



2015

# Operations Manual





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## INTRODUCTION

This **Operations Manual** of San Carlos City Water District contains general information about the agency, its function, mandates, operating procedures and organization.

This Manual is created to provide its readers knowledge about the Water 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 SCCWD, mandates and functions, its mission and vision, pumping stations and areas of operation.

### **Organization and Responsibilities**

In this part of the manual, the organization structure is shown using a diagram as of year 2015, as well as the duties and responsibilities of the personnel.

### **Operational Control and Supervision**

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

### **Operating Procedures**

It contains the step by step procedures and work structures of San Carlos City Water District.

## GENERAL INFORMATION

### PROFILE (Brief History)

The water supply system of San Carlos City was originally constructed in 1932 by the Provincial Government. It was managed by the former National Works and Sewerage Authority (NAWASA now MWSS) and later the Municipal Government.

In March 1977, Resolution No. 42 was passed by the Sangguniang Panlungsod of San Carlos City, establishing San Carlos City Water District (SCCWD) as the body to manage, upgrade and develop the water system of the City. The resolution was filed with the Local Water Utilities Administration (LWUA) where it awarded the Conditional Certificate of Conformance (CCC) to SCCWD on July 28, 1977. SCCWD is now under Category C with 8,461 active connections as of December 31, 2015.

On October 15, 2014, San Carlos City Water District had entered into a JOINT VENTURE AGREEMENT with the Primewater Infrastructure Corporation for the financing, development, rehabilitation, improvement, expansion and maintenance of the water supply system of San Carlos City.

### MANDATES & FUNCTIONS

Pursuant to Presidential Decree 198 otherwise known as the Provincial Water Utilities Act, the local water districts were formed for the purpose of (a) acquiring, installing, improving, maintaining and operating water supply and distribution of systems for domestic, industrial, municipal and agricultural uses for residents and lands within the boundaries of such districts, (b) providing, maintaining and operating wastewater collection, treatment and disposal facilities, and (c) conducting such other functions and operations incidental to water resource development, utilization and disposal within such districts, as are necessary or incidental to said purpose.

The Local Water District may exercise all the powers which are expressly granted by the law or which are necessarily implied from, or incidental to the powers and purpose thereon.

The Local Water District was granted the power of eminent domain, the exercise thereof however is subject to review by the Local Water Utilities Administration. It includes other powers as provided under P.D. 198.

## **MISSION**

To provide safe, affordable and sustainable water supply to the greatest number of satisfied constituents through dynamic leadership, viable operations and efficient service.

## **VISION**

A customer-oriented water utility committed to provide safe, affordable and sustainable water supply to the greatest number of San Carlos City constituents now and future generations.

## AREAS OF OPERATION

BARANGAYS SERVED BY SCCWD AS OF DECEMBER 31, 2015

### ZONE 1

1. Cacaritan
2. Pagal
3. Pangalangan
4. Quintong
5. Roxas Boulevard
6. Tandoc
7. Bolingit
8. Bonifacio
9. Bugallon-Posadas
10. Burgos-Padlan
11. Coliling
12. Ilang
13. Mabini
14. Manzon
15. Padilla-Gomez
16. Palaris
17. Rizal
18. San Pedro-Taloy

### ZONE II

1. Ano
2. Bega
3. Coliling
4. Lilimasan
5. Mabini
6. PNR Site
7. Quezon Boulevard
8. Tarece



### ZONE III

1. Agdao
2. Baldog
3. Cobol
4. Coliling
5. Ilang
6. Longos
7. M. Soriano
8. Magtaking
9. Malacanang
10. Mestizo Norte
11. Padilla-Gomez
12. Palaris
13. Perez Boulevard
14. Rizal
15. San Juan
16. San Pedro-Taloy
17. Sapinit
18. Tarectec
19. Turac

### ZONE IV

1. Bonifacio
2. Bugallon-Posadas
3. Burgos-Padlan
4. Capataan
5. Lucban
6. Mamarlao
7. Palaming
8. Palaris
9. Pangalangan

### ZONE V

1. Bolingit



2. Cruz
3. Doyong
4. Manzon
5. Matagdem
6. Nilentap
7. PNR Site
8. Rizal
9. Tandang Sora

SAN CARLOS CITY WATER DISTRICT PUMPING STATIONS		
NAME	CAPACITY (Liter per second)	Year Constructed
Tarece	25	
Cacaritan	15	1932
Matagdem	20	
Coliling	15	
Palaming	3	2004
Ano I	25	2005
Ano II	6	2012
Tarectec	20	2104



## DUTIES AND RESPONSIBILITIES

### The Primary Functions

The **BOARD OF DIRECTORS** is the policy making body and ensures the availability of adequate financial resources and approves annual budget.

The **GENERAL MANAGER** shall have full supervision and control of the operation of water district with power and authority to appoint all personnel of the water district as provided under P.D. 198.

The **ADMINISTRATIVE DIVISION** is responsible for the implementation of the administrative policies and guidelines. Oversee internal control on inventory and PPE management as well as procurement process and in-charge with the personnel management and development.

The **FINANCE DIVISION** prepares and monitors annual budget. It handles financial transactions and preparation of financial and operational reports of the water district.

The **ENGINEERING & PRODUCTION SERVICES DIVISION** operates and maintains water production facilities, conducts water quality monitoring activities and maintains distribution, transmission and service lines, facilities service connections, disconnections and reconnections.

The San Carlos City Water District having joint venture agreement with Primewater Infrastructure Corporation acts as the Contract Monitoring Unit. It monitors the operations being undertaken by the latter for a contract period of twenty five (25) years.

## **OPERATIONAL CONTROL AND SUPERVISION**

The General Manager shall exercise operational control over the following duties:

1. Responsible for the overall operations of the Water District and general supervision of personnel;
2. Plans, proposes and recommends policies, rules and regulations including budget for board action;
3. Prepares agenda for board meeting;
4. Directs the basic efforts of all personnel and operations towards achieving the water district's goal and objectives within the established policies;
5. Represents the water district as the Contract Monitoring Unit in all actions and undertakings.

The General Manager has the ultimate decision making authority in all matters affecting the interest of the water district.

The heads of the Administrative and Finance Divisions shall exercise operational control over the following duties:

1. Evaluates finance and general services functions, including personnel management, procurement and security of the Water District properties and preparation of management reports;
2. Prepares monthly Financial Statements including Annual Reports and Budget;
3. Maintains accurate and up-to-date data/records on Water District's operations and transactions;
4. Keeps and maintain 201 File records;
5. Prepares daily reports on cash inflow and cash outflow of the Water District's fund;
6. Maintains and updates cashbook from time to time reconciled with the bankbooks;
7. Personnel recruitment, training and management;
8. Administers working fund;

9. Prepares Bank Reconciliation Statements;
10. Prepares and submits reports required by COA.

The Head of Water Maintenance or Engineering/Operations Section shall exercise operational control over the following duties:

1. Maintain records of general field operations including testing and maintenance of various facilities and appurtenances;
2. Schedules construction programs and ensures availability of equipment and materials for work completion;
3. Conducts and implements safety programs in the performance of job orders;
4. Establishes, supervises and conducts regular monitoring of pressure in transmission/distribution lines, flushing hydrants and blow-off valves;
5. Maintains records of work accomplishment for the day such as installed service connections, reconnections, transfer of water meters/service lines, leak repairs, site inspection and other related water service requests;
6. Responsible for the production scheduling and delivery of 24/7 safe, potable, and reliable water;
7. Maintains accurate records as to daily production, equipment operation, machinery status, water level and pressure and pump flow rate;
8. Establishes detailed maintenance schedules and safety programs for all production equipment and facilities; and
9. Conducts regular check-up and monitoring of production equipment and facilities for their efficiency and reliability.