



CITY OF SAN FERNANDO  
WATER DISTRICT

## **CITY OF SAN FERNANDO WATER DISTRICT**

### **QUALITY MANAGEMENT SYSTEM**

Title: Operational Control and Supervision	Effective: December 31, 2016	Revision No. 0
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### **OPERATIONAL CONTROL AND SUPERVISION**

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

1. Regular conduct of staff and committee meetings;
2. Preparation of agenda for Board Meeting;
3. Implementation of agency's policies, rules and regulations;
4. Participation in district's activities with other organizations.

The General Manager has **the ultimate decision-making authority** in all matters affecting the district.

The Division Manager of **Administrative and Finance Division** shall exercise operational control over the following duties:

1. Issuance of "Acknowledgement Receipt of Equipment" (ARE) Semi expendable and Non-expendable property;
2. Preparation of Purchase Order/Request;
3. Posting to Phil-GEPS for invitation to bid;
4. Preparation of procurements
5. Issuance of materials and supplies
6. Physical count of inventory
7. Submission of Inspection and Acceptance Report (IAR);
8. Delivery of Documents to outside public.

The Security Guard shall exercise operational control over the following duties.

1. Building, facilities and property safeguarded against theft, vandalism, fire and illegal entry.
2. Office building sanitized, cleaned and secured.

The Division Manager of **Human Resource Division** shall exercise operational control over the following duties:

1. Preparation of Creation, Reclassification and upgrade of Positions;
2. Conduct of in-house training;
3. Preparation and release of Payroll;
4. Maintenance of 201 files;
5. Submission of SALN;
6. Updating leave records;



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The Division Manager of **Accounting Division** shall exercise operational control over the following duties:

1. Preparation of Financial statements;
2. Preparation of statement of Bank Reconciliation;
3. Preparation and updating of PPE Depreciation Schedule;
4. Preparation of Annual Budget;
5. Meet BIR deadlines;
6. Preparation and submission of Alphalist of withholding taxes, annual registration fee & Income Tax Return (ITR);
7. Preparation of Disbursement Voucher;
8. Report of Monthly remittances and loan payment;
9. Preparation and payment of BIR, GSIS, HDMF, Philhealth LWUA;
10. Preparation and submission of Report on Salaries and Allowances (ROSA) received by principal officers and governing board of Directors to Commission on Audit (COA);

The Division Manager of **Budget and Treasury Division** shall exercise operational control over the following duties:

1. Liquidation of Cash Advance;
2. Reports of daily Collection and Deposit;
3. Deposits of cash and check collections;
4. Administration of Petty Cash Fund;
5. Release of checks;

The Division Managers of **Commercial Services Department (Customer Accounts and Customer Services, respectively)** shall exercise operational control over the following duties:

1. Processing of Applications for: New water service connections, change name, maintenance & inspection order;
2. Issuance of Official Receipts;
3. Submission of Schedule of Accounts Receivable;
4. Submission of Collection Report;
5. Checking of high water consumption.



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## CITY OF SAN FERNANDO WATER DISTRICT QUALITY MANAGEMENT SYSTEM

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The Division Manager of **Pipelines and Appurtenances Division** shall exercise operational control over the following duty:

1. Water meter relocation;
2. Repair/Calibration of water meter due to blurred, stuck-up or damage;
3. Repair of the main or distribution line;
4. Repair of service line or meter stand pipe leak;
5. Installation of new water service connections;
6. Issuance of water bills (SOA)
7. Issuance of Official Receipts upon collection (field collection)
8. Conduct of network flushing activity;
9. Report on Non-Revenue Water (NRW) or Unaccounted water per cubic meter;

The Division Manager of **Production Section** shall exercise operational control over the following duties;

1. Submission of water samples for Bacti-Testing & Heterological Plate Count (HPC) to Provincial Health Office monthly;
2. Submission of chemical and physical testing of water samples from all pumping stations;
3. Submission Summary Report on Microbiological Test of water samples to LWUA;
4. Operation of Chlorination equipment;
5. Maintenance of Installation of electrical wiring;
6. Operation and maintenance of Generators.