

PROCEDURES MANUAL

Document No. : **PM-ADM-01** Eff. Date : **08-20-16**

Revision No. : **00** Pages : **1 of 3**

CASHIERING

I. OBJECTIVE

This procedure identifies the internal controls and quality assurance system necessary for an effective Cashiering operation.

II. SCOPE

This procedure covers all Interested Parties of the Carcar Water District.

III. RESPONSIBILITY AND RESOURCES

Cashier and Designated Depositor
Computer,
Money Counter

IV. DEFINITION OF TERMS

Cashiering – is the process of managing the transactions such as receiving and disbursing of money in an organization.

Cashier – person who handles the financial transactions of the organization that is accountable for error-free cash register operations, payment processing, and interactions with customers.

Designated Depositor – assigned personnel for the deposit of cash and check to the bank

V. REFERENCE DOCUMENTS

New Government Accounting System Manual (NGAS) Volume 1

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VI. RECORDS GENERATED

Official Receipts, Petty Cash Vouchers, Cash Position Summary Report, Deposit Slip, Cashier's Collection Report, Check Disbursement Summary Report

Prepared by: PRISCILLA C. ABELLANA
Process Owner

Approved by: ENGR. EDWARD L. REMO
General Manager



PROCEDURES MANUAL

CASHIERING

VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01	<pre> graph TD START([START]) --> R1[Receive request/s & applications] </pre>	1.1. Cashier shall receive application/s, bill of materials, job order requests and requisition forms from customer service or PACD. 1.2. Cashier shall receive liquidation forms from employees who had a cash advance. 1.3. Cashier shall receive the bid security with 2 photocopies in any form from the BAC Secretariat for Official Receipt 1.4. Cashier shall receive the Tellers' Collections every cut off.	<i>Complete details of application forms or job order requests</i>	Cashier	Job Order Requests, Application Forms, Liquidation Forms, Bill of Materials, Tellers Collection Summary and Requisition Forms
02	<pre> graph TD R1 --> A2[Accept Payment] </pre>	2.1 Cashier shall accept payment from bidders, tellers, concessionaires & employees.	<i>5 minutes according to approved Citizen's Charter under the Anti Red Tape Act of 2007</i>	Cashier	Not Applicable
03	<pre> graph TD A2 --> R3[Issue Official Receipt] R3 --> A3((A)) </pre>	3.1 Cashier shall issue official receipts upon payment. 3.2 Cashier shall indicate amount of payment in the Application form for New Service Connection		Cashier	Official Receipts Application Form

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Pages : 2 of 3



PROCEDURES MANUAL

CASHIERING

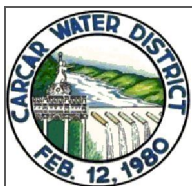
No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
04		4.1. Cashier shall prepare deposit slip based on Cash and Check Collection. 4.2. Designated depositor shall conduct cash counting and check deposit against cash and checks on hand. 4.3. Depositor shall record entries (cash and checks to be deposited) in the logbook.	<i>100% accuracy deposited cash and check</i>	Cashier and Designated Depositor	Deposit Slips, Logbook
05		5.1 Cashier shall prepare Cashier's Collection Report. 5.2. Cashier shall prepare Check Disbursement. 5.3. Cashier shall prepare Cash Position Summary Report	<i>In accordance to New Government Accounting System (NGAS) Volume 1</i>	Cashier	Cashier's Collection Report Check Disbursement Summary Report Cash Position Summary Report

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Eff. Date : **08-20-16**
 Pages : **3 of 3**



PROCEDURES MANUAL

Document No. : **PM-ADM-02** Eff. Date : **08-20-16**
Revision No. : **00** Pages : **1 of 3**

HANDLING OF PETTY CASH

I. OBJECTIVE

This procedure identifies the internal controls in the handling of Petty Cash.

II. SCOPE

This procedure covers all employees of the Carcar Water District.

III. RESPONSIBILITY AND RESOURCES

Cashier

IV. DEFINITION OF TERMS

Petty Cash – is a small fund of cash kept on hand maintained by a custodian for purchases or reimbursements.

Petty Cash Voucher – form used to document a disbursement (payment) from a petty cash fund

Petty Cash Custodian - person involved in the handling and recording of all disbursements and advances out of the petty cash fund.

V. REFERENCE DOCUMENTS

New Government Accounting System Manual (NGAS) Volume 1

VI. RECORDS GENERATED

Official Receipts, Petty Cash Vouchers, Reimbursement Receipt, Inspection and Acceptance Report, Petty Cash Replenishment Summary

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Prepared by: PRISCILLA C. ABELLANA
Process Owner

Approved by: ENGR. EDWARD L. REMO
General Manager



PROCEDURES MANUAL

HANDLING OF PETTY CASH

VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01	<pre> graph TD START([START]) --> R1[Receive Petty Cash Voucher] </pre>	1.1. Receive Petty Cash Voucher from requester.	1.1. With complete signatures of the requester, Division Manager, General Manager, Petty Cash Custodian and the Payee. 1.2. With filled up Responsibility Center (Account Number) 1.3. Petty Cash requests more than P 1,000.00 are not allowed.	Petty Cash Custodian Requester	Petty Cash Voucher
02	<pre> graph TD R2[Release requested amount] </pre>	2.1. Release amount requested	Amount released must be exact.	Petty Cash Custodian	Petty Cash Voucher
03	<pre> graph TD R3[Receive Liquidated Petty Cash Voucher] --> A((A)) </pre>	3.1. Receive Liquidated Petty Cash. 3.2. Check all attachments to the liquidation (OR, IAR, RER)	Liquidations must be returned within the day with complete attachments.	Petty Cash Custodian	Petty Cash Voucher <div style="border: 2px solid red; padding: 5px; color: red; font-weight: bold;">UNCONTROLLED COPY</div>
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PROCEDURES MANUAL

HANDLING OF PETTY CASH

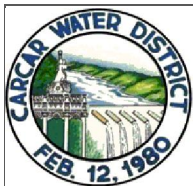
No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
04	<pre> graph TD B((B)) --> D{Determine if cash released reached the 70% ceiling} D -- Yes --> S05[Prepare Petty Cash Replenishment Summary] D -- No --> END[END] </pre>	<p>4.1. Encode PCV details to Petty Cash Replenishment Summary</p> <p>4.2. Determine if cash released reached the 70% ceiling.</p> <p>4.3. If total cash released is less than the 70% ceiling, end of transaction.</p>	<p><i>Regular monitoring of cash releases on a daily basis.</i></p> <p><i>70% of P10,000.00 as ceiling for Petty Cash Replenishment</i></p>	Petty Cash Custodian	Petty Cash Voucher
05	<pre> graph TD S05[Prepare Petty Cash Replenishment Summary] --> END[END] </pre>	<p>5.1. Prepare Petty Cash Replenishment Summary</p> <p>5.2 Submit to Admin Division for checking of entries.</p> <p>5.3. Forward Petty Cash Replenishment Summary to Finance Division for issuance of Disbursement Voucher.</p>	<p><i>Compulsory replenishment upon reaching the 70% ceiling</i></p> <p><i>100% completion of signatures and attachments</i></p>	Petty Cash Custodian	Petty Cash Voucher

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Eff. Date : 08-20-16
Pages : 3 of 3



PROCEDURES MANUAL

Document No. : **PM-ADM-03** Eff. Date : **08-20-16**

Revision No. : **00** Pages : **1 of 3**

MAINTENANCE OF UPIS

I. OBJECTIVE

This procedure outlines the maintenance and other related activities in keeping the office, comfort rooms and stairways clean and odor-free while providing users with a pleasant working environment and projecting a positive image.

II. SCOPE

This procedure covers the assigned personnel in the Admin Division charged with the maintenance of the cleanliness and orderliness of the office and their regular activities.

III. RESPONSIBILITY AND RESOURCES

General Manager
Department Manager for Admin and Finance
Admin Division Manager

IV. DEFINITION OF TERMS

UPIS- refers to Utility Plant In Service (i.e Office Building)

Monitoring Tool- refers to the document which contains the logged activities of utility personnel during the conduct of maintenance activities

V. REFERENCE DOCUMENTS

Not Applicable

VI. RECORDS GENERATED

Monitoring Tool

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Prepared by: MARIBETH S. TANQUE
Process Owner

Approved by: ENGR. EDWARD L. REMO
General Manager



PROCEDURES MANUAL

MAINTENANCE OF UPIS

VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01	<div style="border: 1px solid black; padding: 5px; text-align: center;">START</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Prepare cleaning materials</div>	1.1. Prepare the needed materials for cleaning 1.2. Identify areas for cleaning in accordance with daily assignments	<i>Cleaning materials should be placed in area for easy access when needed.</i>	Utility Personnel	none
02	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Clean the stairways</div> <div style="text-align: center;">↓</div>	2.1. Prepare appropriate cleaning materials 2.2. Sweep and mop the stairways	<i>Stairways should be free from dirt, mud and dust daily</i> <i>Cleaning of stairways shall be made in accordance with the following sequence:</i> 1. Stairway leading to the Admin 2. Stairway leading to Finance	Utility Personnel	Not Applicable
03	<div style="border: 1px solid black; padding: 5px; text-align: center;">Disinfect the restrooms</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; text-align: center; line-height: 30px; margin: 0 auto;">A</div>	3.1 Scrub toilet bowls with a toilet brush. Wipe the seat, the outside circumference of the bowl, the tank and the base of the toilet with disinfectant/detergent. 3.2. Sweep and mop the floors.	<i>Cleaning of restrooms shall be made in accordance with the following sequence:</i> 1. Restroom of the Gen Manager 2. Restroom for women at the 2nd floor 3. Restroom near the operations and maintenance 4. Restroom near the commercial division <i>This is done daily</i>	Utility Personnel	Not Applicable <div style="border: 2px solid red; padding: 5px; text-align: center; color: red; font-weight: bold;">UNCONTROLLED COPY</div>

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 Pages : **2 of 3**



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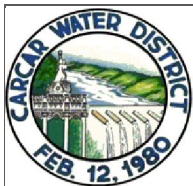
MAINTENANCE OF UPIS

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
04	<pre> graph TD A((A)) --> B[Clean office equipment] </pre>	4.1. Wipe off dirt and dust particles on office equipment such as telephone, fax machine, photocopier, computer units and tables	<i>Office equipment should be free from dust and dirt at all times</i> <i>This is done daily</i>	Utility Personnel	Not Applicable
05	<pre> graph TD B[Clean office equipment] --> C[Empty the waste baskets] </pre>	5.1. Collect garbage and other wastes generated at source	<i>Collection of garbage at source should be made regularly every afternoon</i> <i>This is done daily</i>	Utility Personnel	Not Applicable
06	<pre> graph TD C[Empty the waste baskets] --> D[Transfer garbage collected into the waste receptacle] </pre>	6.1. Transfer garbage collected from trash cans to the waste receptacle at the end of office hours	<i>Garbage receptacle of the office should be made ready every late afternoon for collection by the garbage truck the following morning</i> <i>This is done daily</i>	Utility Personnel	Not Applicable
07	<pre> graph TD D[Transfer garbage collected into the waste receptacle] --> E[Log all activities in the Monitoring Tool] </pre>	7.1. Log all activities performed in the Monitoring Tool and UPIS Checklist	<i>Logging of activities in the monitoring tool shall be done within the day.</i>	Utility Personnel	Monitoring Tool; Cleaning Check List
07	<pre> graph TD E[Log all activities in the Monitoring Tool] --> F[Submit Monitoring Tool for rating] F --> G[END] </pre>	6.1. Submit the monitoring tool to the rater for rating	<i>Submission of monitoring tool for rating shall be made in accordance with the SPMS</i>	Utility Personnel Admin division Manager	Monitoring tool <div style="border: 2px solid red; padding: 5px; color: red; font-weight: bold;">UNCONTROLLED COPY</div>

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Eff. Date : 08-20-16
Pages : 3 of 3



PROCEDURES MANUAL

Document No. : **PM-ADM-04** Eff. Date : **08-20-16**

Revision No. : **00** Pages : **1 of 5**

COMMUNICATION

I. OBJECTIVE

This procedure defines the system for the effectiveness and prompt handling of incoming and outgoing communication for Carcar Water District.

II. SCOPE

This procedure covers the entire Carcar Water District's Interested Parties incoming and outgoing communication.

III. RESPONSIBILITY AND RESOURCES

Secretary

IV. DEFINITION OF TERMS

None

V. REFERENCE DOCUMENTS

None

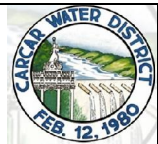
VI. RECORDS GENERATED

Incoming logbook
Outgoing Logbook

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Prepared by: KAREN JOY N. CARREON
Process Owner

Approved by: ENGR. EDWARD L. REMO
General Manager



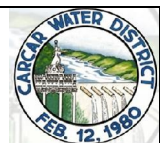
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COMMUNICATION

VII. PROCEDURE DETAILS AND FLOW

For Incoming:

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01	<pre> graph TD START([START]) --> Receive[Receive mail or documents] </pre>	1.1. Receive the incoming emails, mailed letters and faxed documents	<i>Mailed letters must be verified if it's for Carcar Water District/CWD employees or not.</i>	Secretary	Emails, mailed letters, faxed documents
02	<pre> graph TD Receive --> Sort[Sort and open documents] </pre>	2.1. Sort documents whether for office or employees' mails 2.2. Open documents for office only	<i>Not Applicable</i>	Secretary	Emails, mailed letters, faxed documents
03	<pre> graph TD Sort --> Ack[Acknowledge receipt of documents] Ack --> A((A)) </pre>	3.1 Stamp the documents "received" and write the date, time and received by.	<i>100% accuracy of acknowledgement details</i>	Secretary	Emails, mailed letters, faxed documents
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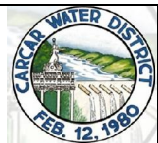
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COMMUNICATION

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
04		4.1 Record received incoming emails, mailed letters and faxed documents to the incoming logbook.	<i>All received incoming emails, mailed letters and faxed documents must be recorded</i>	Secretary	Incoming logbook
05		5.1 Forward office documents to GM and to the respective recipients 5.2 The recipients received mail documents and sign the incoming logbook.	<i>All received incoming emails, mailed letters and faxed documents must be forwarded to the exact recipient</i>	Secretary	Incoming logbook
06		6.1 File the copy/original of mail documents	<i>All received incoming emails, mailed letters and faxed documents must be filed</i>	Secretary	Not Applicable

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PROCEDURES MANUAL

COMMUNICATION

For Outgoing:

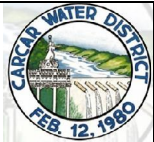
No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01	<pre> graph TD START([START]) --> Collection[Collection of documents] </pre>	1.2. Collect documents for mail and fax	<i>Complete information of the receiver</i>	Secretary	Documents for mail and fax
02	<pre> graph TD Reproduce[Reproduce copies] </pre>	2.1. Photocopy the original documents.	<i>All documents with their attachments must be photocopied before sending/mailling.</i>	Secretary	Documents for mail and fax
03	<pre> graph TD Record[Record mail documents to the logbook] --> A((A)) </pre>	3.1 Record the mail documents from office to the outgoing logbook.	<i>All documents must be recorded to the logbook.</i>	Secretary	Outgoing logbook

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Eff. Date : **08-20-16**
Pages : **4 of 5**




PROCEDURES MANUAL

COMMUNICATION

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
04	<pre> graph TD A((A)) --> B[Mail documents] </pre>	<p>4.1 Mail office documents to post office or other courier services.</p> <p>4.2 The courier assign to deliver the mail shall sign the outgoing logbook.</p>	<i>All documents must be mailed.</i>	Secretary	Official Receipts from courier services
05	<pre> graph TD C[File copied documents] --> D[END] </pre>	<p>5.1 File the copy of mailed office documents.</p>	<i>All documents must be filed.</i>	Secretary	<i>Not Applicable</i>

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Rev. No.	:	00		Pages	:	5 of 5

	PROCEDURES MANUAL	Document No. : PM-ADM-05 Eff. Date : 08-20-16 Revision No. : 00 Pages : 1 of 2
	CORRECTIVE MAINTENANCE OF IT EQUIPMENT	

I. OBJECTIVE

This procedure explains the corrective maintenance of Carcar Water District’s IT Equipment.

II. SCOPE

This procedure involves troubleshooting and servicing of IT hardware and software of Carcar Water District.

III. RESPONSIBILITY AND RESOURCES

- End User
- IT personnel
- Procurement Officer
- Petty Cash Fund Custodian

IV. DEFINITION OF TERMS

V. REFERENCE DOCUMENTS

- Republic Act No. 9184 – Government Procurement Reform Act
- Government Procurement Policy Board Guidelines

VI. RECORDS GENERATED

- Petty Cash Voucher
- Purchase Request
- Purchase Order

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Prepared by: <u>ARCHIE R. CAMPAÑON</u> Process Owner	Approved by: <u>ENGR. EDWARD L. REMO</u> General Manager
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PROCEDURES MANUAL

CORRECTIVE MAINTENANCE OF IT EQUIPMENT


VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
1		1.1. Call IT personnel for IT support		End User	
2		2.1 Troubleshoot the issue based on the complaint of the end user	Within 24 hours after receipt of complaint	IT Personnel	
3		3.1 List down the parts to be replaced 3.2 Prepare purchase request		IT Personnel	Purchase Request
4		4.1 Purchase parts if necessary	In Accordance with purchasing procedures (R.A. 9184)	End user Procurement Officer PCF Custodian	Petty Cash Voucher Purchase Order
5		5.1 Fix the issue and replace defective parts if necessary	Major repair includes replacement of motherboard, hard drive, power supply and installation of operating system.	IT Personnel	
6		6.1 Inform the end user		End user	<div style="border: 2px solid red; padding: 5px; text-align: center;">UNCONTROLLED COPY</div>

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Pages : 2 of 2

	PROCEDURES MANUAL	Document No. : PM-ADM-06 Eff. Date : 08-20-16 Revision No. : 00 Pages : 1 of 1
	PREVENTIVE MAINTENANCE OF IT EQUIPMENT	

I. OBJECTIVE

This procedure explains the preventive maintenance of Carcar Water District’s IT equipment.

II. SCOPE

This procedure involves cleaning and maintaining of IT hardware and software of Carcar Water District.

III. RESPONSIBILITY AND RESOURCES

IT personnel

IV. DEFINITION OF TERMS

V. REFERENCE DOCUMENTS

Not Applicable

VI. RECORDS GENERATED

Annual Preventive Maintenance Plan

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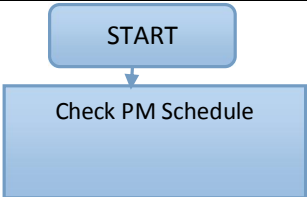
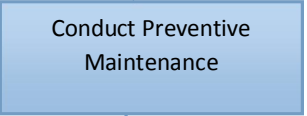
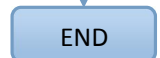
Prepared by: <u> ARCHIE R. CAMPAÑON </u> Process Owner	Approved by: <u> ENGR. EDWARD L. REMO </u> General Manager
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PREVENTIVE MAINTENANCE OF IT EQUIPMENT

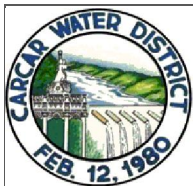
VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
1		1.1 Check maintenance schedule of equipment	Annual Preventive Maintenance Plan shall be done annually	IT personnel	Annual Preventive Maintenance Plan
2		2.1 Prepare maintenance checklist 2.2 Perform maintenance on IT equipment 2.3 Record preventive maintenance performed	100% of preventive maintenance performed within the schedule	IT personnel	Preventive Maintenance Checklist
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Eff. Date : 08-20-16
Pages : 2 of 2



PROCEDURES MANUAL

Document No. : **PM-HRD-01** Eff. Date : **08-20-16**
Revision No. : **00** Pages : **1 of 8**

RECRUITMENT, SELECTION & PLACEMENT

I. OBJECTIVE

This procedure expounds the structure of the Recruitment, Selection and Placement process of the Carcar Water District Human Resource Division.

II. SCOPE

This procedure covers the Carcar Water District's Human Resource and its Interested Parties.

III. RESPONSIBILITY AND RESOURCES

Highest Appointing Officer (General Manager)
Personnel Selection Board (PSB)
Human Resource Management Officer (HRMO) & Human Resource Staff

IV. DEFINITION OF TERMS

Recruitment – is overall process of attracting, selecting and appointing suitable candidates for jobs (either permanent or temporary) within an organization.

Selection - is the process of picking up individuals (out of the pool of job applicants) with requisite qualifications and competence to fill jobs in the organization.

Placement - understood as the allocation of people to the job. It is assignment or re-assignment of an employee to a new or different job.

Human Resource – formal systems devised for the management of people within an organization.

Highest Appointing Officer – person involved in the assessment of the Merits of the PSB's Assessment Report

Personnel Selection Board – also known as PSB. The committee involved in the judicious and objective selection of personnel for employment as well as for promotion.

Human Resource Management Officer – also known as HRMO. A person instrumental in promoting employee welfare and productivity in an organization.

V. REFERENCE DOCUMENTS

Agency's Approved Merit Selection Plan

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VI. RECORDS GENERATED

List of Vacant Positions, Applications, Recommendations, Summary of Exam Scores, Interview Rating Sheets, Interview Guide, Evaluation Sheets of the Personnel Selection Board (PSB), Minutes of the Meeting, Comprehensive Evaluation Report of the Personnel Selection Board (PSB). List of Employment Requirements and Appointment Papers & relevant Documents

Prepared by: EDDIES C. INOT
Process Owner

Approved by: ENGR. EDWARD L. REMO
General Manager



PROCEDURES MANUAL

RECRUITMENT, SELECTION AND PLACEMENT

VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01	<pre> graph TD START([START]) --> PVP[Publication of Vacant Positions] </pre>	<p>1.1. Upon instruction by the Highest Appointing Officer (GM), the HRMO shall prepare the List of Vacant Positions</p> <p>1.2. HRMO shall submit the List of Vacant Positions to the Civil Service Field Office for approval.</p> <p>1.3. Post the List of Vacant Positions in three (3) public and conspicuous places in the office</p>	1.1. Republic Act No. 7041 – Publication Law. Period for posting shall be at least ten (10) days.	Human Resource Management Officer (HRMO)	List of Vacant Positions
02	<pre> graph TD PVP --> RA[Receive Applications] </pre>	2.1. Receive applications from internal and external applicants	Not Applicable	Human Resource Management Officer (HRMO)	Application Letters/Resume/ Curriculum Vitae
03	<pre> graph TD RA --> S{Shortlisting?} S -- Yes --> A((A)) S -- No --> MA[Store to Masterlist of Applicants] </pre>	<p>3.1. Shortlisting of Qualified Internal Applicants for Preliminary Evaluation</p> <p>3.2. Shortlisting of Qualified External Applicants for Preliminary Evaluation</p> <p>3.3. If yes, proceed to next step.</p> <p>3.4. If no, applications will be stored to Masterlist of Applicants.</p>	CSC Qualification Standards Manual	Human Resource Management Officer (HRMO)	<p>Shortlist of Qualified Applicants, Application Letters, Resume, Curriculum Vitae</p> <div style="border: 2px solid red; padding: 5px; color: red; text-align: center;">UNCONTROLLED COPY</div>
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PROCEDURES MANUAL

RECRUITMENT, SELECTION AND PLACEMENT

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
04		<p>4.1. Notification of Qualified Applicants for the schedule & requirements (<i>time, date, prescribed attire and other requirements</i>) of Preliminary Evaluation.</p> <p>4.2. Notification shall be through Call/SMS or Email.</p>	<i>Not Applicable</i>	HRMO or HR Staff	Not Applicable
05		<p>5.1. Conduct Preliminary Evaluation</p> <p>5.2. Administer Written Examination to the applicants in the morning</p> <p>5.2.1. HR Staff shall check each applicant's written exam according to standards set by the organization.</p> <p>5.2.2. Prepare Summary of Written Exam Scores</p> <p>5.3. Conduct Panel Interview to the applicants in the afternoon</p> <p>5.3.1. Rate applicants through the criteria set by the PSB</p>	<p><i>Written Examinations checked according to Standards set by the Organization</i></p> <p><i>Panel Interview shall be according to previously set Interview Guide</i></p> <p><i>Accurate checking of Written Exam according to standards</i></p> <p><i>Objective rating to be done during the Panel Interview but with criteria to be followed</i></p>	<p>Personnel Selection Board (PSB)</p> <p>HRMO</p> <p>HR Staff</p>	<p>Written Examination Results</p> <p>Summary of Written Exam Scores</p> <p>Interview Guide</p> <p>Interview Rating Sheets</p> <div style="border: 2px solid red; padding: 5px; color: red; text-align: center;">UNCONTROLLED COPY</div>
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PROCEDURES MANUAL

RECRUITMENT, SELECTION AND PLACEMENT

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
06		<p>6.1. Notification of applicants that underwent the Preliminary Evaluation conducted by the PSB regarding its results.</p> <p>6.2. Notification of the next step of the process to the qualified applicant.</p> <p>6.3. Notification shall be done through Call/SMS or Email.</p>	<i>Not Applicable</i>	HRMO HR Staff	Not Applicable
07		<p>7.1. Submission of Selection up to PSB</p> <p>7.2. Selection Line up includes all applicants who passed the written exam and panel interview for deliberation en banc</p>	<i>Accuracy of the submitted Selection Line up</i>	HRMO	Selection Line Up
08		<p>8.1. Deliberation by the PSB through Systematic Assessment of Applicants' Competencies and Qualifications</p> <p>8.2. HR Staff shall take down the minutes of the meeting during the deliberation.</p>	<i>Criteria for the Assessment shall be based on the predetermined criteria by the PSB</i>	PSB HRMO	<div style="border: 2px solid red; padding: 5px; color: red; text-align: center;">UNCONTROLLED COPY</div> <p>Evaluation Sheets of the PSB</p> <p>Minutes of the Meeting</p>

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Eff. Date : 08-20-16
Pages : 4 of 8



PROCEDURES MANUAL

RECRUITMENT, SELECTION AND PLACEMENT

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
09		9.1. Conduct Background Investigation on the applicants	<i>Only the Top 5 applicants shall undergo the Background Investigation</i>	Personnel Selection Board	Not applicable
10		10.1. Recommend the Top 5 Qualified candidates by the PSB to the Highest Appointing Officer (GM)	<i>According to Agency's Approved Merit Selection Plan (MSP)</i>	Personnel Selection Board	Comprehensive Evaluation Report of the PSB
11		11.1. Assess the Merits of the PSB's Comprehensive Evaluation Report by the Highest Appointing Officer (GM) 11.2. The Highest Appointing Officer shall choose from the Top 5 Qualified Candidates	<i>Highest Appointing Officer (GM) may choose from either any of the Top 5 Qualified Candidates</i>	Highest Appointing Officer (GM)	Comprehensive Evaluation Report of the PSB <div style="border: 2px solid red; padding: 5px; color: red; font-weight: bold;">UNCONTROLLED COPY</div>
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PROCEDURES MANUAL

RECRUITMENT, SELECTION AND PLACEMENT

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
12	<pre> graph TD D((D)) --> Issuance{Issuance of Appointment} Issuance -- Yes --> Ann[Announcement of Appointment] Issuance -- No --> END[END] </pre>	<p>12.1. Issuance of Appointment shall be done by the Highest Appointing Officer (GM).</p> <p>12.2. If yes, announce Appointment.</p> <p>12.3. If no, end of process.</p>	<p><i>According to Agency's Approved Merit Selection Plan (MSP)</i></p>	Highest Appointing Officer (GM)	Appointment
13	<pre> graph TD Ann[Announcement of Appointment] --> Notify[Notify Appointee/s & Disqualified Candidates] </pre>	<p>13.1. Post the List of Newly Appointed personnel in three (3) public and conspicuous places in the office</p>	<p><i>Period for posting will be at least fifteen (15) days.</i></p>	HRMO	List of Newly Appointed Personnel
14	<pre> graph TD Notify[Notify Appointee/s & Disqualified Candidates] --> E((E)) </pre>	<p>14.1. Notify Appointee/s & Disqualified Candidates of the results of the Recruitment and Selection process.</p>	<p><i>Not Applicable</i></p>	<p>HRMO</p> <p>HR Staff</p>	<p>Not Applicable</p> <p>UNCONTROLLED COPY</p>

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Eff. Date : **08-20-16**
Pages : **6 of 8**



PROCEDURES MANUAL

RECRUITMENT, SELECTION AND PLACEMENT

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
15		15.1. Inform Appointee/s to submit employment requirements. 15.2. Give list of requirements to Appointee/s	<i>Not Applicable</i>	HRMO	List of Employment Requirements
16		16.1. Prepare Appointment Papers and Relevant Documents before submission to Civil Service Commission	<i>Accuracy and correctness in preparation of Appointment Papers</i>	HRMO HR Staff	Appointment Papers & Relevant Documents
17		17.1. Submit Appointment/s together with other pertinent papers to the Civil Service Commission	<i>Submission shall be made within 30 days from the date of Issuance of Appointment/s</i>	HRMO CSC	Appointment Papers & Relevant Documents

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Pages : 7 of 8



PROCEDURES MANUAL

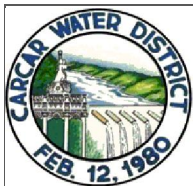
RECRUITMENT, SELECTION AND PLACEMENT

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
18		18.1. Provide the New Employee/s of their Appointment form/s	<i>Not Applicable</i>	HRMO	Copy of Appointment
19		19.1. Introduce New Employee/s to respective unit.	<i>Not Applicable</i>	HRMO	Not Applicable
20		20.1. Conduct Orientation to New Entrants 20.2. Facilitate Orientation	<i>Not Applicable</i>	HRMO	Not Applicable <div style="border: 2px solid red; padding: 5px; color: red; font-weight: bold;">UNCONTROLLED COPY</div>

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 Pages : **8 of 8**



PROCEDURES MANUAL

Document No. : **PM-HRD-02** Eff. Date : **08-20-16**
Revision No. : **00** Pages : **1 of 7**

TRAINING

I. OBJECTIVE

This procedure aims to further explain the course of action used in Human Resource Development External Training in accordance to Executive Order No. 292.

II. SCOPE

This procedure covers the Carcar Water District's Human Resource and its Interested Parties.

III. RESPONSIBILITY AND RESOURCES

General Manager
Human Resource Management Officer (HRMO) & Human Resource Staff
External Trainer

IV. DEFINITION OF TERMS

Training – is a function concerned with organizational activity aimed at bettering the job performance of individuals in an organizational setting. It can be external or internal. Training also promotes greater stability, flexibility and capacity for growth in an organization.

Training (External) – in this process, an external trainer is invited to conduct the training to the employees of an organization.

External Trainer – is an accredited and competent person from another government or non-government organization involved in facilitating or conducting trainings to an organization.

Human Resource – formal systems devised for the management of people within an organization.

Human Resource Management Officer – is also known as HRMO. A person instrumental in promoting employee welfare and productivity in an organization.

Strategic Performance Management System – is also known as SPMS. Is a mechanism that links employee performance with organizational performance to enhance the performance orientation of the compensation system.

V. REFERENCE DOCUMENTS

Executive Order No. 292
CSC Memorandum Circular No. 6, s. 2012

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VI. RECORDS GENERATED

Individual Performance Commitment and Review (IPCR) Form, Annual Training Plan, Registration Forms/Confirmation Slips, Disbursement Voucher, Training Certificate, Electronic List of Trainings/Seminars, Electronic Personal Data Sheet, Training Effectiveness Evaluation

Prepared by: EDDIES C. INOT
Process Owner

Approved by: ENGR. EDWARD L. REMO
General Manager



PROCEDURES MANUAL

TRAINING

VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01		1.1. Assess Organizational Needs through performance appraisal forms such as the Individual Performance Commitment & Review (IPCR) form of the Strategic Performance Management System (SPMS)	<p><i>Executive Order No. 292 - mandates all government agencies to ensure that each agency personnel are provided with at least one Human Resource Intervention every year.</i></p> <p><i>CSC MC No. 6, s. 2012 – Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS)</i></p>	Human Resource Management Officer (HRMO)	IPCR Form
02		<p>2.1. Request Training Calendar from External Trainers such as other Government Agencies or Non – Government Organizations: Civil Service Commission (CSC), Local Water Utilities Administration (LWUA), Commission on Audit (COA) and Pollution Control Association of the Philippines Inc. (PCAPI)</p> <p>2.2 For In-house, plot training in the training plan with training schedule.</p>	<i>Not Applicable</i>	Human Resource Management Officer (HRMO) External Trainer	<p>Training Calendar</p> <div style="border: 2px solid red; padding: 5px; color: red; text-align: center;">UNCONTROLLED COPY</div>

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Pages : 2 of 7



PROCEDURES MANUAL

TRAINING

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
03		3.1. Check upcoming Training Schedules from the Training Calendars received from external trainers 3.2. Receive Training Invitations from External Trainers every now and then	<i>Not Applicable</i>	HRMO or HR Staff	Not Applicable
04		4.1. Recommend personnel who are candidates for Training to the General Manager	<i>Nominees for training shall fit according to his/her position or function</i>	HRMO	Not Applicable
05		5.1. Select personnel for training based on the recommendations submitted by the HRMO or based on preference.	<i>Executive Order No. 292 - mandates all government agencies to ensure that each agency personnel are provided with at least one Human Resource Intervention every year.</i>	General Manager	Not Applicable <div style="border: 2px solid red; padding: 5px; color: red; text-align: center;">UNCONTROLLED COPY</div>
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PROCEDURES MANUAL

TRAINING

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
06		<p>6.1. Facilitate Registration of the chosen personnel to the Training</p> <p>6.1.1. Personnel shall fill up registration forms of the Training to be attended</p>	<p><i>Registration and Confirmation of Training Attendance shall be within the day upon endorsement from HRMO</i></p>	<p>HR Staff</p> <p>Chosen Personnel</p>	<p>Registration Form Confirmation Slip</p>
07		<p>7.1. Coordinate with Trainer regarding the registration and confirmation of Training Attendance</p> <p>7.1.1. Submit Registration Forms and Confirmation Slips to the External Trainer</p>	<p><i>Submission of Registration Forms and Confirmation Slips shall be done within the day.</i></p>	<p>HR Staff</p> <p>External Trainer</p>	<p>Registration Form Confirmation Slip</p> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;">UNCONTROLLED COPY</div>

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Pages : 4 of 7



PROCEDURES MANUAL

TRAINING

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
08	<pre>graph TD; C((C)) --> Box[Facilitate Payment for Training]; Box --> D((D));</pre>	<p>8.1. Facilitate Payment for Training Attendance</p> <p>8.1.1. Submit Training Invitation, Registration Forms, Confirmation Slips and Travel Order to Finance Division for preparation of Disbursement Voucher as payment for Training</p> <p>8.1.2. Personnel shall get Payment for Training from the Cashier</p> <p>8.2. Personnel shall submit Payment to the Registration Booth of the External Trainer</p> <p>8.2.1. External Trainer's Registration-in-charge shall sign the disbursement voucher and shall issue an official receipt of the payment for the training.</p> <p>8.2.2. Personnel shall return the signed disbursement voucher with the OR upon coming back to the office.</p>	<p><i>Disbursement Voucher should have complete signatures and attachments.</i></p> <p><i>Payment for Training shall be in the form of Check with the Disbursement Voucher.</i></p>	HR Staff Finance Division Head Personnel External Trainer's Registration-in-charge	<p>Registration Form Confirmation Slip Travel Order Disbursement Voucher</p> <p>Payment for Training</p> <p>Official Receipt</p> <div>UNCONTROLLED COPY</div>

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Pages : 5 of 7



PROCEDURES MANUAL

TRAINING

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
09		9.1. Receive original copy of Training Certificate (if applicable)	<i>Not Applicable</i>	HRMO HR Staff	List of Employment Requirements
10		10.1. Update Electronic List of Trainings Attended 10.2. Update Electronic Personal Data Sheet (PDS) of the personnel who attended the Training	<i>Accuracy and correctness in updating</i>	HR Staff	Training Certificate
11		11.1. File Training Certificate to the respective 201 Files of the Personnel who attended the Training	<i>Proper filing of 201 Files according to PRIME HRM HR Records Checklist</i>	HR Staff	<div>UNCONTROLLED COPY</div> Appointment Papers & Relevant Documents

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Pages : 6 of 7



PROCEDURES MANUAL

TRAINING


No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
12	<pre>graph TD; E((E)) --> Eval[Evaluate Training Effectiveness]; Eval --> END([END]);</pre>	12.1 Evaluate Training Effectiveness using the training effectiveness evaluation	<i>Trainee shall evaluate right after the training while immediate superior shall evaluate 30-60-90 days after the training</i>	HR Staff	Training Effectiveness Evaluation

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Pages : 7 of 7

	PROCEDURES MANUAL	Document No. : PM-MPL-01 Eff. Date : 08-20-16
	MAINTENANCE OF VEHICLES & EQUIPMENTS	

I. OBJECTIVE

Maintain the good condition of Vehicles & Equipments.

II. SCOPE

Corrective Maintenance

III. RESPONSIBILITY AND RESOURCES

The in-charge person who handles for preventive maintenance is the auto mechanics.

Resources require auto mechanics who shall conduct corrective activities. The end user sending a request includes abnormality of functions, under chassis problem and engine problem.

IV. REFERENCE DOCUMENTS

V. RECORDS GENERATED

Record logbook

Filing of accomplished Job order request

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Prepared by: <u>WENCESLAO ABALO</u> Process Owner	Approved by: <u>ENGR. EDWARD L. REMO</u> General Manager
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PROCEDURES MANUAL

CORRECTIVE MAINTENANCE OF VEHICLES & EQUIPMENTS PROCEDURE

VI. PROCEDURE DETAILS AND FLOW


No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
1	START ↓ Preparation of Job order request	1.1. The end users fill up Job order form request with corresponding complaints..	1.1.1 100% of Job order form request responded within 20 minutes after receiving from end users.	End users	Copy of Job Order Request
2	↓ Make a recommendation	2.1 The in-charge person must check based on the request only and make a recommendation.	2.1.1 100% checked	Auto mechanics	Corrective Maintenance logbook
3	↓ Approval No Yes	3.1 Check and evaluate recommendation	3.1.1 The supervisor justifies the request if it is major or minor repair. Assigned supervisor checked & approved Job Order request.	Assigned Supervisor	
4	↓ Perform Corrective activity	4.1 The in-charge person starts to troubleshoot and repair the complaints of the end user.	4.1.1 Major repair includes engine overhauling, under chassis repair & body painting & body repair. Minor repair considering repairs accomplished within 2 hours from the time of repair.	Auto Mechanics	Preventive logbook
5	↓ Inspection and acceptance of end user No Yes END	5.1 The end user check and signed Job order form for acceptance.	4.1.1 Check based on their complaints.	End users	Filed accomplish Job Order request.

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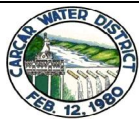
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Pages : 2 of 2

	PROCEDURES MANUAL	Document No. : PM-MPL-02 Eff. Date : 08-20-16 Revision No. : 00 Pages : 1 of 2
	MAINTENANCE OF VEHICLES & EQUIPMENTS	

- I. OBJECTIVE
- Maintain the good condition of Vehicles & Equipments.
- II. SCOPE
- Preventive Maintenance
- III. RESPONSIBILITY AND RESOURCES
- The in-charge person who handles for preventive maintenance is the auto mechanics.
- Resources require auto mechanics who shall conduct preventive activities. Also secure the previous data based on checking of records for last preventive activity and checking of oil.
- IV. REFERENCE DOCUMENTS
- V. RECORDS GENERATED
- Preventive record logbook
- Filing of accomplished Job order request

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Prepared by: <u>WENCESLAO ABALO</u> Process Owner	Approved by: <u>ENGR. EDWARD L. REMO</u> General Manager
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PROCEDURES MANUAL

PREVENTIVE MAINTENANCE OF VEHICLE & EQUIPMENTS PROCEDURE

VI. PROCEDURE DETAILS AND FLOW

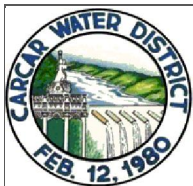
No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
1	START ↓ Preparation of Job order request	1.1 In-charge person inform the end user for the scheduled of preventive activity. The end users fill up Job order form request.	1.1.1 100% of Job order form request responded within 20 minutes after receiving from end users.	End users	Copy of Job Order Request
2	↓ Approval No → Preparation of Job order request Yes → Perform Preventive activity	2.1 Check and evaluate recommendation	2.1.1 The assigned supervisor signed the request form.	Assigned Supervisor	
3	↓ Perform Preventive activity	3.1 in-charge person check brake fluid & brake, steering oil level, lights, tires and alignment, cleaning air cleaner & carburetor and tune up if necessary.	3.1.1 Conducted base on schedule.	Auto mechanics	Preventive logbook
4	↓ Make a recommendation	4.1 The in-charge person who conducts assessment should make a recommendation.	3.1.2 100% follow preventive procedure. 4.1.1 Check based on preventive procedure	Auto Mechanics	Preventive Maintenance logbook
5	↓ Inspection and acceptance of end user No → Make a recommendation Yes → END	5.1 The end user check and signed Job order form for acceptance.	5.1.1 Check based on BLOWBAGS	End users	Filed accomplish Job Order request.

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Pages : 2 of 2



PROCEDURES MANUAL

Document No. : **PM-PUR-01** Eff. Date : **08-20-16**
Revision No. : **00** Pages : **1 of 4**

PROCUREMENT PROCESS – SHOPPING

I. OBJECTIVE

This procedure describes the system of Procurement through Shopping of the Carcar Water District.

II. SCOPE

This procedure covers the Carcar Water District as a Procuring Entity and its Interested Parties.

III. RESPONSIBILITY AND RESOURCES

End user
Division Manager of the End User
Procurement-in-charge
Bids and Awards Committee (BAC)
Finance Division Manager
Head of Procuring Entity

IV. DEFINITION OF TERMS

Procurement – refers to the acquisition of goods, consulting services and the contracting for infrastructure projects the procuring entity.

Procuring Entity – shall be the office/agency/organization concerned in the procurement process

Procurement-in-charge - carries out the procurement function in a Procuring Entity

Shopping – a method of Procurement whereby the Procuring Entity simply requests for the submission of price quotations for readily available off-the-shelf Goods or ordinary/regular equipment to be procured directly from suppliers of known qualification.

Bids and Awards Committee – is also known as BAC. Recommend to the Head of the Procuring Entity the method of procurement of the goods, services, infrastructure projects included in the APP, i.e. whether to use public bidding or any of the alternative methods of procurement.

V. REFERENCE DOCUMENTS

Republic Act No. 9184 – Government Procurement Reform Act
Government Procurement Policy Board Guidelines

VI. RECORDS GENERATED

Annual Procurement Plan, Purchase Request, Canvass Results, Abstract of Quotation, Purchase Order, PR Monitoring

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Prepared by: KAREN JOY N. CARREON
Process Owner

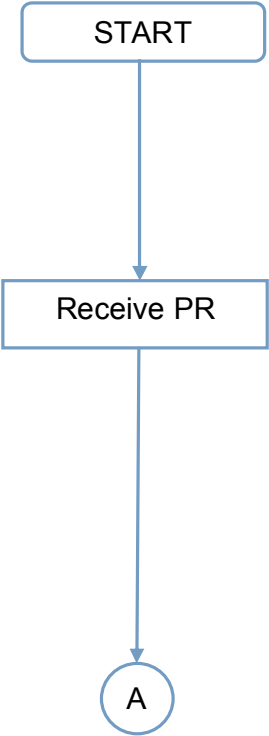
Approved by: ENGR. EDWARD L. REMO
General Manager



PROCEDURES MANUAL

PROCUREMENT PROCESS - SHOPPING

4.1 PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01	 <pre>graph TD; START([START]) --> ReceivePR[Receive PR]; ReceivePR --> A((A))</pre>	<p>1.1. Receive PR from the End User.</p> <p>1.1.1. Division Manager of the End User shall evaluate and check the APP schedule.</p> <p>1.1.2. End User/s shall prepare the PR attached with complete Specifications</p> <p>1.1.3. Division Manager of the End User shall be sign the PR as notification</p> <p>1.1.4. Head of Procuring Entity shall approve the PR</p> <p>1.1.5. Receive the approved PR</p>	<p><i>Republic Act No. 9184</i></p> <p><i>GPPB Manual</i></p>	<p>Division Manager End User Head of Procuring Entity Procurement-in-charge</p>	<p>Purchase Request</p> <div data-bbox="1722 1052 2026 1234">UNCONTROLLED COPY</div>

Doc No. : PM-PUR-01

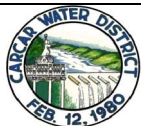
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Pages : 2 of 4



PROCEDURES MANUAL

PROCUREMENT PROCESS - SHOPPING

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
3		3.1. Prepare Abstract of Quotation with attached PR 3.1.1 Determine the Lowest Bidder from the RFQ 3.1.2 Bidding Committee and End User/s shall sign the Abstract of Quotation for certification 3.1.3. Head of Procuring Entity shall approve the Abstract of Quotation	<i>Republic Act No. 9184</i> <i>GPPB Manual</i>	Procurement-in-charge Bidding Committee End User	Abstract of Quotation PR RFQ
4		4.1. Prepare Purchase Order with attached Abstract of Quotations 4.1.1. Purchase Order shall be forwarded to the Finance Division for Certification of Availability of Funds 4.1.2 Head of Procuring Entity shall approve the Purchase Order	<i>Republic Act No. 9184</i> <i>GPPB Manual</i>	Procurement-in-charge Finance Division Manager Head of Procuring Entity	Purchase Order Abstract of Quotations PR RFQ
5		5.1. Serve Purchase Order to winning bidder	<i>Republic Act No. 9184</i> <i>GPPB Manual</i>	Procurement-in-charge	Purchase Order

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Pages : 3 of 4



PROCEDURES MANUAL

PROCUREMENT PROCESS - SHOPPING

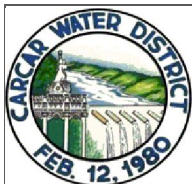
6	Update Procurement Status	6.1 The Purchasing Officer shall update the Procurement Status in the Procurement Monitoring Form.		Procurement-in-charge	PR Monitoring
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Pages : **4 of 4**



PROCEDURES MANUAL

Document No. : **PM-PUR-02** Eff. Date : **08-20-16**
Revision No. : **00** Pages : **1 of 4**

PROCUREMENT PROCESS – DIRECT CONTRACTING

I. OBJECTIVE

This procedure describes the system of Procurement through Direct Contracting of the Carcar Water District.

II. SCOPE

This procedure covers the Carcar Water District as a Procuring Entity and its Interested Parties.

III. RESPONSIBILITY AND RESOURCES

End user
Division Manager of the End User
Procurement-in-charge
Bids and Awards Committee (BAC)
Finance Division Manager
Head of Procuring Entity

IV. DEFINITION OF TERMS

Procurement – refers to the acquisition of goods, consulting services and the contracting for infrastructure projects the procuring entity.

Procuring Entity – shall be the office/agency/organization concerned in the procurement process

Procurement-in-charge - carries out the procurement function in a Procuring Entity

Direct Contracting – is a method of procurement of Goods that does not require elaborate bidding documents. The supplier is simply asked to submit a price quotation or a pro-forma invoice together with the conditions of sale. The offer may be accepted immediately or after some negotiations.

Bids and Awards Committee – is also known as BAC. Recommend to the Head of the Procuring Entity the method of procurement of the goods, services, infrastructure projects included in the APP, i.e. whether to use public bidding or any of the alternative methods of procurement.

Request Form of Quotation – (RFQ)

V. REFERENCE DOCUMENTS

Republic Act No. 9184 – Government Procurement Reform Act
Government Procurement Policy Board Guidelines

VI. RECORDS GENERATED

Annual Procurement Plan, Purchase Request, Canvass Results, Abstract of Quotation, Purchase Order, PR Monitoring

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Prepared by: KAREN JOY N. CARREON
Process Owner

Approved by: ENGR. EDWARD L. REMO
General Manager



PROCEDURES MANUAL

PROCUREMENT PROCESS – DIRECT CONTRACTING

VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01	<pre> graph TD START([START]) --> ReceivePR[Receive PR] </pre>	1.1. Receive PR from the End User. 1.1.1. Division Manager of the End User shall evaluate and check the APP schedule. 1.1.2. End User/s shall prepare the PR attached with complete Specifications 1.1.3. Division Manager of the End User shall be sign the PR as notification 1.1.4. Head of Procuring Entity shall approve the PR 1.1.5. Receive the approved PR	<i>Republic Act No. 9184</i> <i>GPPB Manual</i>	Division Manager End User Head of Procuring Entity Procurement-in-charge	Purchase Request
02	<pre> graph TD SubmitRFQ[Submit Request Form of Quotation] --> A((A)) </pre>	2.1. Submit Request Form of Quotation to Direct Supplier of Goods and Services	<i>Republic Act No. 9184</i> <i>GPPB Manual</i>	Procurement-in-charge	Request Form of Quotation <div style="border: 2px solid red; padding: 5px; color: red; text-align: center;">UNCONTROLLED COPY</div>

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 Pages : **2 of 4**



PROCEDURES MANUAL

PROCUREMENT PROCESS – DIRECT CONTRACTING

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
03		3.1. Receive accomplished RFQ 3.2. Receive Manufacturer's Certification	<i>Republic Act No. 9184</i> <i>GPPB Manual</i>	Procurement-in-charge Supplier	RFQ Manufacturer's Certification
04		4.1. Prepare Purchase Order with attached PR, RFQ and Manufacturer's Certification 4.1.1. Purchase Order shall be forwarded to the Finance Division for Certification of Availability of Funds 4.1.2 Head of Procuring Entity shall approve the Purchase Order	<i>Republic Act No. 9184</i> <i>GPPB Manual</i>	Procurement-in-charge Finance Division Manager Head of Procuring Entity	Purchase Order PR RFQ Manufacturer's Certification
05		5.1. Serve Purchase Order to winning bidder	<i>Republic Act No. 9184</i> <i>GPPB Manual</i>	Procurement-in-charge	Purchase Order <div style="border: 2px solid red; padding: 5px; color: red; text-align: center;">UNCONTROLLED COPY</div>
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PROCEDURES MANUAL

PROCUREMENT PROCESS – DIRECT CONTRACTING

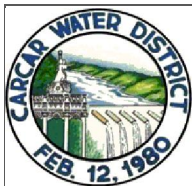
06	Update Procurement Status	6.1 The Purchasing Officer shall update the Procurement Status in the Procurement Monitoring Form.		Procurement-in-charge	PR Monitoring
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Pages : **4 of 4**



PROCEDURES MANUAL

Document No. : **PM-PUR-03** Eff. Date : **08-20-16**
Revision No. : **00** Pages : **1 of 10**

PROCUREMENT PROCESS - BIDDING

I. OBJECTIVE

This procedure describes the system of Procurement through Bidding of the Carcar Water District.

II. SCOPE

This procedure covers the Carcar Water District as a Procuring Entity and its Interested Parties.

III. RESPONSIBILITY AND RESOURCES

Bids and Awards Committee (BAC)
BAC Secretariat
End user
Division Manager of the End User
Head of Procuring Entity

IV. DEFINITION OF TERMS

Procurement – refers to the acquisition of goods, consulting services and the contracting for infrastructure projects the procuring entity.

Procuring Entity – shall be the office/agency/organization concerned in the procurement process

Procurement-in-charge - carries out the procurement function in a Procuring Entity

Bidding – refers to the method of procurement which is open to participation by any interested party and which consists of the following processes: advertisement, pre bid conference, eligibility screening of prospective bidders, receipt and opening of bids, evaluation of bids, post-qualification, and award of contract.

Bids and Awards Committee – is also known as BAC. Recommend to the Head of the Procuring Entity the method of procurement of the goods, services, infrastructure projects included in the APP, i.e. whether to use public bidding or any of the alternative methods of procurement.

BAC Secretariat – assists the BAC in the conduct of its functions.

Head of Procuring Entity – the head of the agency or body, or his duly authorized official, for NGAs and the constitutional commissions or offices, and branches of government; (ii) the governing board or its duly authorized official, for GOCCs, GFIs and SUCs; or (iii) the local chief executive, for LGUs

Technical Working Group – is also known as TWG. The technical, financial, and/or legal experts to assist in eligibility screening, evaluation of bids and post-qualification

V. REFERENCE DOCUMENTS

Republic Act No. 9184 – Government Procurement Reform Act
Government Procurement Policy Board Guidelines

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VI. RECORDS GENERATED

Annual Procurement Plan, Purchase Request, Canvass Results, Approved Budget of Contract (ABC), Technical Specifications, Notice of Meeting, Minutes of Meeting, Bidding Documents, Letters to Observers, Invitation to Bid, Bids, Checklist of Technical & Financial Requirements, Official Receipt, BAC Resolution, Notice of Post Qualifications, Notice of Bidding Results, Notice of Award, Performance Security, Contract Agreement, Notice to Proceed, Purchase Order

Prepared by: KIMBERLY B. ALESNA
Process Owner

Approved by: ENGR. EDWARD L. REMO
General Manager



PROCEDURES MANUAL

PROCUREMENT PROCESS - BIDDING

VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01	<pre> graph TD START([START]) --> Receive[Receive PR, ABC and Technical Specifications] Receive --> A((A)) </pre>	1.1. Receive PR, ABC and Technical Specifications from the End User. 1.1.1. Division Manager of the End User shall evaluate and check the APP schedule. 1.1.2. End User/s shall prepare the PR attached with complete Specifications 1.1.3. Division Manager of the End User shall be sign the PR as notification 1.1.4. Head of Procuring Entity shall approve the PR 1.1.5. Procurement-in-charge shall then receive the approved PR 1.1.6. Procurement-in-charge shall conduct canvassing or 3 suppliers of the goods/services for bidding. 1.1.7. Procurement-in-charge shall submit PR to Division Manager of End User for the preparation of ABC 1.1.8. Head of Procuring Entity shall approve the ABC	<i>Republic Act No. 9184</i>	Division Manager End User Head of Procuring Entity	Annual Procurement Plan, Approved Budget of Contract, Technical Specifications Purchase Request <div style="border: 2px solid red; padding: 5px; color: red; text-align: center;">UNCONTROLLED COPY</div>

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 Pages : **2 of 10**



PROCEDURES MANUAL

PROCUREMENT PROCESS - BIDDING

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
02		4.1. Inform the BAC Chairperson of the request for Bidding 4.1.1. BAC Chairperson shall call for a Pre Procurement Conference	<i>Republic Act No. 9184</i>	BAC Secretariat BAC Chairperson	Not Applicable
03		3.1. Prepare Notice of Meeting with the schedule and agenda for the Pre Procurement Conference duly signed by the BAC Chairperson and to be received by all the BAC Members and TWG Head	<i>Republic Act No. 9184</i>	BAC Secretariat BAC Chairperson BAC Members TWG Head	Notice of Meeting
04		4.1. Attend Pre Procurement Conference 4.1.1. BAC shall confirm the ABC, PR, Technical Specifications, contract duration and schedule of the bidding. 4.1.2. BAC shall check the APP for the budget allocation versus the ABC. 4.1.3. BAC shall appoint or elect the TWG members 4.1.4 TWG Head shall prepare the final Technical Specifications signed by all of the TWG. 4.2. Prepare Minutes of the Meeting 4.3. Receive ABC, Technical Specifications and PR for preparation of Bid Docs	<i>Republic Act No. 9184</i>	BAC Secretariat BAC Chairperson BAC Members TWG Head	ABC PR Technical Specifications Minutes of the Meeting <div style="border: 2px solid red; padding: 5px; color: red; text-align: center;">UNCONTROLLED COPY</div>

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 Pages : **3 of 10**



PROCEDURES MANUAL

PROCUREMENT PROCESS - BIDDING

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
05		5.1. Prepare Bidding Documents 5.1.1. Prepare Checklist of Technical and Eligibility Requirements	<i>Republic Act No. 9184</i>	BAC Secretariat	Bidding Documents Checklist of Technical and Eligibility Requirements
06		6.1. Prepare Letters to Observers 6.2. Send Letters to Observers via courier	<i>Republic Act No. 9184</i> <i>Letters to Observers shall be sent 3 days prior to the start of the period of Advertisement.</i>	BAC Secretariat	Letters to Observers
07		7.1. Determine pricing of the Bid Docs 7.2. Post Invitation to Bid in the PhilGeps website, CWD Website & in the front entrance of the CWD Building	<i>Republic Act No. 9184</i> <i>Period of Advertisement in the PhilGeps website shall be made available for 7 days.</i>	BAC Secretariat	Invitation to Bid Bidding Documents
08		8.1. Accommodate prospective bidders who are interested in buying the bid docs. 8.2. Sell Bid Docs to prospective bidders. 8.2.1. Bidders may personally come to the office to purchase and pick up the bid docs and others purchase and pay through bank deposits 8.3. Scan Official Receipt of Bid Docs for filing and return the OR to the bidder 8.4. Send Bid Docs to prospective bidders who purchase through bank deposits	<i>Republic Act No. 9184</i> <i>Purchasing of Bid Docs shall be made available during the 7 day</i>	BAC Secretariat Pros	Bidding Documents Official Receipts UNCONTROLLED COPY

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Pages : **4 of 10**



PROCEDURES MANUAL

PROCUREMENT PROCESS - BIDDING

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
09		9.1. Prepare Attendance Sheet 9.2. Attend Pre-Bid Conference 9.2.1. Some bidders who attend the Pre-Bid may request to the BAC for considerations of specific items in the Bid Docs. 9.2.2. Prepare BAC Resolution and Supplemental Bid Bulletin in accordance to the changes that shall be approved by the BAC. 9.2.3. Post Supplemental Bid Bulletin in the PhilGeps Website and shall be emailed to the bidders who purchased the Bid Bocs. 9.3. Prepare Minutes of the Meeting	<i>Republic Act No. 9184</i> <i>BAC Resolution and Supplemental Bid Bulletin shall be made 7 days before the Bid Opening/Evaluation.</i>	BAC TWG BAC Secretariat Bidder	Bid Docs BAC Resolution Supplemental Bid Bulletin Attendance Sheet Minutes of the Meeting <div style="border: 2px solid red; padding: 5px; color: red; text-align: center;">UNCONTROLLED COPY</div>
10		10.1. Receive Bids 10.2. Allow bidder to sign in the Logbook of Submitted Bids	<i>Republic Act No. 9184</i>	BAC Secretariat Bidder	Bids Logbook of Submitted Bids

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 Pages : **5 of 10**



PROCEDURES MANUAL

PROCUREMENT PROCESS - BIDDING

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
11		11.1. Prepare Attendance Sheet 11.2. Attend Bid Opening/Evaluation 11.2.1. BAC shall examine the submitted bids according to the Checklist of Technical and Financial Requirements 11.3. Fill up the Abstract of Bids as Read/Calculated 11.4. Prepare Minutes of the Meeting	<i>Republic Act No. 9184</i> <i>Bid Opening/Evaluation should start at exactly during the time specified in the Invitation to Bid.</i> <i>Late Bids should not be accepted</i> <i>Bidding should follow a pass or fail criterion.</i>	BAC BAC Secretariat Bidders	Bids Attendance Sheet Checklist of Technical and Financial Requirements Abstract of Bids as Read/Calculated Minutes of the Meeting
12		12.1. Prepare Attendance Sheet 12.2. Attend Post-Qua	<i>Republic Act No. 9184</i>	TWG BAC Secretariat	Bids Attendance Sheet <div style="border: 2px solid red; padding: 5px; color: red; text-align: center;">UNCONTROLLED COPY</div>

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Pages : 6 of 10



PROCEDURES MANUAL

PROCUREMENT PROCESS - BIDDING

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
13	<pre> graph TD E((E)) --> D{Determine Post - Qualification} D --> PD[Post-Disqualified] D --> PQ[Post-Qualified] </pre>	<p>13.1. Determine Post – Qualification of the Lowest Bidder 13.1.1. TWG shall determine whether the Lowest Calculated Bidder is compliant and responsive to all the requirements and conditions as specified in the Bid Docs.</p> <p>13.2. If Post-Qualified, TWG shall prepare a Post Qualification Summary Report to be submitted to the BAC Secretariat</p> <p>13.3. If Post-Disqualified, end of the process for the bidder. The 2nd lowest bidder shall then be subject to Post-Qualification.</p>	<i>Republic Act No. 9184</i>	TWG BAC Secretariat	Bids Attendance Sheet Post-Qualification Summary Report
14	<pre> graph TD R[Receive Post Qualification Summary Report] --> F((F)) </pre>	<p>14.1. Receive Post Qualification Summary Report from the TWG</p>	<i>Republic Act No. 9184</i>	TWG BAC Secretariat	Post-Qualification Summary Report

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 Pages : 7 of 10



PROCEDURES MANUAL

PROCUREMENT PROCESS - BIDDING

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
15		<p>15.1. Forward Post Qualification Summary Report to BAC</p> <p>15.1.1. BAC shall propose a Resolution declaring the Lowest Calculated and Responsive Bid approved by the Head of Procuring Entity</p> <p>15.2. Prepare BAC Resolution declaring the Lowest Calculated and Responsive Bidder.</p>	<i>Republic Act No. 9184</i>	BAC BAC Secretariat Head of Procuring Entity	Post Qualification Summary BAC Resolution
16		<p>16.1. Prepare Notice of Post Qualification to the Lowest Calculated and Responsive Bid to be signed by the BAC Chairperson.</p> <p>16.2. Prepare Notice of Bidding Results to the Higher Bidders signed by GM.</p> <p>16.3. Issue Notice of Post Qualification and Notice of Bidding Results</p>	<i>Republic Act No. 9184</i>	BAC Chairperson BAC Secretariat Head of Procuring Entity	<p>Notice of Post Qualification Notice of Bidding Results</p> <div style="border: 2px solid red; padding: 5px; color: red; text-align: center;">UNCONTROLLED COPY</div>
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PROCEDURES MANUAL

PROCUREMENT PROCESS - BIDDING

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
17		17.1. Receive approved BAC Resolution declaring the Lowest Calculated and Responsive Bidder from Head of Procuring Entity	<i>Republic Act No. 9184</i>	BAC Secretariat Head of Procuring Entity	Approved BAC Resolution
18		18.1. Prepare Notice of Award that shall be signed by GM. 18.2. Issue Notice of Award to the Lowest Bidder 18.2.1. Lowest Bidder shall acknowledge the receipt of the Notice of Award by sending back a signed copy of the notice.	<i>Republic Act No. 9184</i>	BAC Secretariat Head of Procuring Entity Lowest Bidder	Notice of Award Performance Security
19		19.1. Receive Performance Security. 19.2. When Performance Security is in form of Cash or Manager's Check, reproduce 2 copies of the cash/check and shall submit cash/check with the copies to the Cashier for issuance of Official Receipt	<i>Republic Act No. 9184</i> <i>Lowest Bidder shall be given 10 days to issue a Performance Security equivalent to 10% of the Contract Price in a form of Cash/Manager's Check, Bank Guarantee, Surety Bond</i>	BAC Secretariat Cashier	Performance Security Official Receipt <div style="border: 2px solid red; padding: 5px; color: red; text-align: center;">UNCONTROLLED COPY</div>
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PROCEDURES MANUAL

PROCUREMENT PROCESS - BIDDING

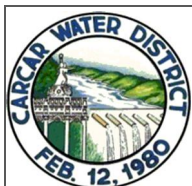
No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
20	<pre> graph TD H((H)) --> A[Facilitate Contract Signing] A --> B((Purchase Order)) B --> C[END] </pre>	<p>20.1. Prepare Contract Agreement and its supporting documents for Contract Signing.</p> <p>20.2. Coordinate with the Head of the Procuring Entity, Supplier and the lawyer who will notarize the Contract Agreement regarding the schedule of the Contract Signing</p> <p>20.3. Facilitate Contract Signing</p> <p>20.3.1. After the Contract Signing, the Head of Procuring Entity shall recommend to the Board of Directors the Contract Agreement between the Procuring Entity and the Supplier for confirmation.</p> <p>20.2.2. Procurement-in-charge shall prepare the Purchase Order approved by GM.</p>	<i>Republic Act No. 9184</i>	Head of the Procuring Entity Supplier Lawyer Board of Directors BAC Secretariat Procurement-in-charge	Contract Purchase Order
21	<pre> graph TD A[Issue Notice to Proceed] --> B[END] </pre>	<p>21.1. Prepare Notice to Proceed signed by the Head of the Procuring Entity</p> <p>21.2. Issue Notice to Proceed to the Supplier and shall be acknowledged receipt by the Supplier.</p> <p>21.2.1. Procurement-in-charge shall serve the PO to the Supplier after receipt of the Notice to Proceed</p>	<i>Republic Act No. 9184</i>	Head of the Procuring Entity BAC Secretariat Procurement-in-charge	Notice to Proceed Purchase Order

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Pages : 10 of 10



PROCEDURES MANUAL

Document No. : **PM-PUR-04** Eff. Date : **08-20-16**

Revision No. : **00** Pages : **1 of 3**

CONTROL OF EXTERNALLY PROVIDED SERVICES, PROCESSES & PRODUCT

I. OBJECTIVE

To provide a uniform & consistent system to accredit & evaluate suppliers and service providers that directly or indirectly affects the service quality of CARCAR WATER DISTRICT

II. SCOPE

This procedure applies to all suppliers of direct & indirect materials and also to service providers of CARCAR WATER DISTRICT.

III. RESPONSIBILITY

Financial Controller

IV. DEFINITION OF TERMS

- *Accreditation* – the process of qualifying a new supplier of the organization
- *Evaluation* – regular review of existing supplier's reliability and performance
- *Direct Materials* – materials that are directly used to produce the organization's service
- *Indirect Materials* – materials not directly used to produce the organization's service but have a vital part in the delivery of the service

V. REFERENCE DOCUMENTS

None

VI. RECORDS GENERATED

- | | |
|--|-----------|
| 1. Supplier Evaluation and Accreditation | FM-PUR-01 |
| 2. Accredited Suppliers Master List | FM-PUR-02 |
| 3. Accredited Suppliers Evaluation Schedules | FM-PUR-03 |
| 4. Supplier Performance Evaluation | FM-PUR-04 |

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Prepared by: KAREN JOY N. CARREON
Process Owner

Approved by: ENGR. EDWARD L. REMO
General Manager



PROCEDURES MANUAL

CONTROL OF EXTERNALLY PROVIDED SERVICES, PROCESSES & PRODUCT

VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01	Identify and Process Potential Supplier	<ul style="list-style-type: none"> - Purchaser shall identify at least two suppliers per materials or item needed by the organization - For old suppliers who have rendered at least three (3) transactions already with the organization shall be exempted with the accreditation process and shall be directly passed as an accredited supplier of the organization. 	<ul style="list-style-type: none"> - New suppliers shall be required to submit the following requirements for accreditation: <ul style="list-style-type: none"> - Company Profile - Business Registration documents - Copy of ISO Management System Certificate (if any) - Product List - Contact Person List 	Purchasing Officer	Accreditation Requirement Supplier Accreditation Form
02	Evaluate and Accredited Supplier	<ul style="list-style-type: none"> - Purchaser shall be responsible in assessing the submitted documents and users of the supplied material(s) shall be responsible in material supply evaluation using Supplier Evaluation and Accreditation form. - For supplier(s) that passed the evaluation and accreditation process, the supplier(s) shall then be included in the Accredited Suppliers Master List. 		Purchasing Officer	Accredited Suppliers Master List UNCONTROLLED COPY

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Pages : **2 of 3**




PROCEDURES MANUAL

CONTROL OF EXTERNALLY PROVIDED SERVICES, PROCESSES & PRODUCT

03	<div data-bbox="186 448 510 581" style="border: 1px solid black; padding: 5px; text-align: center;">Monitor Supplier Performance</div> <div style="text-align: center;">↓</div>	<p>- Purchasing In-charge shall conduct performance evaluations for all the accredited suppliers that have transactions with the organization according to Accredited Supplier Evaluation Schedules.</p> <p>- For accredited supplier who failed the evaluation, shall be given a request for corrective actions and a three months timeframe to improve or address their discrepancies. After the three (3) months period they will be re-evaluated. For failure of the re-evaluation, the supplier(s) will be removed from the Accredited Supplier Master List and will not be given any transaction with the organization.</p>	<p>Accredited suppliers shall be evaluate in areas such as quality of materials or service supplied, quantity of materials, capacity of delivery according to agreed time frame, submission of complete required documentations, and the quality of customer service.</p>	<p>Purchasing Officer</p>	<p>Supplier Evaluation Schedule; Supplier Evaluation Schedule</p>
04	<div data-bbox="186 857 510 990" style="border: 1px solid black; padding: 5px; text-align: center;">Review and Report Results</div>	<p>Summarize and review performances and status of supplier accreditations and evaluations. Accredited Suppliers updates and their performances should be reported during the Management Review meeting.</p>		<p>Purchasing Officer</p>	

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	PROCEDURES MANUAL	Document No. : PM-WHS-01 Eff. Date : 08-20-2016 Revision No. : 00 Pages : 1 of 3
	WAREHOUSING	

I. OBJECTIVE

This procedure defines the efficient management of the distribution and storage of inventory and non-inventory items of Carcar Water District.

II. SCOPE

This procedure covers the entire Carcar Water District interested parties.

III. RESPONSIBILITY AND RESOURCES

Storekeeper
Requester

IV. DEFINITION OF TERMS

Warehousing - refers to the activities involving storage of goods on a large-scale in a systematic and orderly manner and making them available conveniently when needed. In other words, warehousing means holding or preserving goods in huge quantities from the time of their purchase or production till their actual use or sale.

Purchase Request (PR) - form used in notifying the Procurement-in-charge of the item needed to be purchased.

Inspection and Acceptance Report (IAR) – the form which states the actual items inspected with conclusive remarks or findings and recommendations relative to the inspection conducted.

Requisition and Issuance Slip (RIS) - be used by the Requisitioning Division/Office to request supplies/goods/ equipment/property carried in stock and by the Supply and/or Property Division/Unit to issue the items requested.

Return Material Slip (RMS) – form used in returning materials or supplies to the warehouse

Stock Card – document that records the status of materials/supplies in the warehouse

Bin Card – is used to record a running balance of stock on hand, in addition to information about stock received and notes about problems associated with that stock item.

Return to Supplier Report – is a report generated whenever there are defective and incorrect specifications to the goods purchased.

V. REFERENCE DOCUMENTS

New Government Accounting System (NGAS) Manual – Volume 1

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VI. RECORDS GENERATED

Requisition and Issuance Slip, Return Material Slip, Inspection and Acceptance Report, Stock Ledger Card, Return to Supplier Report, Bin Cards, Logbooks.

Prepared by: <u>JESSA MAY BACON</u> Process Owner	Approved by: <u>ENGR. EDWARD L. REMO</u> General Manager
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PROCEDURES MANUAL

WAREHOUSING

VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01	<pre> graph TD START([START]) --> Order[Order Inventory/Non-Inventory Items] </pre>	1.1 Prepare purchase request for inventory items upon reaching reordering point. 1.2. Prepare purchase request for non-inventory items as the need arises 1.3. Forward the PR to the Admin Division Manager and General Manager for their approval.	<i>Upon reaching Reorder Point for Inventory Items</i> <i>Upon request of Non-Inventory Items</i> <i>Complete and accurate entries in the PR</i>	Storekeeper, Admin Division Manager and General Manager	Purchase Request
02	<pre> graph TD Order --> Receive[Receive Delivered Items] </pre>	2.1 Receive items delivered. 2.2 Prepare IAR. 2.3 Inform the end user of the items received. 2.4 End user shall inspect and sign the IAR for final acceptance. 2.5 Encode items received in the inventory system. 2.6 Forward IAR to the Admin Division Manager for notification.	<i>Check the quantity, condition, quality and specification of the items.</i>	Storekeeper and End user	Inspection and Acceptance Report
03	<pre> graph TD Receive --> Defective{Defective?} Defective -- Yes --> Return[Prepare Return to Supplier] Defective -- No --> A((A)) Return --> A </pre>	3.1. Check received items. 3.2. If no, proceed to next step 3.3. If yes, prepare return to supplier report. 3.3.1. Inform Purchasing Agent. 3.3.2. Forward the Return to supplier report to Admin Division Manager and General Manager for approval.	<i>Accuracy in checking received items.</i> <i>Specify complete details with reason of returning the items.</i> <i>Compulsory report upon delivery of items that are defective and with wrong specifications</i>	Storekeeper	Return to Supplier Report

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PROCEDURES MANUAL

WAREHOUSING


No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
04	<div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">A</div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">Store received items in the warehouse</div>	4.1. Store received items in the warehouse	<i>Stocks properly arranged in their designated areas.</i>	Storekeeper	Not Applicable
05	<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 100px;">Releasing of Inventory Items</div>	5.1 Receive RIS from the requester. 5.2 Withdraw requested inventory items from its storage area. 5.3 Update the bin card. 5.4 Sign the "issued by" portion of the RIS and gate pass. 5.5 Retain the 1 st and 2 nd copy of the RIS.	<i>Complete entries in the RIS and signatories</i>	Storekeeper	RIS and Bin Card
06	<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 100px;">Receive returned unused and excess materials</div>	6. 1 Receive the unused inventory items returned. 6.1 Receive RMS from the returning officer.	<i>Complete entries with justification for returning the items</i>	Returning officer Storekeeper	Return Material Slip
07	<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 100px;">Store returned items in the warehouse</div>	7.1. Store the received items that were returned in the warehouse	<i>Return stocks to its proper storage area</i>	Storekeeper	Not Applicable
08	<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 100px;">Update Stock Card</div> <div style="border: 1px solid black; border-radius: 15px; width: 100px; height: 25px; display: flex; align-items: center; justify-content: center; margin-top: 10px;">END</div>	8.1 Update each Stock Card of the inventory items indicated in the RIS, RMS and IAR in a daily basis	<i>Updating to be done within the day</i>	Storekeeper	Stock Card

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	PROCEDURES MANUAL	Document No. : PM-WHS-02 Eff. Date : 08-20-2016
	INVENTORY	Revision No. : 00 Pages : 1 of 3

I. OBJECTIVE

This procedure shows the efficient management of the movement and storage of inventory and non-inventory items of the Carcar Water District.

II. SCOPE

This procedure covers the entire Carcar Water District interested parties.

III. RESPONSIBILITY AND RESOURCES

Storekeeper
Inventory Committee

IV. DEFINITION OF TERMS

Inventory – are the raw materials, work-in-process products and finished goods that are considered to be the portion of a business' assets that are ready or will be ready for sale.

V. REFERENCE DOCUMENTS

New Government Accounting System (NGAS) Manual – Volume 1

VI. RECORDS GENERATED

Summary of Lost Tools Report, Inventory Report of Materials and Supplies, Report of Physical Count of Utility Plant in Service (UPIS), Inventory Stickers

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Prepared by: <u>JESSA MAY BACON</u> Process Owner	Approved by: <u>ENGR. EDWARD L. REMO</u> General Manager
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PROCEDURES MANUAL

INVENTORY

VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01	<p>START</p> <p>Prepare List of Tools Issued, List of UPIS Items & List of Inventory Materials and Supplies</p>	<p>1.1. Prepare List of Tools Issued per employee according to the Property Acknowledgment Receipt (PAR)</p> <p>1.2. Prepare List of UPIS Items acquired within the year.</p> <p>1.3. Prepare List of Inventory Materials and Supplies</p>	<p><i>Updated List as of cut off date Inventory of Tools Issued shall be done quarterly.</i></p> <p><i>Inventory of Materials and Supplies shall be done twice a year.</i></p> <p><i>Inventory of UPIS shall be done during the end of the year.</i></p> <p><i>NGAS Manual Volume 1</i></p>	Storekeeper	<p>List of Tools Issued</p> <p>List of UPIS Items</p> <p>List of Inventory Materials and Supplies</p>
02	<p>Conduct actual Physical Count of Tools Issued, UPIS Items & Materials and Supplies</p>	<p>2.1. Conduct actual Physical Count of Tools Issued. Check actual tools vis-à-vis the List of Tools Issued.</p> <p>2.2. Conduct actual Physical Count of UPIS Items. Check actual items vis-à-vis the List of UPIS Items and shall put stickers to the UPIS Items.</p> <p>2.3. Conduct actual Physical Count of Materials and Supplies. Check actual materials and supplies vis-à-vis List of Inventory Materials and Supplies</p>	<p><i>NGAS Manual Volume 1</i></p> <p><i>Tools - Quarterly</i></p> <p><i>Material and Supply - Twice a year</i></p> <p><i>UPIS - Once a year</i></p>	<p>Storekeeper</p> <p>Inventory Committee</p>	<p>List of Tools Issued</p> <p>List of UPIS Items</p> <p>List of Inventory Materials and Supplies</p> <p>Inventory Stickers</p> <p>UNCONTROLLED COPY</p>
03	<p>Reconcile Variance from the List of Inventory Items against the Actual Physical Count</p> <p>A</p>	<p>3.1. Reconcile Variance from the List of Inventory Items against the Actual Physical Count</p>	<p><i>NGAS Manual Volume 1</i></p>	<p>Storekeeper</p> <p>Inventory Committee</p>	<p>List of Tools Issued</p> <p>List of UPIS Items</p> <p>List of Inventory Materials and Supplies</p>

Doc No. : PM-WHS-02

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Pages : 2 of 3



PROCEDURES MANUAL

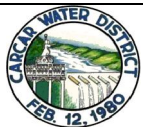
INVENTORY

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
04		<p>4.1. Prepare Inventory Report of Tools Issued</p> <p>4.1.1. Approach Procurement-in-charge for the replacement cost of the lost tools.</p> <p>4.1.2. Approach Finance Division Personnel for the depreciation cost of the lost tool</p> <p>4.1.3. Inform employee of the final cost of the lost tools and ask for their preferred mode of payment</p> <p>4.2. Prepare Inventory Report of UPIS and supplies.</p>	NGAS Manual Volume 1	Storekeeper Finance Division Personnel	Inventory Report of UPIS and Tools Issued Inventory Report of Materials Issued
05		<p>5.1 Submit Inventory Report of Tools Issued</p> <p>5.1.1. Submit Inventory Report of Tools Issued to Employee with lost tools for notification.</p> <p>5.1.2. Submit Inventory Report of Tools Issued to Admin Division Head for notification.</p> <p>5.1.3. Submit Inventory Report of Tools Issued to Finance Division Head for notification.</p> <p>5.1.4. Submit Inventory Report of Tools Issued to General Manager for approval.</p> <p>5.2. Submit Inventory Report of UPIS Items</p> <p>5.2.1. Submit Inventory Report of UPIS Items to Inventory Committee for notification.</p> <p>5.2.2. Submit Inventory Report of UPIS Items to General Manager for approval.</p>	NGAS Manual Volume 1	Storekeeper	<p>Inventory Report of Tools Issued</p> <p>Inventory Report of UPIS Items</p> <div style="border: 2px solid red; padding: 5px; color: red; text-align: center;">UNCONTROLLED COPY</div>

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Pages : 3 of 3



PROCEDURES MANUAL

STORAGE OF DISCONNECTED WATER METER

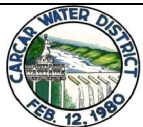
VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01	<pre> graph TD START([START]) --> R1[Receive the Disconnected Water Meter] </pre>	1.1 Receive Disconnected Water Meter from Commercial Division. 1.2 Check the meter history card vis-à-vis the actual meter: Meter Brand, Meter no. and last reading of the meter.	<i>Accuracy in checking the Meter History Card vis-à-vis the Actual Meter</i>	Storekeeper	Meter History Card
02	<pre> graph TD R1 --> R2[Record all the Disconnected Water Meter received] </pre>	2.1. Record all the Disconnected Water Meters in the disconnection logbook based on the entries in the meter history card as per turn over.	<i>Complete entries in the Disconnection Logbook</i>	Storekeeper	Disconnection Logbook <div style="border: 2px solid red; padding: 5px; color: red; text-align: center;">UNCONTROLLED COPY</div>
03	<pre> graph TD R2 --> R3[Store the Disconnected Water Meter in the warehouse] R3 --> A((A)) </pre>	3.1 Store the Disconnected Water Meter in the Warehouse as per brand name.	<i>Proper storage and arrangement of Meter</i>	Storekeeper	Not Applicable

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Pages : **2 of 3**



PROCEDURES MANUAL


STORAGE OF DISCONNECTED WATER METER

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
04	<p style="text-align: center;">A</p> <p>File the Meter History card of the Disconnected Water Meter</p>	<p>4.1 File the Meter History Card of the Disconnected Water Meter.</p> <p>4.2. End of Storage Process</p>	<p><i>Proper Filing according to the account number.</i></p> <p><i>Store the water meter unless for reconnection.</i></p>	Storekeeper	Meter History Card
05	<p>NO</p> <p style="text-align: center;">Reconnect ?</p> <p>YES</p> <p>Release and Update Disconnection Logbook</p>	<p>5.1 Receive the RIS from the requester.</p> <p>5.2 Find its Meter History Card.</p> <p>5.3 Find the requested Disconnected Water Meter in the storage area.</p> <p>5.4 Put entries in the Meter History Card: purpose (RO), date of re open, last reading of the meter.</p> <p>5.5 Sign the “issued by” portion of the RIS and gate pass.</p> <p>5.6 Give the requested Disconnected Water Meter and Meter History Card to the requester.</p>	<p><i>Complete entries in the Meter History Card.</i></p> <p><i>Accuracy of the Disconnected Water Meter released.</i></p>	Storekeeper	<p>RIS and Meter History Card Gate Pass</p> <p style="border: 2px solid red; padding: 5px; color: red; text-align: center;">UNCONTROLLED COPY</p>
06	<p style="text-align: center;">END</p>	<p>6.1 Update the Disconnection Logbook</p> <p>6.2 Indicate the date of re opening.</p>	<p><i>Within the day</i></p>	Storekeeper	Disconnection Logbook

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Pages : **3 of 3**

	PROCEDURES MANUAL	Document No. : PM-WHS-04 Eff. Date : 08-20-2016
	Revision No. : 00 Pages : 1 of 3	
<i>Releasing of Materials and Supplies during Non working days</i>		

I. OBJECTIVE

This procedure defines the efficient management of the distribution of inventory and non-inventory items of Carcar Water District during non-working days.

II. SCOPE

This procedure covers the entire Carcar Water District interested parties.

III. RESPONSIBILITY AND RESOURCES

- Storekeeper
- Security Guard
- Requester

IV. DEFINITION OF TERMS

Warehousing - refers to the activities involving storage of goods on a large-scale in a systematic and orderly manner and making them available conveniently when needed. In other words, warehousing means holding or preserving goods in huge quantities from the time of their purchase or production till their actual use or sale.

Requisition and Issuance Slip (RIS) - be used by the Requisitioning Division/Office to request supplies/goods/ equipment/property carried in stock and by the Supply and/or Property Division/Unit to issue the items requested.

Pull out Materials and Supplies Form – be used by the Requisitioning Division/employee to pull out materials & supplies/goods/ equipment carried in stock during non- working days.

V. REFERENCE DOCUMENTS

New Government Accounting System (NGAS) Manual – Volume 1

VI. RECORDS GENERATED

Requisition and Issuance Slip, Pull out Materials and Supplies Form

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Prepared by: <u> JESSA MAY BACON </u> Process Owner	Approved by: <u> ENGR. EDWARD L. REMO </u> General Manager
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PROCEDURES MANUAL

WAREHOUSING

VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01	 START ↓ Fill out the Pull out Materials and Supplies Form	2.1. Fill out the Pull out Materials and Supplies Form	<i>Complete entries in the Form</i>	Requester	Pull out Materials and Supplies Form
02	 ↓ Approach the Security Guard	3.1. Approach the Security Guard for the materials and supplies to be withdrawn	<i>Not Applicable</i>	Requester	Not Applicable
03	 ↓ Accompany Requester at Warehouse	4.1 Accompany Requester at Warehouse for the Materials and Supplies to be withdrawn	<i>Not Applicable</i>	Security Guard	Not Applicable
04	 Release Materials and Supplies ↓ A	5.1 Release the materials and supplies to requester.	<i>Exactness of quantity and description of materials released.</i>	Security Guard	Not Applicable

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Eff. Date : 08-20-16
Pages : 2 of 3



PROCEDURES MANUAL

WAREHOUSING

05	<p>A</p> <p>Sign the released by portion of the filled out form</p>	6.1 Sign the released by portion of the filled out Pull out Materials and supplies form.	<i>Not Applicable</i>	Security Guard	Pull out Materials and Supplies Form
06	<p>Keep the filled out Pull out Materials and supplies form</p>	7.1. Keep all the filled out Materials and Supplies Form	<i>Not Applicable</i>	Security Guard	Pull out Materials and supplies Form
07	<p>Forward all the filled out Pull out Materials and Supplies Form to Warehouse</p>	8.1 Forward all the filled out Pull out Materials and Supplies Form to Warehouse	<i>A day after of non –working days</i>	Security Guard	Pull out Materials and supplies Form
08	<p>Approach requester for the RIS of the pull out materials and supplies</p>	8.1 Approach the requester for the RIS of the pull out materials and supplies.	<i>A day after of non –working days</i>	Storekeeper	Requisition and Issuance Slip


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Pages : 3 of 3

	PROCEDURES MANUAL	Document No. : PM-WHS-05 Eff. Date : 01-05-2017 Revision No. : 00 Pages : 1 of 3
	CALIBRATION OF NEW WATER METER	

I. OBJECTIVE

This procedure defines the calibration of new water meter to verify the accuracy of the reading of the water meter in Carcar Water District.

II. SCOPE

This procedure covers the entire Carcar Water District and its Interested Parties.

III. RESPONSIBILITY AND RESOURCES

Utility Worker

IV. DEFINITION OF TERMS

Meter Calibration Report –contains the calibration result of the new water meter.

V. REFERENCE DOCUMENTS

New Government Accounting System (NGAS) Volume 1

VI. RECORDS GENERATED

Meter Calibration Test Sheet, Logbook

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Prepared by: <u> ARIEL PARILLA </u> <div style="text-align: center;">Process Owner</div>	Approved by: <u> ENGR. EDWARD L. REMO </u> <div style="text-align: center;">General Manager</div>
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PROCEDURES MANUAL

CALIBRATION OF NEW WATER METER

VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01		1.1 Check the total quantity of Water Meter received.		Utility Worker	IAR
02		2.1. Clean the Test Bench. 2.2. Check the pressure gauge (must not be less than 30 PSI), gasket and tools to be use for calibration.		Utility Worker	
03		3.1 Record water meter serial number and initial last four digit reading of the meter in the Meter Calibration Report. 3.2 Conduct Calibration of Water Meter.	<i>Nominal Testing 40 liters within 10 minutes.</i>	Utility Worker	Meter Calibration Report
04		4.1 Drain out water meter for second testing. 4.2 Record the reading of the water meter in the Meter Calibration Report.		Utility Worker	Meter Calibration Report

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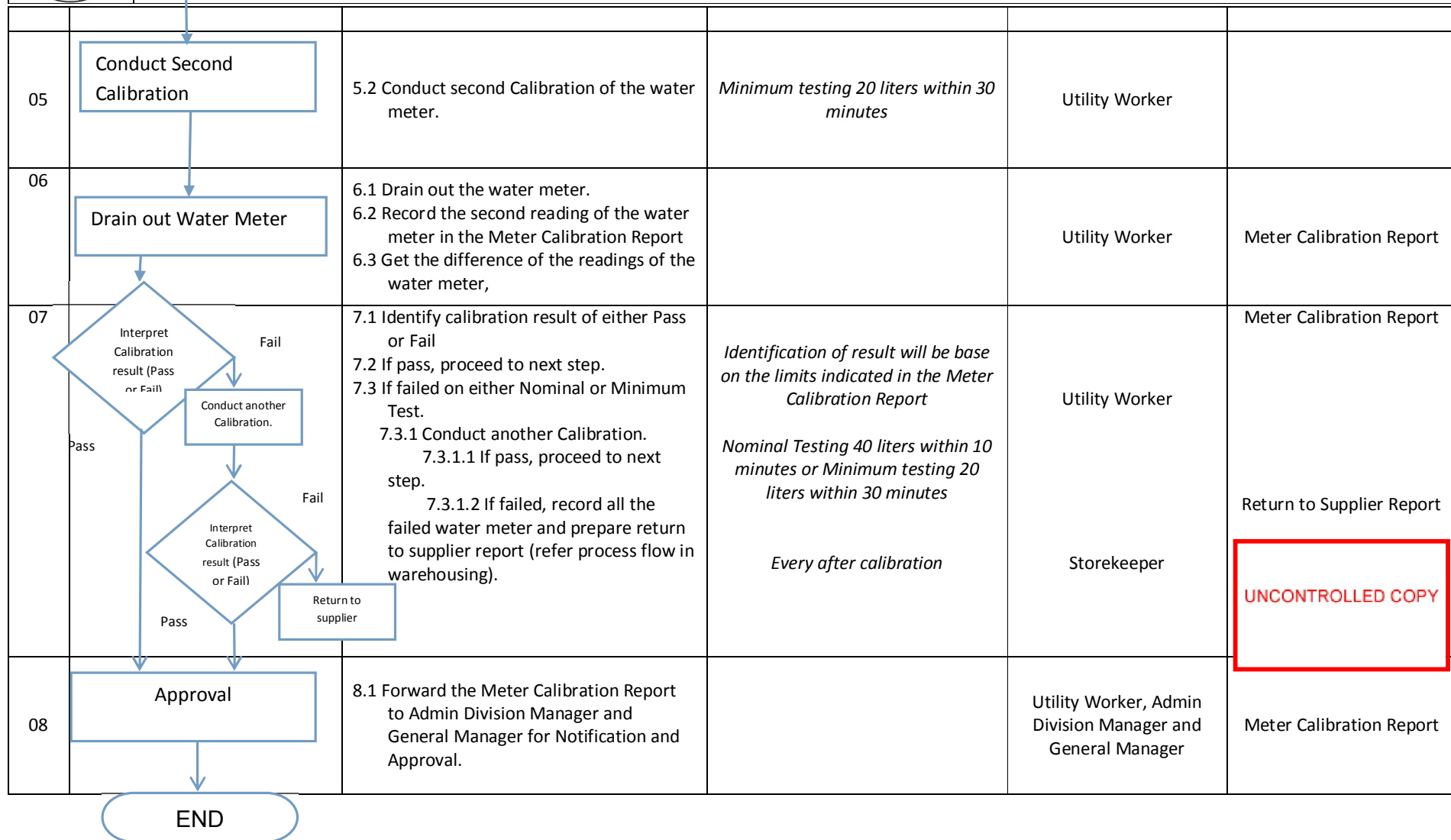
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Pages : 2 of 3



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PROCEDURES MANUAL


CALIBRATION OF NEW WATER METER



Doc No. : PM-WHS-05
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Pages : 3 of 3

	PROCEDURES MANUAL	Document No. : PM-WHS-03 Eff. Date : 08-20-2016 Revision No. : 00 Pages : 1 of 3
	STORAGE OF DISCONNECTED WATER METER	

I. OBJECTIVE

This procedure defines the efficient management of issuance and storage of the Disconnected Water Meters in the Carcar Water District Warehouse.

II. SCOPE

This procedure covers the entire Carcar Water District and its Interested Parties.

III. RESPONSIBILITY AND RESOURCES

Storekeeper
Disconnection Team

IV. DEFINITION OF TERMS

Disconnected Water Meter- is the water meter of the customer that was pulled out due to unpaid water bill.
Meter History Card - contains the record and history of the water meter installed of the customer.
Disconnection Logbook - contains the summary of Disconnected Water Meter
Requisition and Issuance Slip – (RIS) is the form used for requests

V. REFERENCE DOCUMENTS

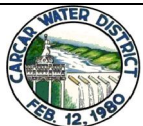
New Government Accounting System (NGAS) Volume 1
Disconnection Logbook
Meter History Card

VI. RECORDS GENERATED

RIS, Disconnection Logbook, Meter History Card, Gate Pass

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Prepared by: <u> JESSA MAY S. BACON </u> Process Owner	Approved by: <u> ENGR. EDWARD L. REMO </u> General Manager
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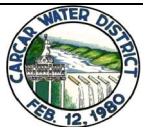


PROCEDURES MANUAL

STORAGE OF DISCONNECTED WATER METER

VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01	<pre> graph TD START([START]) --> R1[Receive the Disconnected Water Meter] </pre>	1.1 Receive Disconnected Water Meter from Commercial Division. 1.2 Check the meter history card vis-à-vis the actual meter: Meter Brand, Meter no. and last reading of the meter.	<i>Accuracy in checking the Meter History Card vis-à-vis the Actual Meter</i>	Storekeeper	Meter History Card
02	<pre> graph TD R1 --> R2[Record all the Disconnected Water Meter received] </pre>	2.1. Record all the Disconnected Water Meters in the disconnection logbook based on the entries in the meter history card as per turn over.	<i>Complete entries in the Disconnection Logbook</i>	Storekeeper	Disconnection Logbook
03	<pre> graph TD R2 --> R3[Store the Disconnected Water Meter in the warehouse] R3 --> A((A)) </pre>	3.1 Store the Disconnected Water Meter in the Warehouse as per brand name.	<i>Proper storage and arrangement of Meter</i>	Storekeeper	Not Applicable <div style="border: 2px solid red; padding: 5px; color: red; text-align: center;">UNCONTROLLED COPY</div>
Doc No. : PM-WHS-03 Rev. No. : 00		PROPRIETARY NOTICE THIS DOCUMENT CONTAINS INFORMATION PROPRIETARY TO CARCAR WATER DISTRICT ANY DISCLOSURE OR USE IS EXPRESSLY PROHIBITED EXCEPT UPON WRITTEN PERMISSION BY CARCAR WATER DISTRICT.		Eff. Date : 08-20-16 Pages : 2 of 3	



PROCEDURES MANUAL

STORAGE OF DISCONNECTED WATER METER

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
04		4.1 File the Meter History Card of the Disconnected Water Meter. 4.2. End of Storage Process	<i>Proper Filing according to the account number.</i> <i>Store the water meter unless for reconnection.</i>	Storekeeper	Meter History Card
05		5.1 Receive the RIS from the requester. 5.2 Find its Meter History Card. 5.3 Find the requested Disconnected Water Meter in the storage area. 5.4 Put entries in the Meter History Card: purpose (RO), date of re open, last reading of the meter. 5.5 Sign the “issued by” portion of the RIS and gate pass. 5.6 Give the requested Disconnected Water Meter and Meter History Card to the requester.	<i>Complete entries in the Meter History Card.</i> <i>Accuracy of the Disconnected Water Meter released.</i>	Storekeeper	RIS and Meter History Card Gate Pass <div style="border: 2px solid red; padding: 5px; color: red; text-align: center;">UNCONTROLLED COPY</div>
06		6.1 Update the Disconnection Logbook 6.2 Indicate the date of re opening.	<i>Within the day</i>	Storekeeper	Disconnection Logbook

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 Pages : **3 of 3**