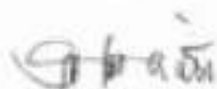
Engr. Edgardo E. dela Torre, Jr.
General Services Officer A

"Our duty is to provide safe, comfortable, secure and conducive working spaces for the men and women of the Santa Maria Water District. By eliminating disruptions and inconveniences, productivity will most likely increase to the benefit of everybody. Properties are well kept and maintained. We are GS-BGF, a small team but when we use our heart and mind, no job is too big nor too small."

The Santa Maria Water District had received land donations totaling ten properties for calendar year 2022. Five (5) lots were donated by Freedom to Build, Inc., the developer of Horacio de la Costa Subdivision in Barangay San Vicente, Santa Maria, Bulacan. On May 16, 2022, the Transfer Certificate of Title (TCT) was transferred to SMWD. The district intends to build a ground-level water reservoir on this property.

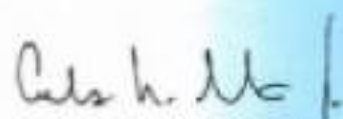
The district was able to purchase an 815-square-meter lot in Bulac, Santa Maria, Bulacan. A ground water reservoir is planned to be built in this location. On June 8, 2022, the property was transferred to SMWD. The district filed an Environmental Compliance Certificate (ECC) application with the EMB-DENR for both locations where ground water reservoirs will be built.

Submitted by:



JOVITA I. DALMACIO

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



ENGR. CARLOS N. SANTOS JR.

General Manager

2022