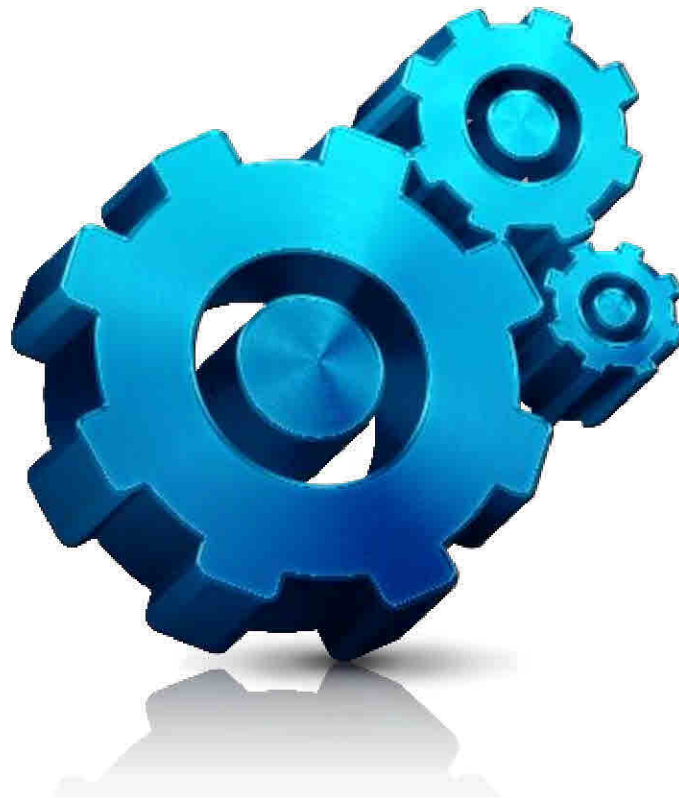


2015

LICAB WATER
DISTRICT

RJ



OPERATIONS MANUAL

TABLE OF CONTENTS

	Page
I. Introduction.....	2
II. Definition of Terms.....	3
III. General Information.....	4
A. Profile of LWD.....	4
B. Areas of Operation.....	6
IV. Organization and Responsibilities.....	7
A. Organizational Structure.....	7
i. Board of Directors.....	7
ii. Management.....	8
B. Duties and Responsibilities.....	9
V. Operational Control and Supervision.....	11
VI. Operating Procedures.....	14
VII. Appendices.....	26

Introduction

The Operations Manual of Licab Water District (LWD) contains the general information about the agency, its underlying function, mandates, operating procedures and organization.

The purpose of this manual is to provide its readers knowledge about the district's responsibilities and structure.

The manual is divided into several parts as follows:

General Information. This section contains the company profile, such as the brief history of LWD, mandates and functions, its mission and vision, service pledge, pumping stations and areas of operation.

Organization and Responsibilities. In this part of the manual, the organizational structure was shown using a diagram as of year 2015, as well as the duties and responsibilities of every department.

Operational Control and Supervision. The powers of authority are described in this part as well as the supervisory and operational controls.

Operating Procedures. Contains the step-by-step procedures and work instructions of LWD. Activity flow charts are used to illustrate the different processes involved in daily operations.

DEFINITION OF TERMS

LWD – Licab Water District

PD – Presidential Decree

Category D – The categorization is a two-stage process. The initial stage is categorization based on the Number of Active Service Connections. For Category D a service connections below 3,000. The second stage of categorization considers the following factors: Gross Revenues, Total Assets, Net Income before Interest and Depreciation, and Staff Productivity Index. These factors will determine the Point-Rating Category Points 1-24 for Category D. Whichever is lower is the FINAL CATEGORY of the LWD.

SOA – Statement of Account

PPE – Property Plant and Equipment

PR – Purchase Requisition

HPC – Heterotropic Plate Count

LWUA – Local Water Utilities Administration

PhilGEPS – Philippine Government Electronic Procurement System

SALN – Statement of Assets, Liabilities, and Net Worth

SDs – Supporting Documents, such as Sales Invoice, Purchase Order, Job Order, Statement of Account

GENERAL INFORMATION

Profile

The operation of the local water district started on May 5, 2006 pursuant to the provisions of Presidential Decree No. 198 as amended by PD Nos. 768 and 1479, otherwise known as the “Provincial Water Utilities Act of 1973”. Its primary objective is to acquire, install, improve, provide, maintain and operate the water supply and distribution system for domestic, commercial, and industrial consumption of residents within the boundaries of the District. As of December 31, 2014 the district is servicing 8 out of 11 barangays with total service connection of 1,448.



Figure 1: LWD Logo

Mandates and Functions

The Licab Water District is a local water district created by virtue of Resolution No. 01 dated January 2002 of the Municipal Council of Licab, Nueva Ecija. On December 17, 2003, the Certificate of Conditional Conformance No. 603 was issued by Local Water Utilities Administration to formalize the establishment of Licab Water District.

Vision

Provide safe, potable, affordable and sustainable water supply to all Licabeños where water is efficiently allocated and managed to support life.

Mission

Enhance the quality of life through continuous delivery of potable water and improve the well-being of men, women and children of the community.

Service Pledge

We, the Officials and Employees of LICAB WATER DISTRICT, commit to provide and efficiently serve you with potable, reliable and adequate supply of water.

