

SMWD AS AN OUTSTANDING PARTNER OF PUP SANTA MARIA

by Jon Mar Cruz



The Santa Maria Water District (SMWD) was named by the Polytechnic University of the Philippines – Santa Maria Campus as one of its Outstanding Partners during its 20th Founding Anniversary Celebration. The program was titled “*Gawad Tanglaw 2025*,” with the theme “*Abante sa Ika-Bente*.” The ceremony was held at the Santa Maria Stadium on May 23, 2025.

Various awards were presented to different institutions and agencies, including SMWD, recognized as an outstanding partner for its valuable contributions and support in helping PUP achieve its goals. SMWD was honored for its unwavering collaboration, dedication, and compassion toward the university's programs. During the awarding ceremony, Ms. Jovita I. Dalmacio, Department Manager of Administrative and General Services, and Ms. Mary Diana S. Dela Cruz, Division Manager of Customer Accounts, were present to accept the award on behalf of the agency.

SMWD and PUP have long shared a strong partnership. Many PUP students have interned at SMWD, and the agency continues to welcome more as the collaboration strengthens. This program has benefited both institutions by helping scholars and interns realize their full potential while contributing to a brighter future for the community.

BUILDING HR EXCELLENCE: SMWD FACILITATES LEAVE ADMINISTRATION COURSE FOR EFFECTIVENESS

On May 26, 2025, Santa Maria Water District hosted an in-house seminar titled “Leave Administration Course for Effectiveness” at the Multi-Purpose Room of the SMWD Building. The participants were supervisors and authorized officers responsible for recommending employee leave applications, as well as human resource personnel. A total of 23 employees from various divisions and sections attended the seminar. It was facilitated by the Training and Development and Personnel Welfare Sections of the Human Resource Division. The resource speaker was Mr. Jon Mar Cruz, the agency's leave administrator.



The seminar began at 9:00 AM focusing initially on Rule 16 of the Omnibus Rules Implementing Book V of Executive Order No. 292, which covers Government Office Hours. The participants were enlightened on various rules concerning government working hours including policies on tardiness and undertime. This was followed by a discussion of Rule 15 of the same book, which covers Leave of Absence. In this module, employees were educated about the different types of leave available to them. A total of 16 types of leave were discussed, including vacation leave, sick leave, and other special leave privileges. The leave laws were presented progressively, from simple to complex. The supervisors and authorized officers were given this great opportunity to gain full understanding of government employees' leave entitlements.



During the afternoon session, the seminar shifted focus to leave computation. The speaker demonstrated how leave credits are computed and how they are deducted for instances of tardiness and undertime. On the other hand, the proposed guidelines on overtime, flexi-time, and time-off setting were also presented, giving the participants the chance to contribute to the revision of the guidelines. After all modules were discussed, participants were grouped into four for a collaborative activity. Each group was tasked with solving and computing leave-related problems which they later presented.

The training concluded with inspiring remarks from the General Manager, Engr. Carlos N. Santos, Jr., who emphasized the value of understanding leave rights and privileges. The seminar served as an effective platform for collaboration between human resource personnel and supervisors in improving and refining leave administration guidelines for SMWD employees.