



# **SAN QUINTIN WATER DISTRICT**

## **OPERATIONS MANUAL**

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## INTRODUCTION

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

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

The manual is divided into several parts, as follows:

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

**Organization and Responsibilities** - In this part of the manual, the organizational structure was shown using a diagram as of year 2016, as well as the duties and responsibilities of every department.

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

## DEFINITION OF TERMS

**SQWD** – San Quintin Water District

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

**PR** – Purchase Requisition

**DV** – Disbursement Voucher

**BUR** – Budget Utilization Request

**PhilGEPS** – Philippine Government Electronic Procurement System

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

## GENERAL INFORMATION

### PROFILE

The District was established January 15, 1996 by virtue of S.B. Resolution No. 97-03 approved and adopted by the Local Legislative Body. It affirmed among others the organization and formation of the San Quintin Water District, creation of 5-member Board of Directors, appointment and initial terms of office of the Board of Directors, Title pursuant to Section 3, Title 1 of P.D. 198 as amended.

Its establishment was duly recognized and confirmed by the Local Water Utilities Administration (LWUA) with Certificate No. 553, Conditional Certificate of Conformance issued and signed by LWUA Administrator and the Board of Trustees on April 22, 1996.

The District is a government-owned and controlled corporation as resolved by the Supreme Court November 12, 1992. It is an autonomous agency, free from political influence and independent of any local government; it takes charge and operates the local water utility on a self-supporting and business-like manner.

The District has an elevated steel water tank and two (2) pumping stations. Pumping Station No. 1 is equipped with 5 horse power (hp) pump. Pumping Station No. 2 is equipped with 7.5 horse power submersible pump.

The District entered into a Memorandum of Agreement (MOA) with the National Irrigation Administration (NIA) on May 2008 for the purpose of sharing water source and with the desire to have a more effective and convenient distribution of water service in the whole locality of San Quintin.

The District, as its corporate social responsibility and in support to the National Greening Program of Pres. Benigno Simeon Aquino III, entered into a Memorandum of Agreement (MOA) on Dipalo Watershed with the DENR, CENRO on May 30, 2011. The San Quintin Water District was awarded 53.0 hectares by the DENR to manage, to protect and develop. The management and staff and the members of the governing Board of Directors of the SQWD, as a covenant, adhere to conserve, protect and develop the watershed through regular tree planting and institution of protection measures.

SQWD is serving twenty (20) barangays, out of 21, with an estimated population of 31,833. As of December 31, 2016, it has a total of 1,785 active service connections.

## OUR VISION

A self-sustaining and sufficient provider of safe and potable water accompanied with quality service.

## OUR MISSION

To provide safe, potable and reliable water to every home in the Municipality.

## OUR CORE VALUES

Service-oriented  
Excellence  
Sustainability  
Reliability  
Dependability  
Commitment  
Transparent  
Open mindedness  
Passion

## VALUE STATEMENT

The Officials and employees of the San Quintin Water District pledge and commit to deliver quality service as promised in the citizen's charter. Specifically we will:

*Serve with integrity.*  
*Be prompt and timely.*  
*Display procedures, fees and charges.*  
*Provide adequate and accurate information.*  
*Be consistent in applying rules.*  
*Provide feedback mechanism.*  
*Be polite and courteous.*  
*Demonstrate sensitivity and appropriate  
behavior and professionalism.*  
*Wear proper uniform and identification.*  
*Be available during office hours.*  
*Respond to complaints.*  
*Provide comfortable waiting area.*  
*Treat everyone equally.*

*So helped us GOD.*

## BOARD OF DIRECTORS

|                           |                     |
|---------------------------|---------------------|
| Dir. Jovita R. Ordonio    | Education Sector    |
| Dir. Liwliwa N. Ramirez   | Women Sector        |
| Dir. Bienvenido G. Luzano | Professional Sector |
| Dir. Belarmino C. Quintin | Business Sector     |
| Dir. Delfin A. Osio       | Civic Sector        |

### San Quintin Water District Water Sources as of December 31, 2016

| Source Identification | Location         | Discharge |      | Motor Size | Standby Power |
|-----------------------|------------------|-----------|------|------------|---------------|
|                       |                  | lps       | gpm  |            |               |
| Deep Well             |                  |           |      |            |               |
| Well 1                | Brgy. Gonzalo    | 6         | 90   | 5Hp        | 15KVA Gen Set |
| Well 2                | Brgy. Lagasit    | 2.5       | 37.5 | 7.5 hp     | none          |
|                       |                  |           |      |            |               |
| Spring                | Brgy. Nangapugan | 10        | 150  | none       | none          |
|                       |                  |           |      |            |               |

## AREAS OF OPERATION

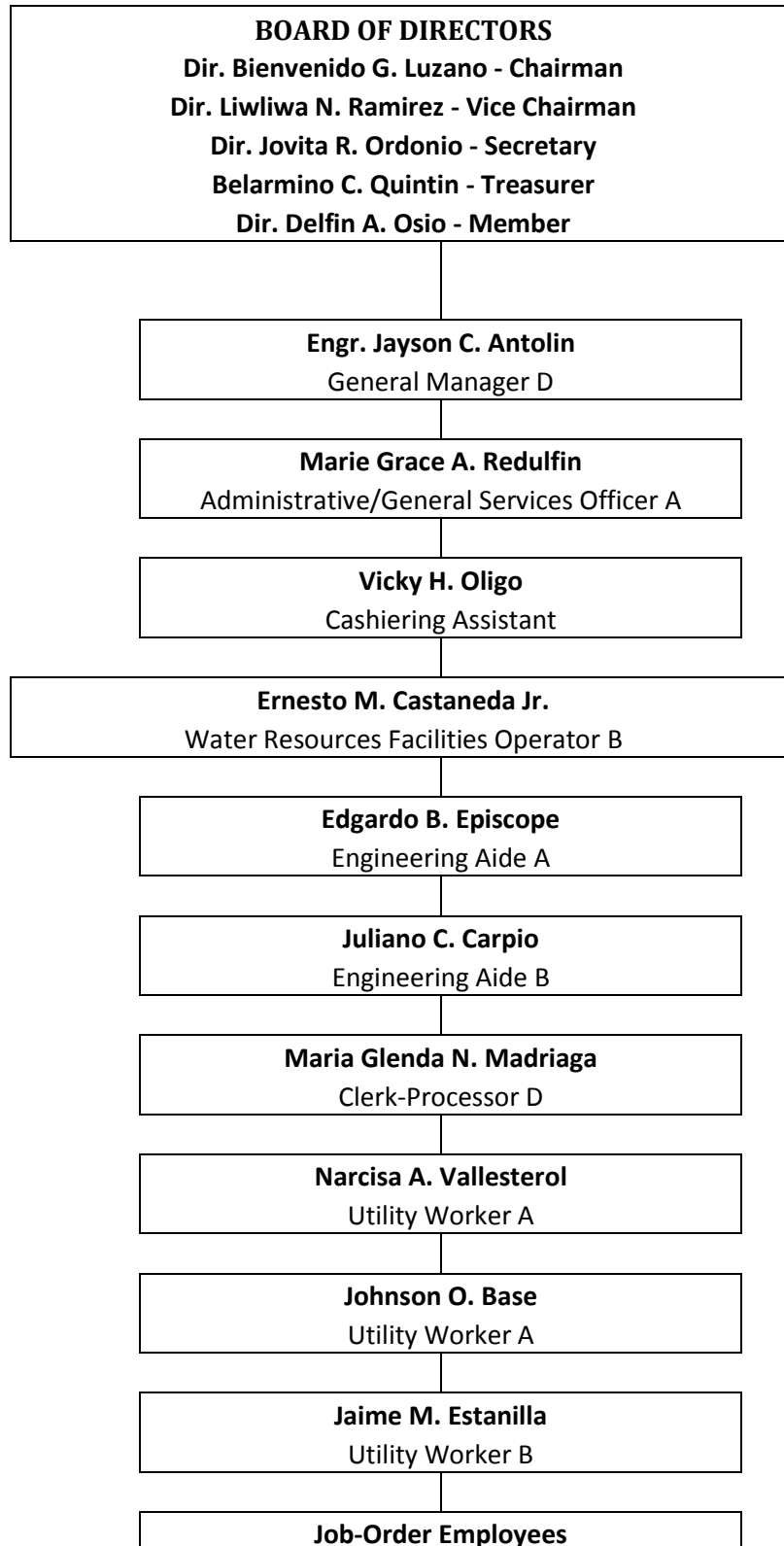
**Barangays Served by San Quintin Water  
District**  
as of December 31, 2016

|     |                    |
|-----|--------------------|
| 011 | Commercial, Zone 1 |
| 021 | Zone 2             |
| 031 | Zone 3             |
| 041 | Casantamaria-an    |
| 051 | Mabini             |
| 061 | Cabangaran         |
| 071 | Gonzalo            |
| 081 | Alac               |
| 091 | Calomboyan         |
| 101 | Lagasit            |
| 111 | Cabalaoangan       |
| 121 | Nangapugan         |
| 131 | Bantog             |
| 141 | Carayacan          |
| 151 | San Pedro          |
| 161 | Ungib              |
| 171 | Bolintaguen        |
| 181 | Lumayao            |
| 191 | Mantacdang         |
| 201 | Baligayan          |



**ORGANIZATION AND RESPONSIBILITIES**

**ORGANIZATIONAL STRUCTURE**



## **DUTIES AND RESPONSIBILITIES**

**Board of Directors** is a policy making body. Ensures the availability of adequate financial resources and approves annual budget.

**Office of the General Manager** is in charge of the overall administration of the District's office operations; oversees personnel management; directs and sets forth procedures; execute duly established policies and guidelines relative to its services in order to affect organizational effectiveness and efficiency.

### **Administrative & Finance Division**

- Responsible for general service, collection of water sales & disbursement of funds.
- It is in-charge of the procurement; assists in the implementation of special projects program.
- Responsible for the recruitment and retention of highly qualified employees for the agency.
- Develop plans and implement goals and objectives for the Finance, General Services and Administration Department.
- Prepares and administers internal policies and procedures relating to departmental program activities; interprets and explains applicable rules, laws, and regulations.
- Directs, oversees and participates in the departmental program work plan; monitor division work flow; reviews and evaluates work outputs, methods and procedures; implements needed work process and automation improvements and methods for improving customer service.
- Responsible for the recording and summarizing of financial transactions, preparation of Financial Reports and Inventory Management.
- Responsible for the Budget Preparation and assist in allocation and distribution of budgets as wells as monitoring the budget performance.
- Manages the preparation and maintenance of financial records and reports, including those related to the general ledger, accounts payable, accounts receivable, payroll, job costing, inventories, budgets and fixed assets, ensures the purchasing of materials, supplies, and equipment are conducted in accordance with the District's policies and procedures.
- Oversees preparation and presentation of the District's annual budget; supervises data gathering and financial planning work associated with water rate setting; prepares water rate analysis.
- Oversees cash management, investments, and debt management activities.
- Coordinates departmental activities with other departments; provide responsible advice and counsel to the General Manager on a variety of financial, administrative and general services issues; oversees the maintenance of general records and files; administers liability claims and property insurances.
- Manages information technology support for the District including the installation, maintenance and upgrade of District's Data Base System; explore opportunities to

improve efficiency and productivity through user friendly information technology enhancements.

- Reviews staffing, supplies, equipment, including properties of the District and conduct annual inventories.

### **Commercial Services**

- Responsible for providing customer services to the concessionaire such as meter reading, billing and collection.
- Assists in the recording and posting of payments and monitoring of the customer accounts.
- Also responsible in attending customer service requests and complaints. In-charge in inspection and investigation regarding water connection.
- Oversee the District's needs in terms of its commercial transactions; handle daily business issues, manage District's associations, and recognize business opportunities;
- Continuously working to strategically expand, preserve or improve the District's procedures, standards or policies while sticking to business edicts and regulatory guidelines.
- Plans, develops and implements strategic marketing plans and sales plans both short and long range and forecasts to achieve corporate objectives for products and services.
- Performs a variety of difficult and complex customer relations and office accounting support activities related to the maintenance of water service records and billing for service.
- Develops and manages sales/ marketing operating budgets; plans and oversees advertising and promotion activities of the District; achieves satisfactory profit/loss ratio and market share in relation to preset standards and industry and economic trends.
- Ensures effective control of marketing results, and takes corrective action to guarantee that achievement of marketing objectives falls within designated budgets.
- Oversees and evaluates market research and adjusts marketing strategy to meet changing market and competitive conditions.
- Assist the General Manager in the preparation of marketing activity reports and presents to the Board of Directors;
- Establishes and maintains a consistent corporate image throughout all promotional materials, and events.
- Develops policies and procedures and personally analyzes and resolves the most difficult customer service problems and issues.
- Plans, organizes, assigns, supervises, reviews and evaluates the work of field and office customer service office support staff; recommends selection of staff; trains staff and provides for their professional development; administers discipline as required; Assists in planning goals, objectives, procedures and work standards for each division/section;
- Performs difficult and complex water billing calculations, adjustments and reconciliations; authorizes account adjustments and refunds following adopted policies and procedures; Researches customer account problems, evaluates alternatives and recommends or effects solutions, depending upon the level of the problem.

### **Engineering Services**

- Responsible for the management of the water systems maintenance operations; and management of production and water distribution operations.
- Plan, organize, direct and coordinate District engineering projects and programs that require significant interaction with outside agencies and the general public, engineering design, securing permits, and project construction activities; to exercise full, functional management responsibility and oversight of assigned engineering projects and programs including department administration, developer, and capital project designs and to provide highly complex staff assistance to the General Manager.
- Assist the General Manager in managing and directing the activities of District operations; to plan, organize and direct the activities of the Engineering and Construction departments; to analyze and recommend the policies and procedures related to assigned departments; and to provide highly complex assistance to the General Manager.
- Facilitate and/or organize technical assistance for determining system water balances (including recommendations for improving losses) for specific water supply systems.
- Develop, plan, and implement goals and objectives for reporting consistent with the District's adopted organizational mission to provide the highest quality water to consumers at the lowest possible cost; and to utilize performance planning techniques to identify, establish, achieve and measure goals and objectives for reporting departments
- Assist in developing and coordinating the District budget; review all budget proposals made by the division/section of the Engineering Department.
- Monitor and review operations of the different divisions for policy, fiscal, operational, and social impacts; conduct, or assist with conducting policy, staffing and operational studies, primarily involving assigned divisions; recommend the appointment of personnel; conduct performance evaluations; recommend discipline; implement disciplinary procedures; maintain discipline and high standards necessary for the efficient and professional operation of the department;
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow and production; review and evaluate work products, methods and procedures.
- Provide oversight and review of technical reports, designs and approval/acceptance. Supervise and participate in the development and administration of the Engineering Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement budget adjustments.
- Ensure District safety practices are implemented throughout department to ensure a safe and healthy work environment.

## **Water Systems Maintenance**

- Responsible for the installation of new service connections.
- Attending to the repairs and maintenance of water distribution lines; and performing of major and minor plumbing services.
- In-charge in water system project implementation and constructions.
- Responsible for the water maintenance and disconnection and reconnection of service lines.

## **Production Services**

- Responsible for the pumping operations and water distributions.
- Monitors the water quality.
- In-charge for the pumping facilities maintenance management, gathering and keeping of data analysis
- Assist the General Manager in managing and directing the activities of District operations; to plan, organize and direct the activities of the Planning and Operations and Maintenance departments; to analyze and recommend the policies and procedures related to assigned department; and to provide highly complex assistance to the General Manager.
- Develop, plan, and implement goals and objectives for reporting consistent with the District's adopted organizational mission to provide the highest quality water to consumers at the lowest possible cost; and to utilize performance planning techniques to identify, establish, achieve and measure goals and objectives of the District.
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
- Ensures compliance with state and federal regulations regarding water quality, employee safety, and environmental issues
- Plan, organize, direct and review the activities and operations of the Operations and Maintenance Department including operation and maintenance of District conveyance, water storage, transmission distribution and treatment facilities.
- Manage District-wide water quality function; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the General Manager.
- Ensure District safety practices are implemented throughout department to ensure a safe and healthy work environment.
- Maintain, coordinate, monitor and supervise the potable water distribution system and appurtenances; construction and maintenance of the wastewater collection system; infrastructure; backflow and facilities maintenance;
- Direct supervision of the electrical section; quality control section; and operations section
- Supervising the District's potable water quality program and collection of potable water samples; troubleshooting problems with the water distribution system; ensuring flows

are regulated; supervising day to day operations of the water treatment plant; setting up and monitoring preventive

- Develop a maintenance programs for all areas of responsibilities; overseeing and troubleshooting the repair of machineries, infrastructure and appurtenances under area of responsibility; supervising operational tests and evaluating the condition of related and auxiliary equipment; effectively administering the “Time of Use” requirements for electric energy usage; inspecting work done by contractors; providing input for yearly budget considerations;
- Managing cost center expenditures for division, including purchase of equipment and supplies; facilities maintenance; preparing and maintaining required documents and paperwork; assisting and supporting the Operations Division Manages in the management and administration of the Operations Department; and other duties as required.

### **Watershed Area**

- The Management maintains and plant seedlings at the site of the awarded watershed.
- The Management assured of replacing the dead/lifeless planted seedlings in the area.
- Safeguard and maintain the watershed area.
- Identify and establish trail leading to the project area.
- The Management is responsible to prepare and inventory list of all tree species planted in the area.
- Commit to raise/establish Three Thousand (3000) trees
- Establish a fire line to protect the watershed area from any forest fire.
- The Management initiates to contribute success of the DENR National Greening Program

## **BASIC FEATURES**

### **GENERAL ACCOUNTING AND FINANCIAL MANAGEMENT**

1. The Accounting Section prepares the journal vouchers for miscellaneous transactions which were not taken up in the specialized journals.

2. The Accounting Section posts the amounts in the journal vouchers to the general and subsidiary ledgers. Also records the transaction from the source documents to the following specialized journals:

- a. Billing Register
- b. Cash Receipt Register
- c. Voucher Register
- d. Check Register

After balancing these journals, posts their total amounts to the general ledger and the subsidiary ledger.

3. The Accounting Section extracts the balances of the general ledger accounts and prepares trial balance monthly.

4. The Accounting Section prepares the following monthly and quarterly reports from the trial balance and other supporting reports:

- a. Monthly
  - i. Statement of Income
  - ii. Cash Flow Statement
  - iii. Balance Sheet
  - iv. Monthly Data Sheet

- b. Yearly
  - i. Statement of Retained Earnings
  - ii. Financial Cash Flow

5. The reports are reviewed by the General Manager before approval. The General Manager submits the reports to the Board of Directors and other interested parties such as the Local Water Utilities Administration (LWUA)

## **BILLING AND COLLECTION BASIC FEATURES**

### **METER READING**

1. Water Meters are read monthly in each service area on scheduled dates. Readings are indicated on the reading sheets printed by zones. Services in the service area are grouped by zones to achieve a system whereby water meters of an area are read within a period of one day, after taking into account the average number of water meters which can be read in a day's time.
2. The area of assignments of Meter Readers are rotated every three (3) months, so that no Meter Reader will be making two (2) consecutive readings of any water meter for control purposes.
3. Any service defects either complained of or not are reported in the maintenance order form. This form is also used to initiate action on routine maintenance and testing of installed water meters and for documenting water meters dismantled as a result of the consumer's failure to pay the water bills within a time allotted.
4. Any service defect noted which is not covered by a complaint from the concessionaires is reported separately in the Maintenance Order form.
5. The Meter Reader inform the concessionaires of the amount consumed and its corresponding cost. Any material fluctuation in the consumption should be investigated by making a second reading while still on site.

### **BILLING**

1. Water Bills are prepared not later than the day prior to meter reading. Water Bills prepared to consumers belonging to one zone should be checked for completeness against the total number of connections shown in the data base of service connections. Any discrepancy between the number of bills prepared and the number of service connections shown in the meter reading book should be investigated.
2. Completed water bills are forwarded to the Customer Service Division for verification.
3. A Daily Billing Summary is prepared for all water bills issued during the day. This summary shows billings in total figures or itemized and is used as basis for recording the accounts receivable and the corresponding income accounts in the General Ledger.
4. Adjustments are made for the contested bills. However, none should be made for verified consumption. Any adjustment in billing is approved by the General Manager and documented in the Billing Adjustment Memo. All memos issued are summarized monthly for recording in the General Ledger and in the Customer Ledger Cards.

### **COLLECTION**

1. The collection of water bills is done at the District's Office and at the authorized collecting agents of the District. The water bills of concessionaires residing in relatively remote area were collected at a specified date. Water Bills collected at the district office are signed by the Cashier or the Bill Collector. One copy of the signed water bill serves as the Official Receipt and is given to the concessionaire to acknowledge the collection.
2. Collection of water bills outside the office is not allowed however consumers can give payment during scheduled dates for padlocked for the month so that water service will not be discontinued. The due date of the monthly bills of all zones is indicated on the copies of the water bills for the information of the consumers and as reference for the imposition of the penalty charges.



3. Water bills which are not paid at the office on time, a penalty indicated on the bill will be collected which will be added to and collected together with the amount of the outstanding bill.
4. All cash accountable to employees, such as the Bill Collector and Cashier, should be covered by an adequate amount of fidelity bonds.
5. All collections of the Bill Collector are turned over to the Cashier daily. Bill collections and those miscellaneous collections which the Cashier receives directly from payers are covered by Official Receipts to be issued by the Cashier.
6. All collections are kept by the Cashier in a steel safe during the night and deposited in the bank in the morning of the following banking day.
7. The paid water bills are filed by account number and date of payment.
8. Checks of concessionaires received in payment which are not honored by the bank will be presented to the concessionaire for replacement in cash.

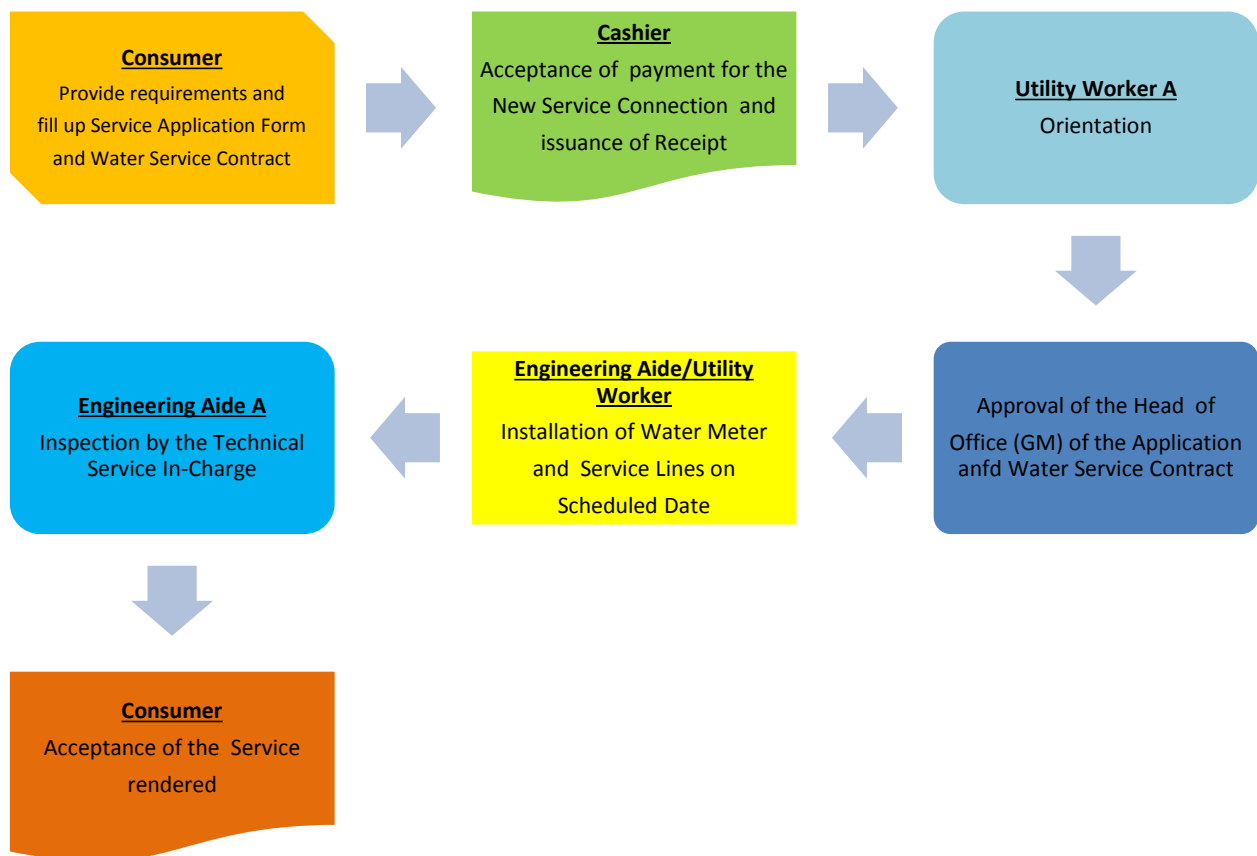
## **OPERATING PROCEDURES**

### **I. COMMERCIAL SERVICES**

## A. NEW SERVICE CONNECTION

Requirements:

1. Fill-up Application Form
2. 1pc 2x2 photo of the applicant
3. Photocopy of any valid ID
4. Photocopy of Community Tax Certificate/Cedula/Senior Citizen ID
5. Proof of Ownership (if required)



### The Process Flow for New Service Connection:

Every eligible applicant within the locality of San Quintin can apply for New Service Connection in San Quintin Water District provided that the location/site of the household has existing water service lines. The consumer shall provide complete requirements (1pc 2x2 photo of the applicant, Photocopy of

any valid ID, Photocopy of Community Tax Certificate/Cedula/Senior Citizen ID, Proof of Ownership(if required). The consumer then will fill up Service Application Form and Construction Order Form and Water Service Contract. After filling up the applicant must pay to the Cashier the required registration fee for new service connection. The amount to be paid by the consumer depends if it is Main to Meter or Road Crossing. Upon receipt of payment the entry for the collection is Debit to Cash Collecting Officer and Credit to Credit to Other Deferred Credits Account.

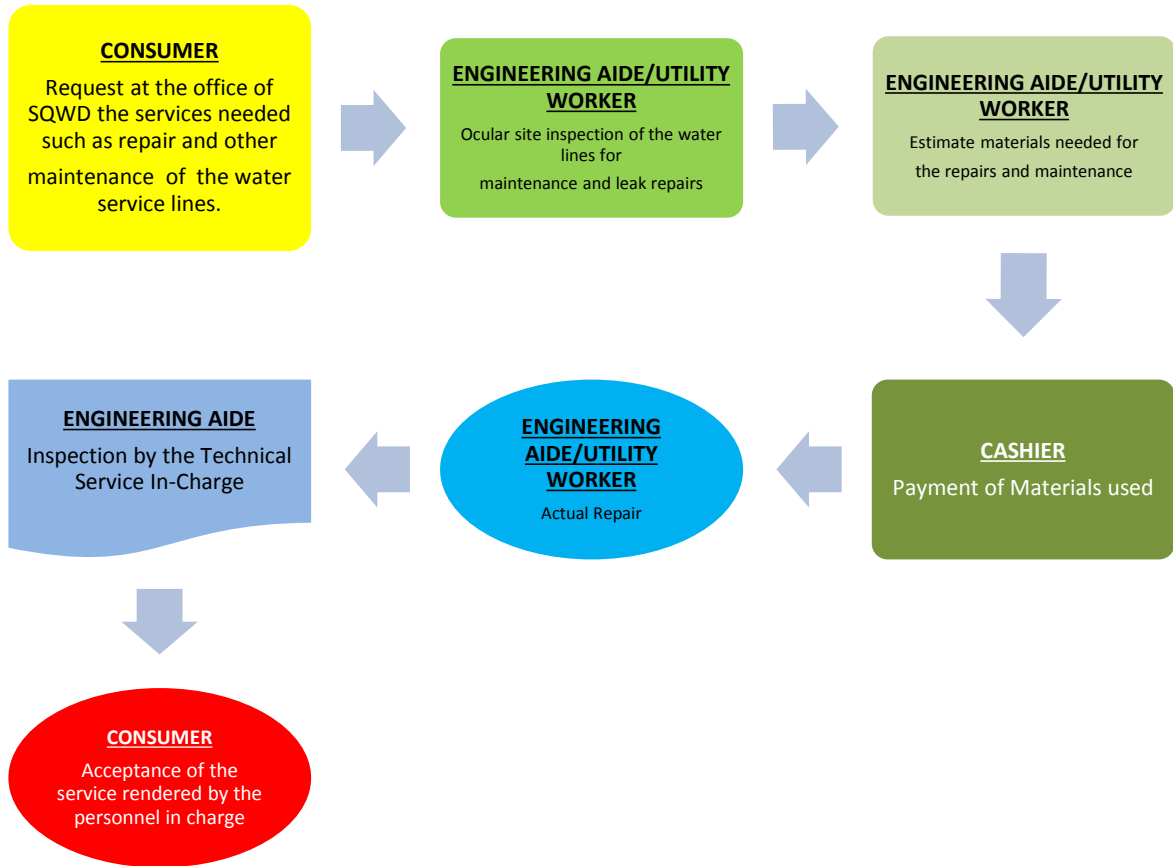
The Personnel in-charge sets schedule for the installation and orients the new applicant. The next will be the Approval of the Head of Office (General Manager) of the Application and Construction Order and Water Service Contract.

The approved application form will then be given to the Engineering Aide A and they will prepare the Store Requisition Slip and Requisition and Issue Slip to be approved by the General Manager before the issuance of the materials needed by the Storekeeper.

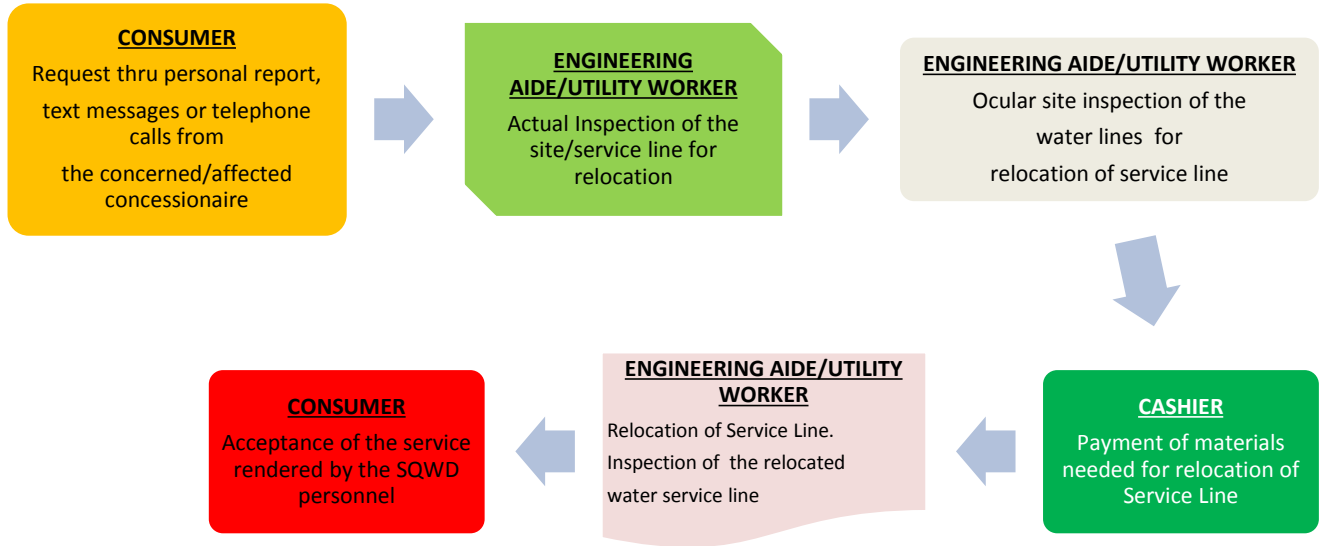
The following is the entry for the issuance of Materials will be posted in the Materials and Supplies Inventory Journal is Debit to Other Deferred Credits Accounts and Credit to Other Supplies & Materials Inventory and Other Business Income.

The Installation for new connections depends on the location of the house. If it is Main to Meter the availability of water service is one (1) day. And for Road Crossing, if it is high way it last for three (3) to four (4) days, but if it is Barangay Road it takes only one (1) day before the water service is available to the consumer. After the Installation for new connection, the Engineering Aide A will then prepare the Service Report for record purposes.

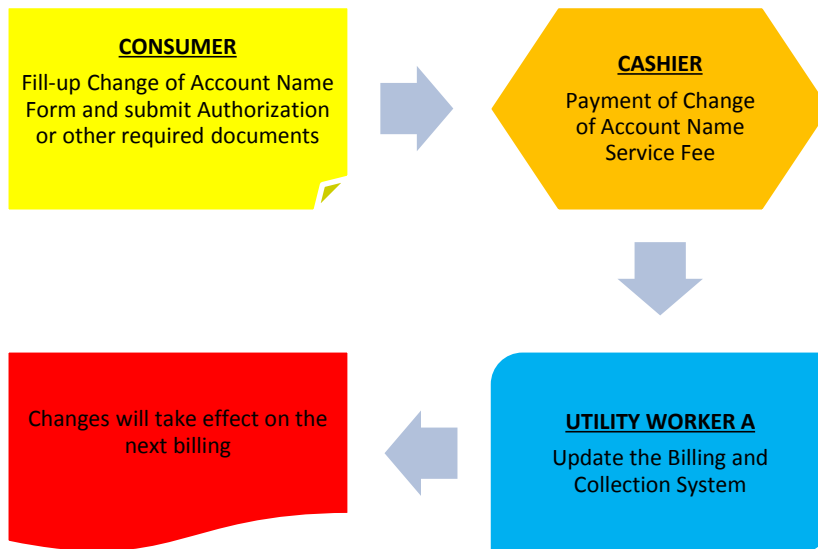
## **B. LEAK REPAIRS/MAINTENANCE/OTHER SERVICES**



**C. RELOCATION OF SERVICE LINES**

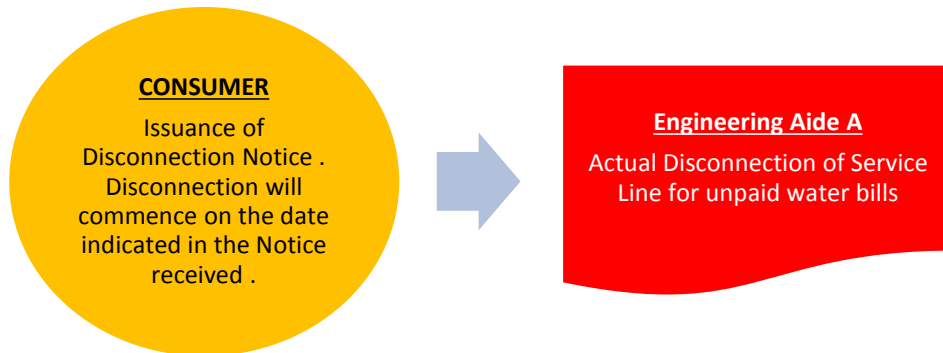


**D. CHANGE OF COSUMER’S ACCOUNT NAME**

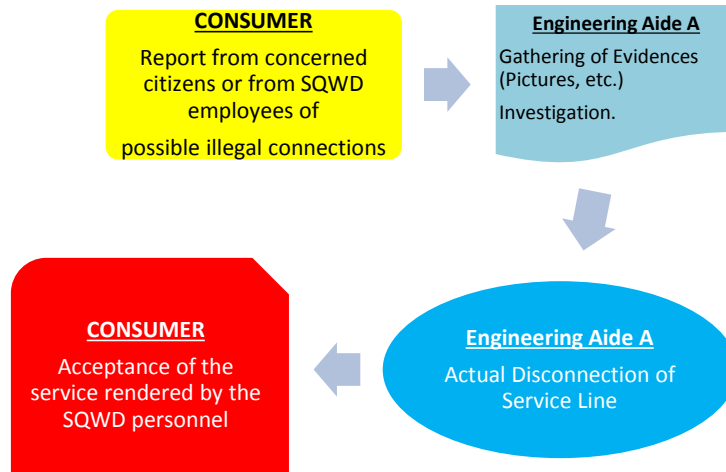


**E. DISCONNECTION AND RECONNECTION**

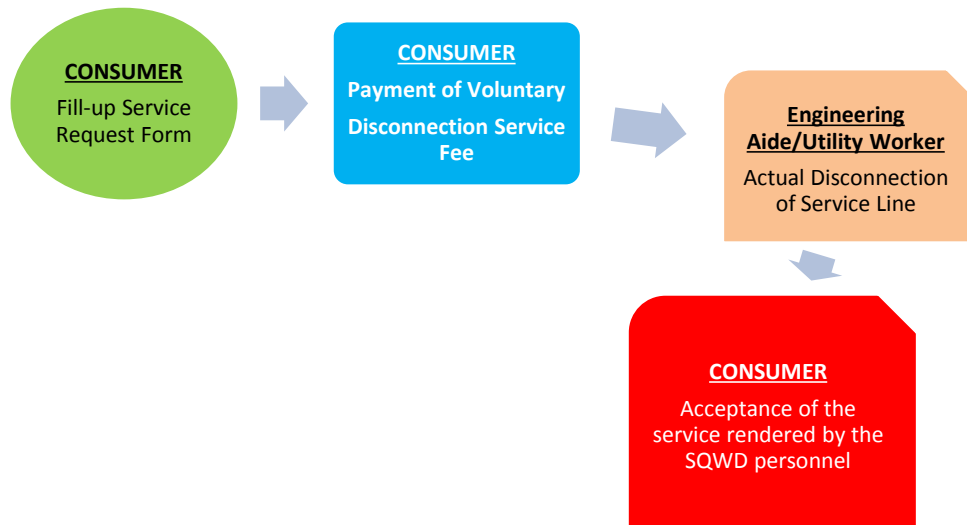
**a. Disconnection due to Non-Payment of Water Bills**



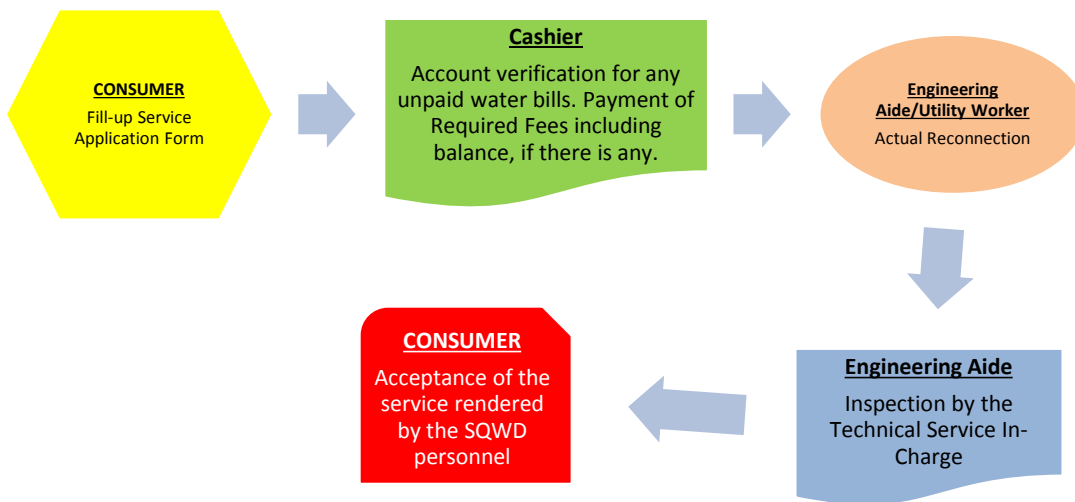
**b. Disconnection due to Illegal Connections (tampered water meters, water pilferage, and other similar illegal acts.)**



**c. Voluntary Disconnection of Service Line**



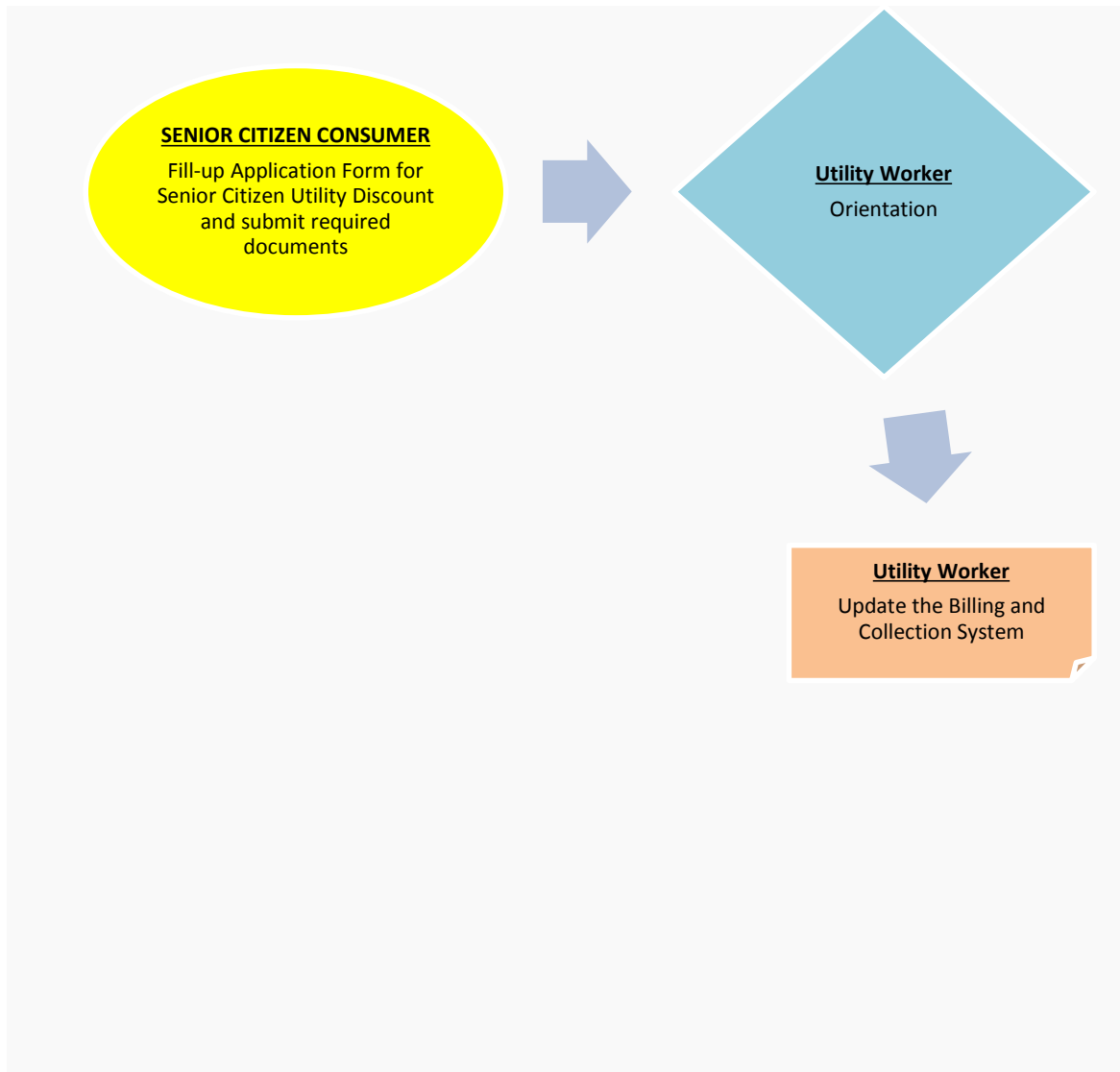
**d. Reconnection of Service Line**



**F. SENIOR CITIZEN UTILITY DISCOUNT**

**REQUIREMENTS:**

1. Valid OSCA ID
2. Proof of Billing
3. Brgy. Clearance
4. 1 pc latest 2x2 Picture
5. Birth Certificate
6. Authorization Letter (if applying through a representative)
7. Valid ID of the representative

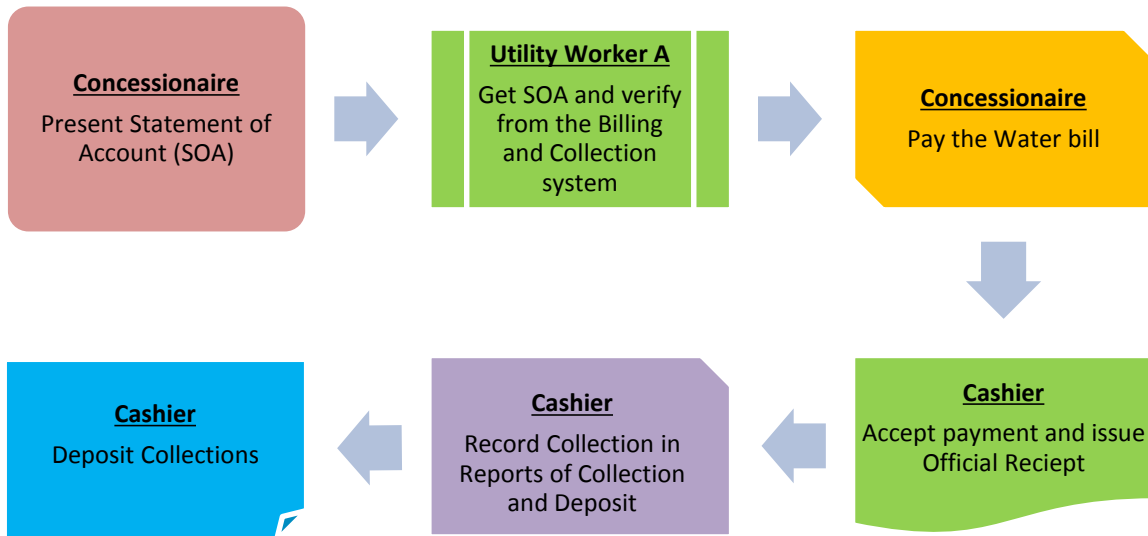


**II. ADMINISTRATIVE AND FINANCE SERVICES DEPARTMENT**

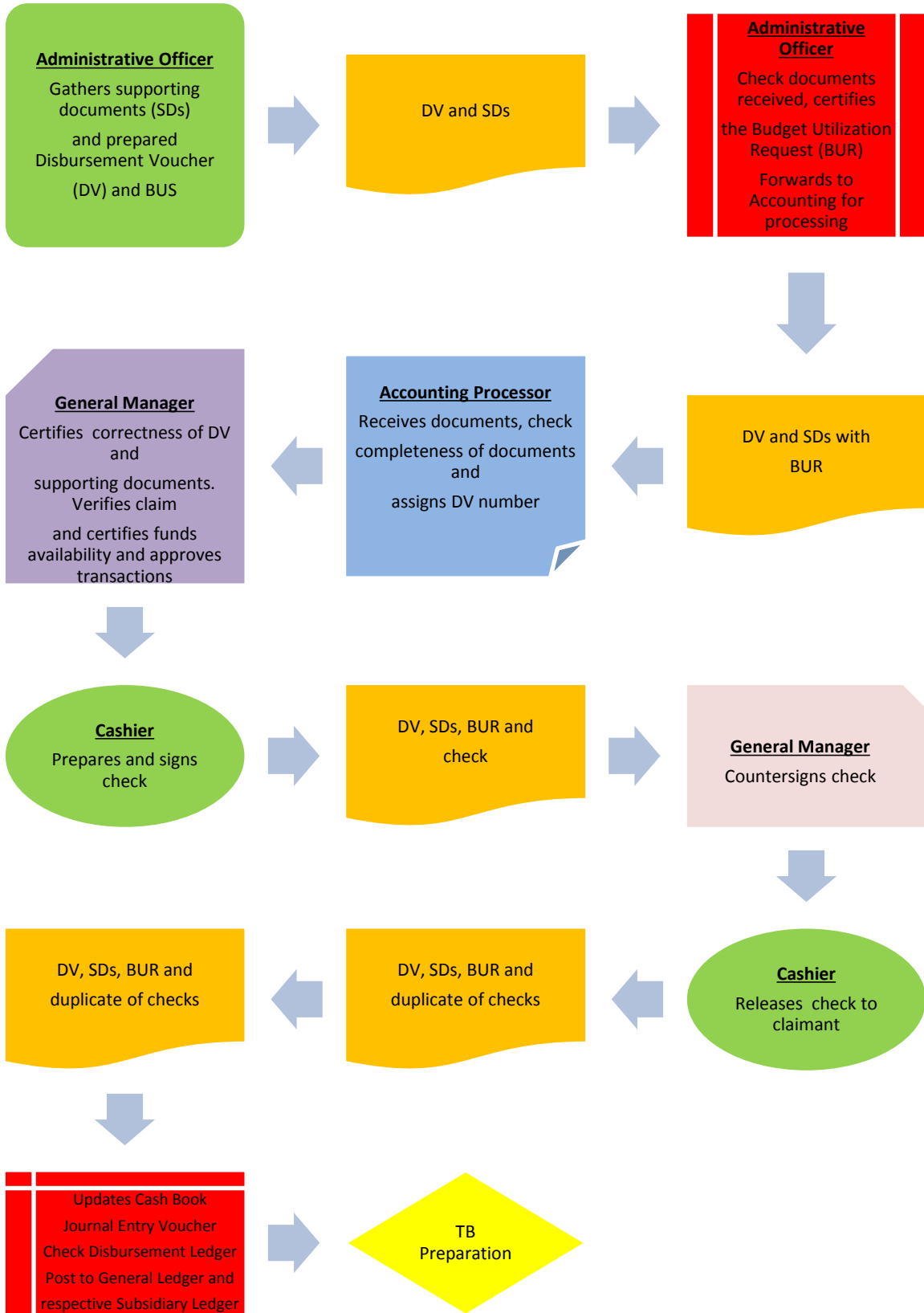


## ACCOUNTING WORKFLOW

### RECEIPTS AND COLLECTION PROCESS

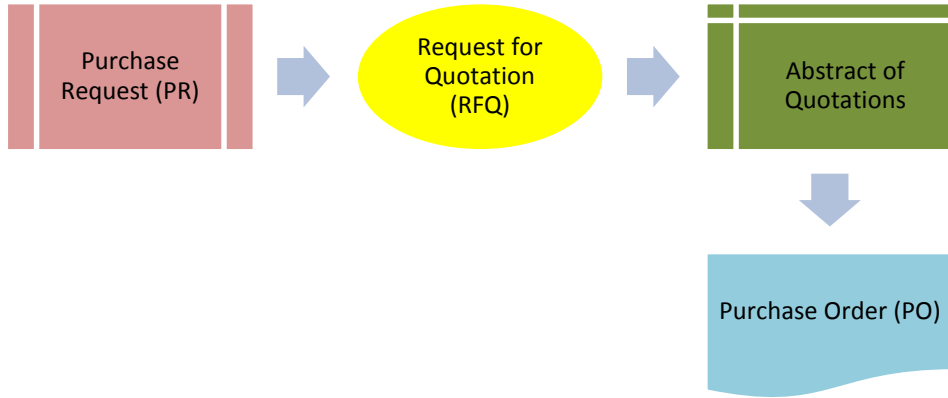


### DISBURSEMENT PROCESS

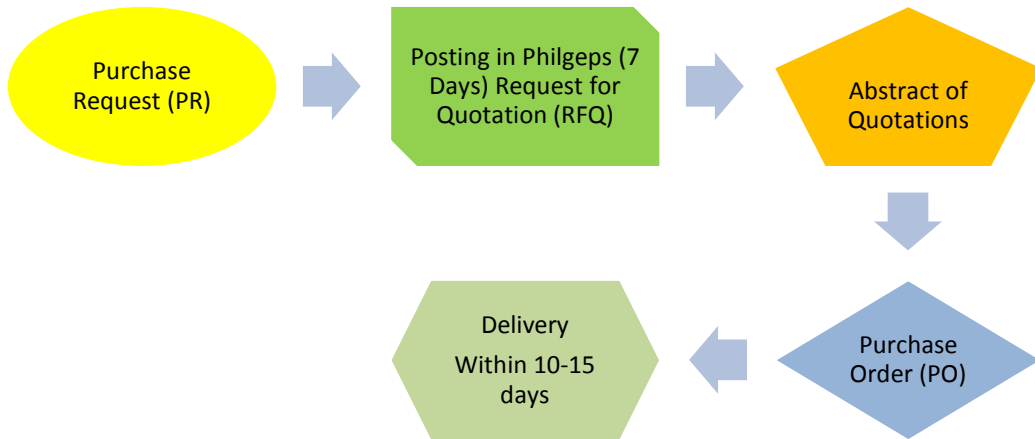


**PROCUREMENT PROCESS**

**OFFICE SUPPLIES**



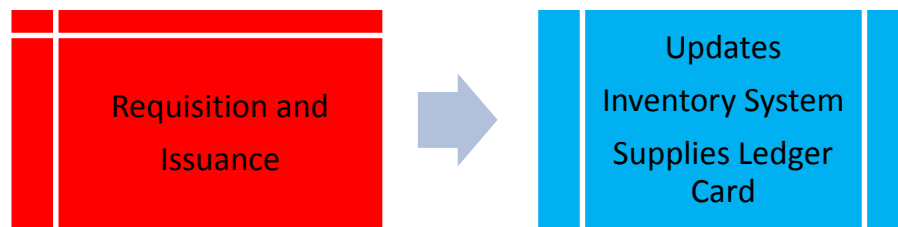
**MERCHANDISE**



**RECEIPTS OF DELIVERIES OF INVENTORY**



**ISSUANCE OF OFFICE SUPPLIES**



**The San Quintin Water District Procurement Process for Supplies and Materials Inventory:**

The procurement method of San Quintin Water District starts with the Budgeting process determining all the necessary materials and expenses needed for the whole calendar year for the betterment of the services to be rendered to the municipality; therefore all purchases are listed in the Annual Procurement Plan.

The procurement of *Supplies and Materials Inventory* starts with the preparation of Purchase Request (PR) by the designated Storekeeper. Then, upon approval by the General Manager, the request is being posted in the Philippine Government Electronic Procurement System (PhilGEPs) for seven (7) days. The SQWD used shopping as a method for procurement of goods with an aggregate amount of less than Five Hundred Thousand Pesos (Php 500,000.00). Within the seven (7) days posting period, interested Suppliers/Bidders submit their Quotations to the Bids and Awards Committee (BAC) thru its Chairman. Upon acceptance of Quotations by the BAC, they determine the winning bidder/supplier using Abstract of Quotations giving the approval to the bidder/supplier obtaining the lowest bid. Then, the preparation of the Purchase Order (PO) by the Storekeeper duly signed by the General Manager and testifying that Funds are available by the Administrative/General Services Officer A is being issued to the winning bidder/supplier together with the Contract Agreement.

Delivery is being made within ten (10) to Fifteen (15) days, then upon Delivery, the Storekeeper received the Delivery Receipts and will make the Inspection and Acceptance Report specifying that the delivered materials are inspected, verified and found in order as to quality and specifications and indicating the completeness or partial delivery of the item. The Storekeeper will sign the Inspection and

Acceptance Report and then it will be verified by the Administrative/General Services Officer A and approved by the General Manager D. Upon approval, the complete documents (containing Purchase Request, Philgeps notice, Canvass/Quotations, Abstract of Bids, Purchase Order, Contract Agreements, Delivery Receipts, Inspection and Acceptance Report) will be given to the Accounting Section for the preparation of Journal Entry Voucher for proper recording of Accounts taken up Accounts payable as debit and Other Supplies and Materials Inventory as credit. The Storekeeper will also pose the Inventory item in its Stock Ledger Card. Payment is being made by the District within thirty (30) to sixty (60) calendar days upon receipt of the materials.

**ISSUANCE OF NEW SERVICE CONNECTION MATERIALS**

