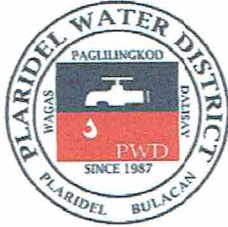


- When an applicant meets the qualification requirements, he/she will be panel interviewed by Personnel Selection Board using PSB Forms.



**Procedure 03**  
**RESOURCE MANAGEMENT**

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Reviewed by: Anne Tonette R. Cruz-GM

Approved by: Nancy C. Dela Cruz-BOD Chairperson

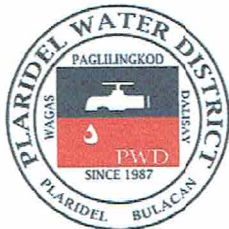
- All applicants will be ranked in accordance with the result of the interview and will be recommended to the General Manager for approval.

d) Pre-Employment Medical Examination

- If the successful candidate is from outside the organization, he/she will be endorsed to the Administrative and Finance Division Manager for the referral to any government hospital for pre-employment medical examination (PEME).

Regular employee who fits the job vacancy will be exempted from PEME as his/her fitness to work is regularly checked with the company's yearly medical examination benefit.

- If the new applicant is fit to work, the Administrative and Finance Division Manager will require him/her to submit latest clearance from National Bureau of Investigation (NBI) together with the following:
  - 1) Personal Data Sheet
  - 2) Tax Identification Number (TIN), if available
  - 3) Home Development Mutual Fund (HDMF) number, if available
  - 4) Community Tax Certificate (CTC)
  - 5) Statement of Assets, Liabilities and Network (SALN)
  - 6) Copy of Eligibility
  - 7) Copy of Licenses, if any
  - 8) School Records such as but not limited to:
    - a. TOR (Certified True Copy)
    - b. Diploma (Certified True Copy)



**Procedure 03**  
**RESOURCE MANAGEMENT**

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Reviewed by: Anne Toneyte R. Cruz-GM

Approved by: Nancy C. Dela Cruz-BOD Chairperson

5.2.1.2 Personnel Training

a) For Temporary Employee

- Once all the requirements referred to above are fulfilled, the General Manager through the Administrative and Finance Division Manager will issue Letter of Appointment together with Job Description, "Panunumpa sa Katungkulan" and **Confidentiality of Documents and Records Agreement** to new hire ensuring record of acknowledgment is made available.
- Within the first week of new hire, he/she shall undergo the training/orientation to be conducted by the following:
  - 1) Administrative and Finance Division Manager – for company policies and regulations as laid out in Employee's Handbook
  - 2) Office of the General Manager for company QMS
  - 3) Division Manager – for awareness on department/section's objectives and on-the-job training

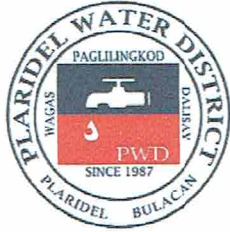
This shall be recorded using "Briefing Checklist for Office Staff."

b) For Regular Employee

- All Division Managers shall recommend the training need of their staff based on the training calendar sent by LWUA and Civil Service, DBM and any government accredited entity.
- Any training need identified will be included in the Training Plan subject to approval of the General Manager.

5.2.1.3 Personnel Training Records

- a) All regular employees are required to furnish copy of training certificates for 201 File.



**Procedure 03**

**RESOURCE**  
**MANAGEMENT**

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#### 5.2.1.4 Personnel Performance Evaluation

##### a) For Temporary Employee

- All temporary employees will be evaluated by immediate superior every June and December after assumption of the position using Performance SPMS. The Temporary employees are also entitled to receive company-provided benefits as provide by the law.
- As deemed appropriate, the temporary employee will be issued a new Letter of Appointment for regular employment upon satisfying all deficiencies. The new regular employee will then be entitled to receive company-provided benefits as provided by the law.

##### b) For Regular Employee

- All regular employees will be evaluated every June and December by immediate superior using SPMS (WIM PWD SPMS) where the result will be discussed with concerned employee.

The personnel SPMS (WIM PWD SPMS) result serves as basis for Performance Incentive Bonus.

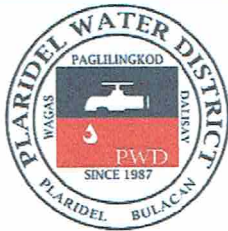
#### 5.2.2 Personnel Records (201 File)

- ##### a) All personnel records referred to above will be filed in individual employee's 201 file under the custody Administrative and Finance Division Manager and in accordance with Control of Records Procedure.

### 5.3 Infrastructure

#### 5.3.1 Building, Workspace, Associated Utilities

- ##### a) The General Manager ensures that the building, workspace and associated utilities are in good condition.



**Procedure 03**

**RESOURCE**  
**MANAGEMENT**

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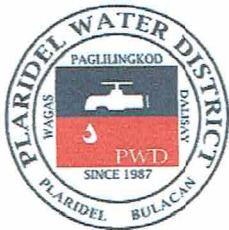
- b) However, as deemed necessary, PWD hires job orders for the maintenance of office equipment, utilities and the building.

**5.3.2 Process Equipment (Hardware and Software)**

- a) The Division Manager facilitates provision of hardware and software including office supplies needed to support the activities within his/her area of responsibility. This shall be recorded using Requisition Slip (Form ADF 14) which will be forwarded to the Administrative and Finance Division. The Admin and Finance Division staff issues the request if available, otherwise, a Purchase Request Form (Form ADF 15) will be prepared subject for approval of the General Manager.
- b) For inventory purposes, the Administrative and Finance Division will prepare/maintain a list of company hardware and software including stock of goods.
- c) In cases where company hardware or other equipment will be pulled out for repair or offsite maintenance, it shall be recorded using Pull out Slip (Form ADF 17) to be signed as authorized by the General Manager/Administrative and Finance Division Manager.

**5.3.3 Support Services**

- a) All services needed to support personnel activities such as transport and communication facilities shall be identified and provided when deemed necessary. In cases where such provision will hold the personnel directly accountable, it shall be recorded using Memorandum Receipt (Form ADF 16). The same form shall be used for all issued non-disposable office supplies and equipment under the custody of respective personnel during his/her tenure of employment with the company.



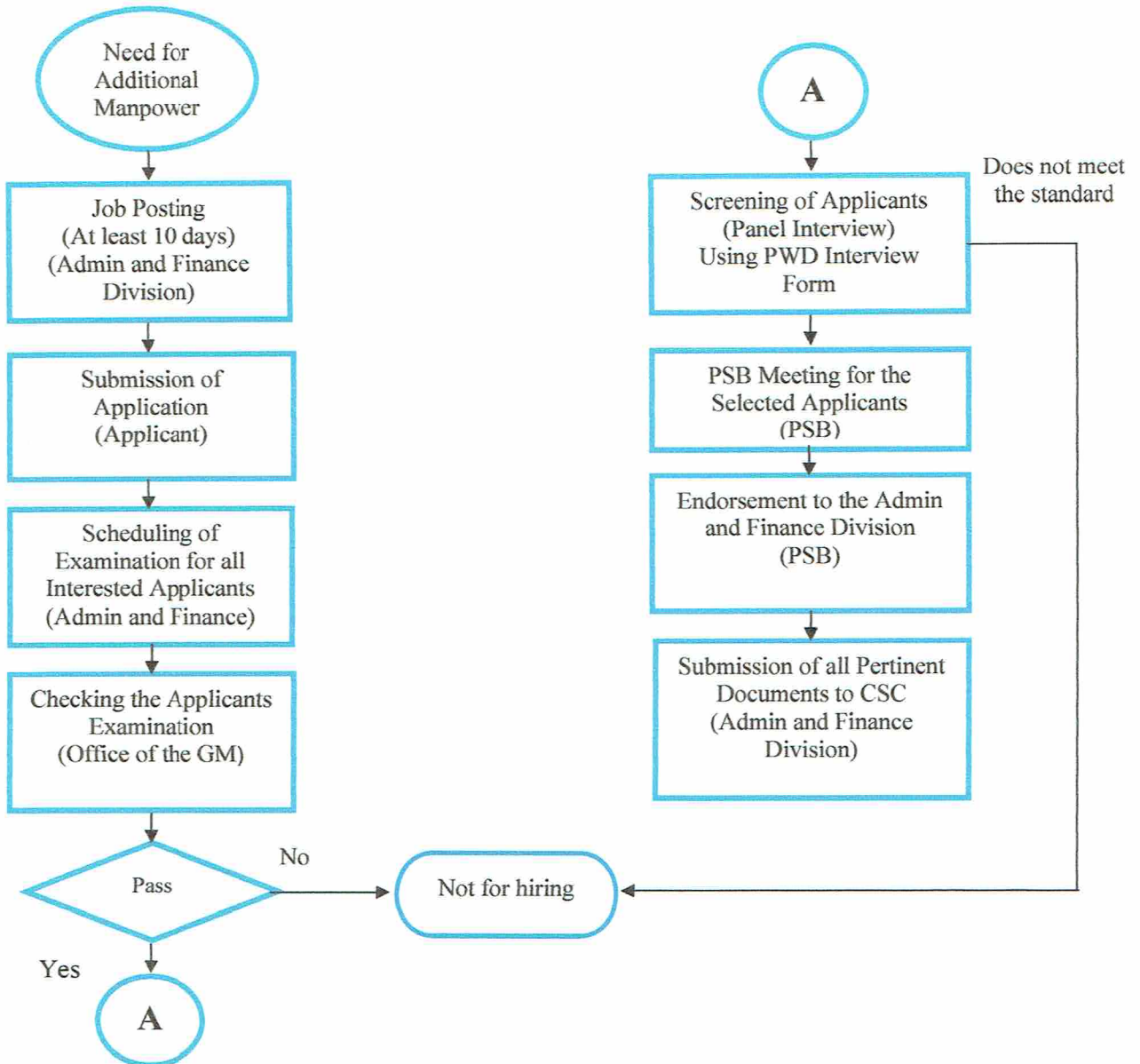
**Procedure 03**  
**RESOURCE**  
**MANAGEMENT**

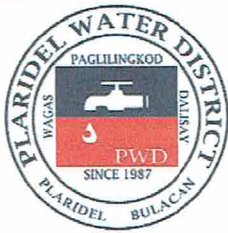
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Reviewed by: Anne Tonette R. Cruz-GM

Approved by: Nancy C. Dela Cruz-BOD Chairperson

**HIRING OF PERSONNEL PROCESS FLOW**





**Procedure 03**

**RESOURCE**  
**MANAGEMENT**

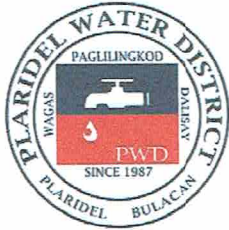
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Approved by: Nancy C. Dela Cruz-BOD Chairperson

## 6.0 RECORDS

- 6.1 Personnel 201 File
- 6.2 Briefing Checklist for Office Staff
- 6.3 Training Plan
- 6.4 SPMS
- 6.5 Requisition Form
- 6.6 Purchase Request Form
- 6.7 Pull Out Slip
- 6.8 Memorandum Receipt
- 6.9 PSB Form
- 6.10 Confidentiality of Documents and Records Agreement
- 6.11 Application Form
- 6.12 Position Description Form
- 6.13 Interview Form



**Procedure 03**

**RESOURCE**  
**MANAGEMENT**

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Reviewed by: Anne Tonette R. Cruz-GM *ajw*

Approved by: Nancy C. Dela Cruz-BOD Chairperson *ncd*

5.4 Work Environment

- a) The Division Manager determines and manages the environment needed to facilitate the achievement of objectives within his/her area of responsibility. Physical factors such as ventilation, lighting, etc. and human factors towards positive working environment shall also be addressed as appropriate.
- b) Record of compliance for this requirement may already be included in relevant records referred to preceding sections such as personnel training and infrastructure.





**Procedure 04**  
**FINANCE DIVISION**  
**PROCEDURE**

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## 1.0 OBJECTIVES

- 1.1 Establish guidelines in the Finance Section particularly on paying invoices (thru check payment), collection and banking, preparation, issuance and release of payments, payables (mandatory contributions), payroll and other financial matters involve in PWD.

## 2.0 SCOPE

This procedure defines the responsibilities and authorities for all payables and financial obligations of PWD including the process of recording and classifying its financial transactions.

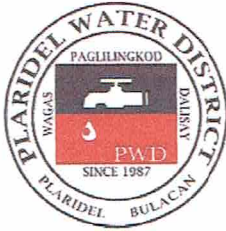
## 3.0 REFERENCES

- 3.1 ISO 9001:2015 Section 8.3-8.4  
3.2 Procedure for Communication  
3.3 Procedure for Resource Management  
3.4 Procedure for Purchasing  
3.5 Procedure for Documented Information

## 4.0 RESPONSIBILITIES AND AUTHORITIES

Division Manager (Finance Division), Financial Planning Specialist A, Head Cashier, Administrative Services Officer A, Corporate Budget Assistant, Storekeeper D, Clerk Processor B

## 5.0 PROCESS



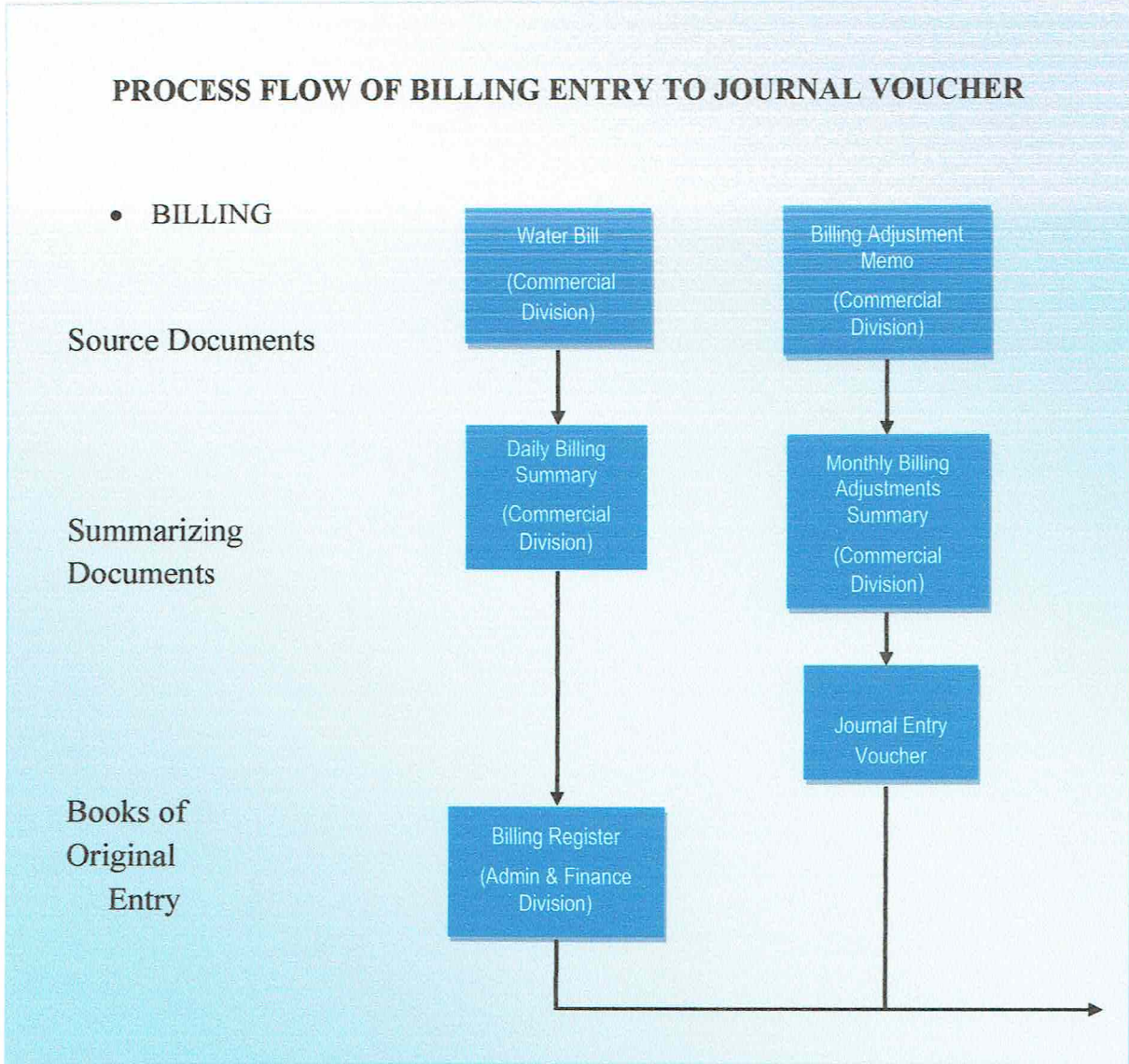
**Procedure 04**  
**FINANCE DIVISION**  
**PROCEDURE**

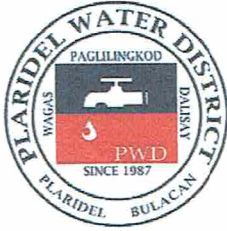
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**PROCESS FLOW 04-01**





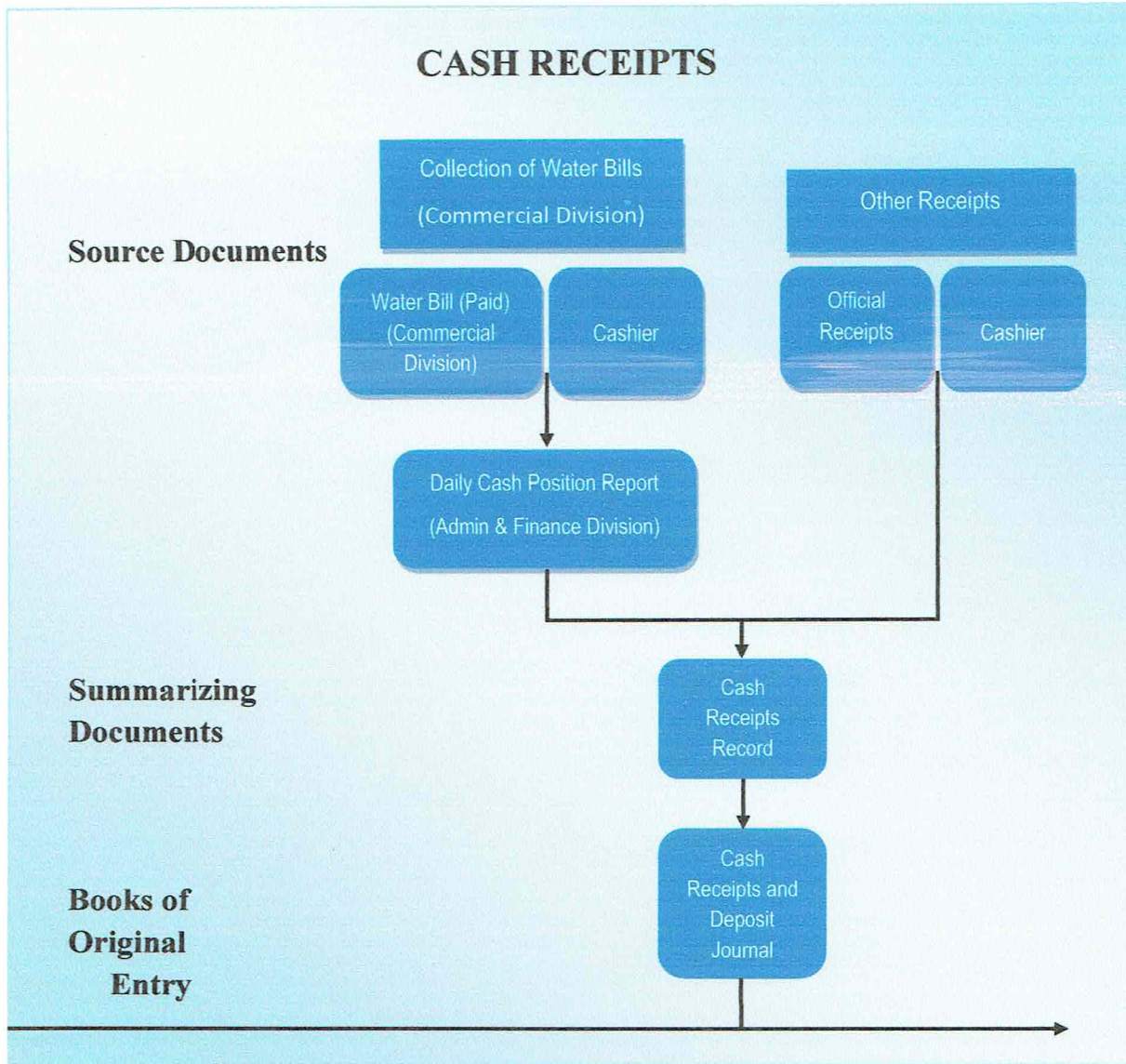
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**FINANCE DIVISION**  
**PROCEDURE**

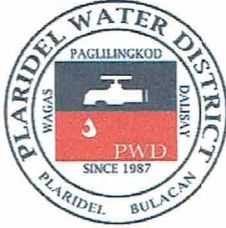
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**PROCESS FLOW 04-02**





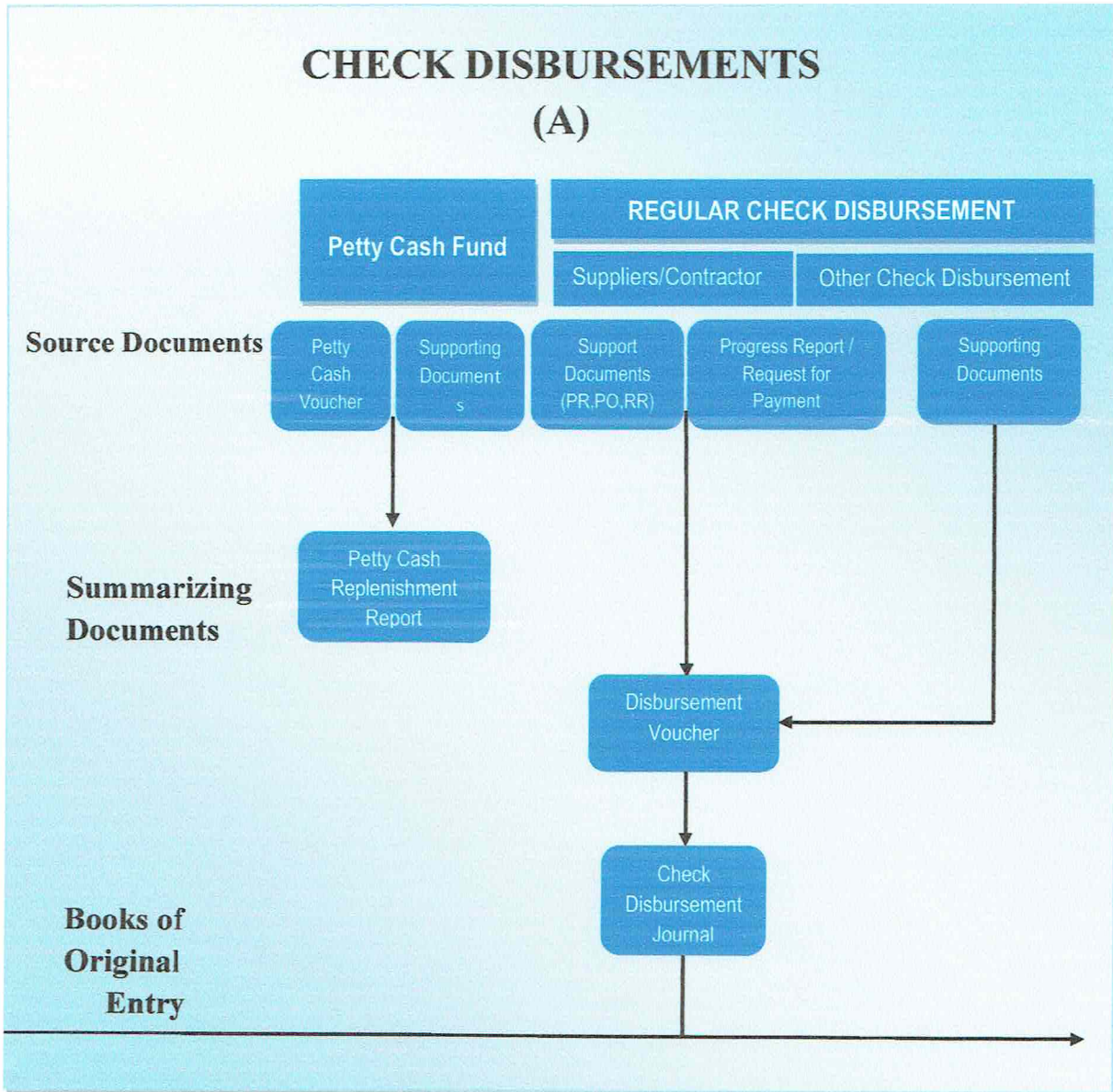
**Procedure 04**  
**FINANCE DIVISION**  
**PROCEDURE**

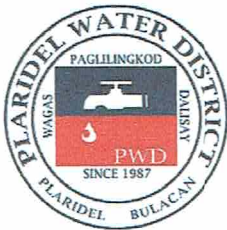
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**PROCESS FLOW 04-03**





**Procedure 04**  
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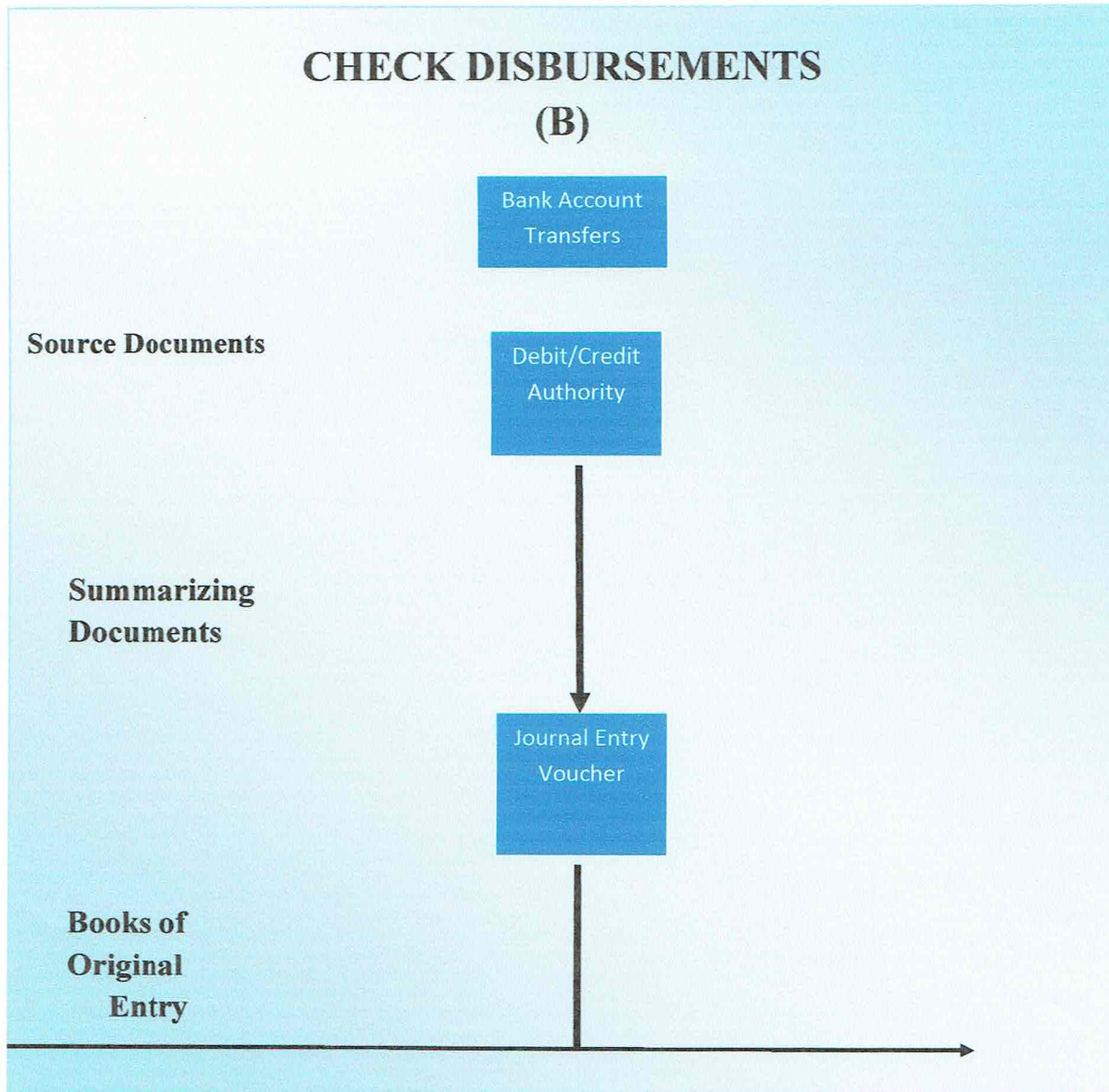
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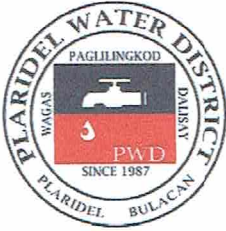
Approved by: Nancy C. Dela Cruz-BOD Chairperson

**PROCESS FLOW 04-04**

**CHECK DISBURSEMENTS**

**(B)**





**Procedure 04**

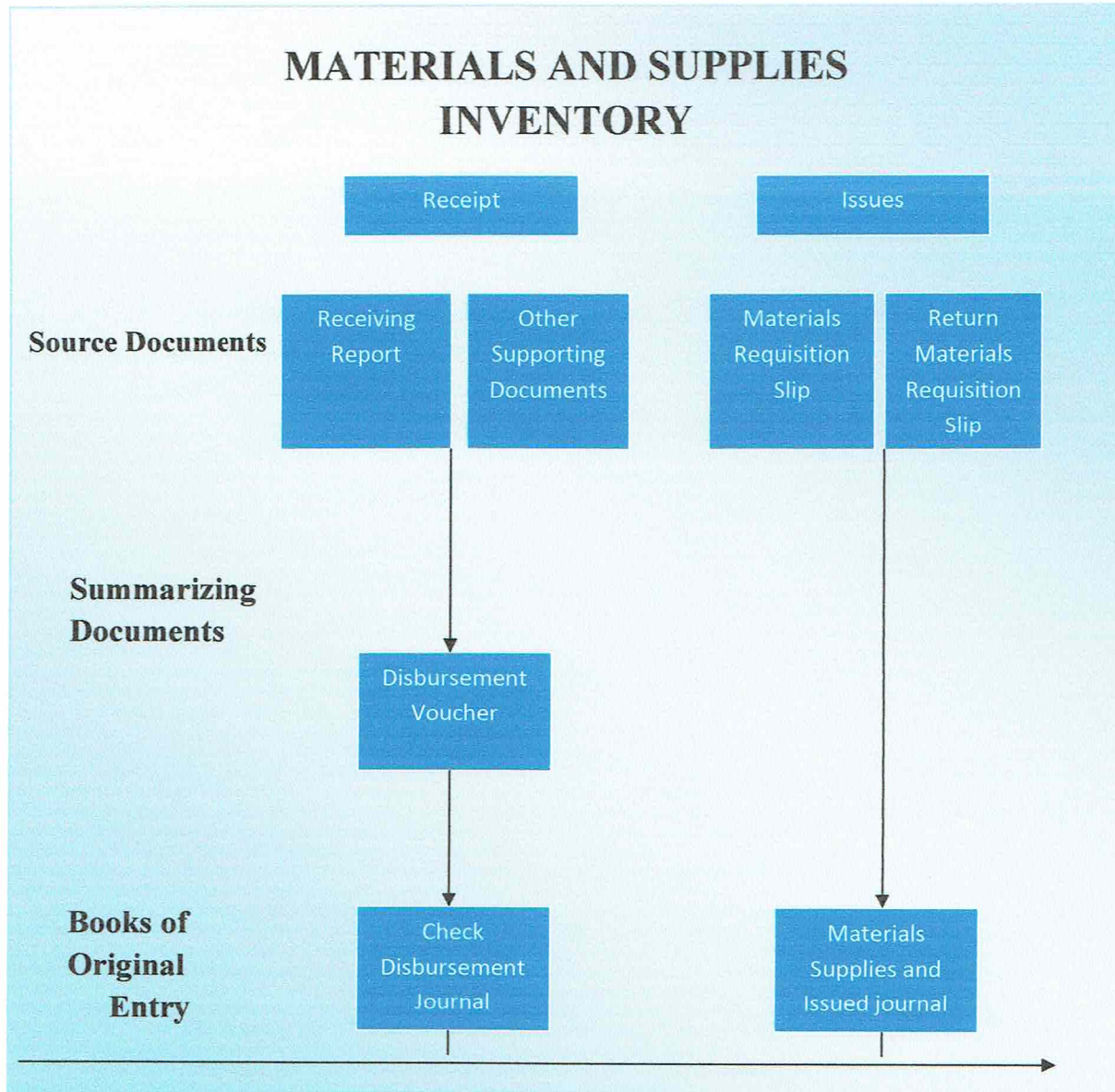
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**PROCEDURE**

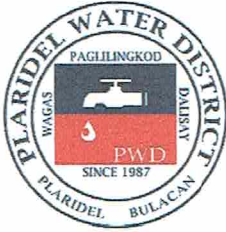
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**PROCESS FLOW 04-05**





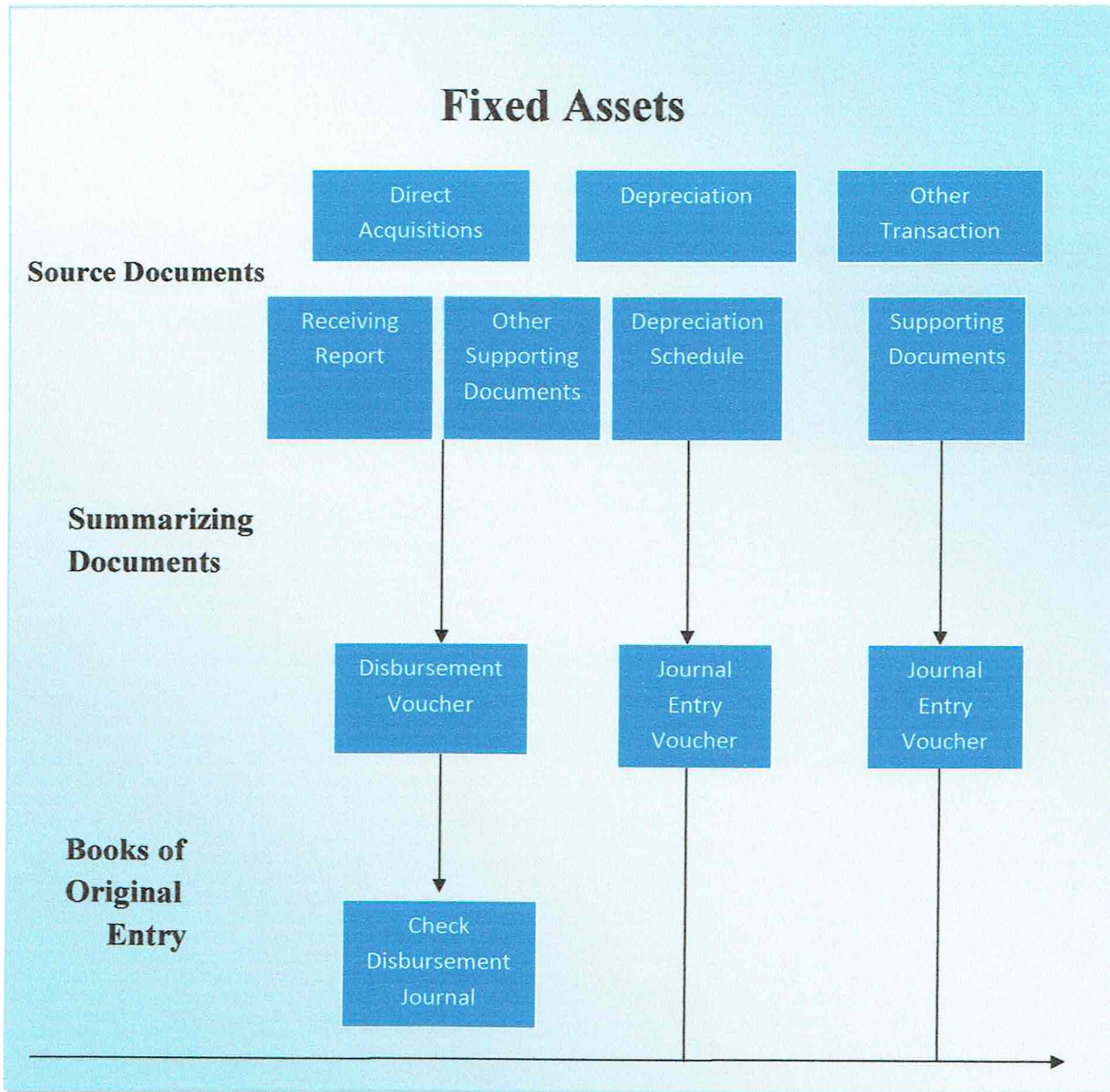
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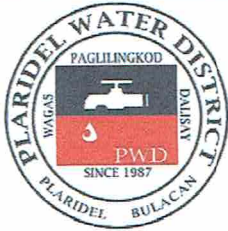
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**PROCESS FLOW 04-06**





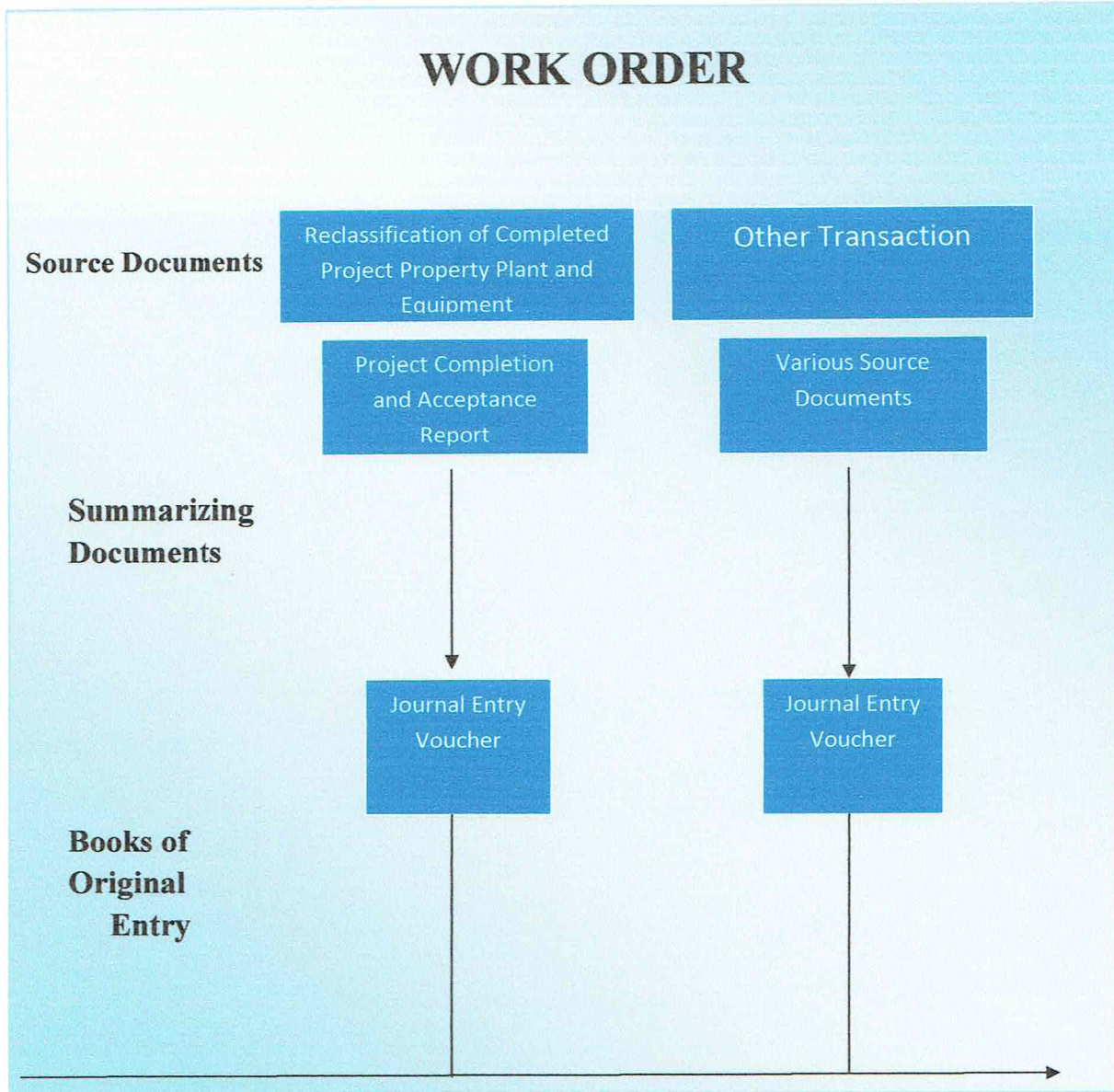
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**FINANCE DIVISION**  
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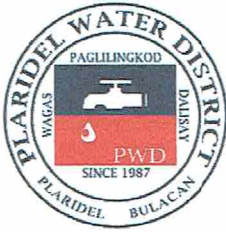
Reviewed by: Anne Tonette R. Cruz-GM

Approved by: Nancy C. Dela Cruz-BOD Chairperson

**PROCESS FLOW 04-07**







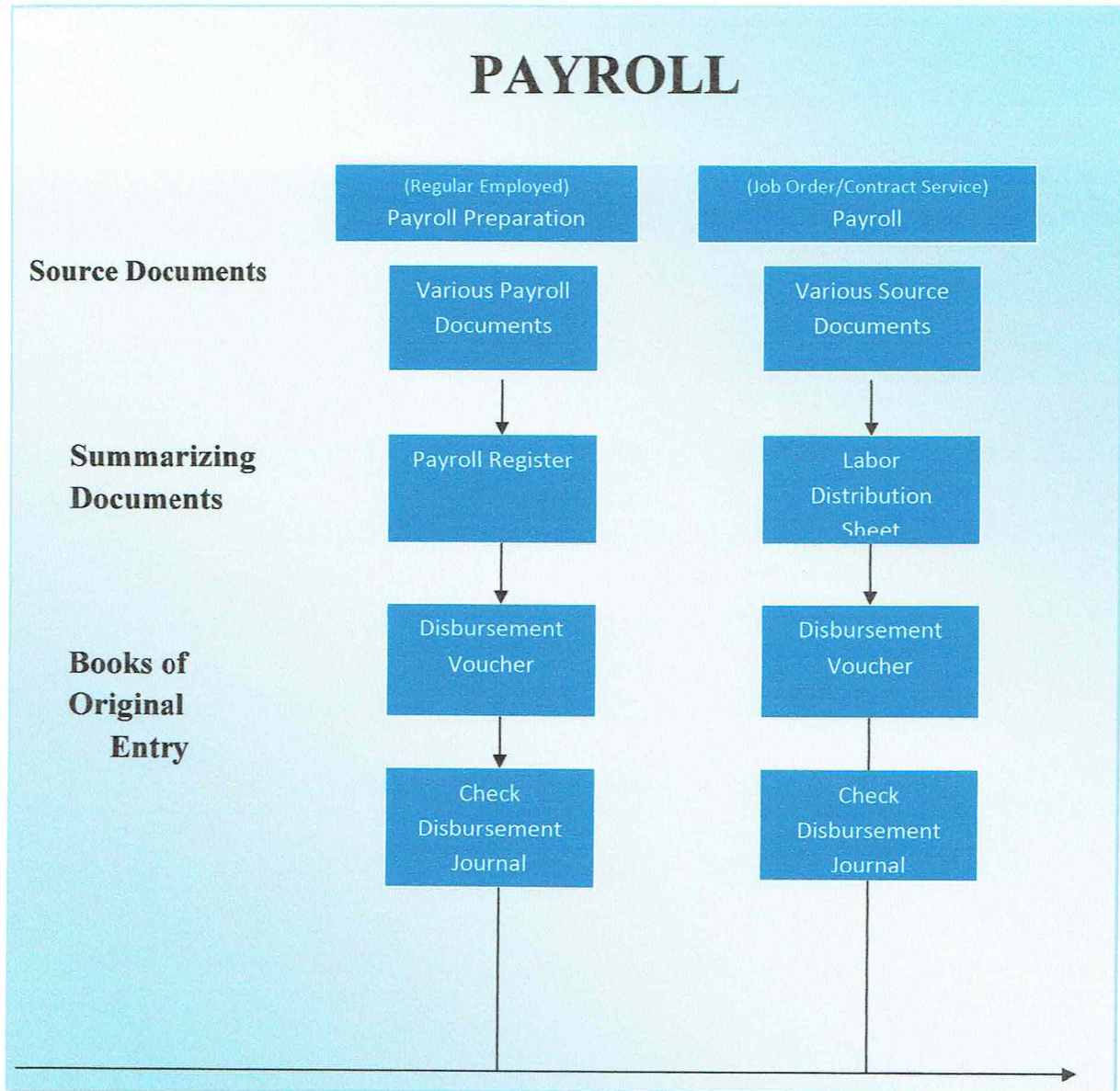
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**FINANCE DIVISION**  
**PROCEDURE**

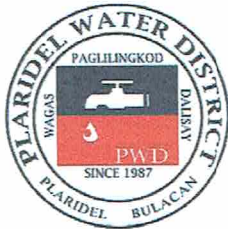
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**PROCESS FLOW 04-08**





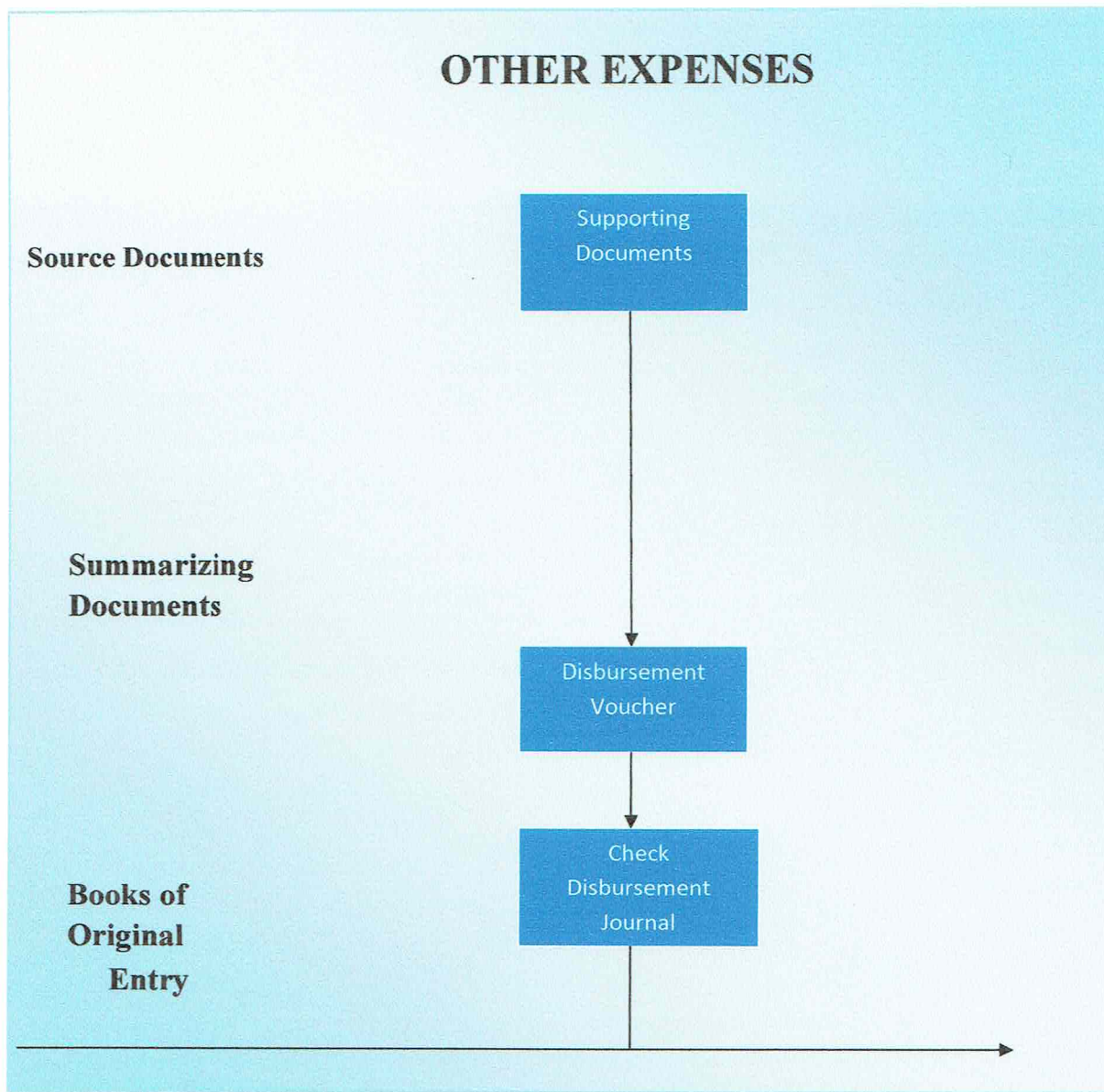
**Procedure 04**  
**FINANCE DIVISION**  
**PROCEDURE**

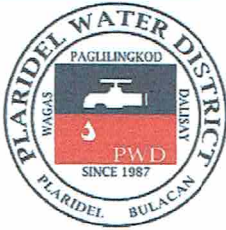
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**PROCESS FLOW 04-09**





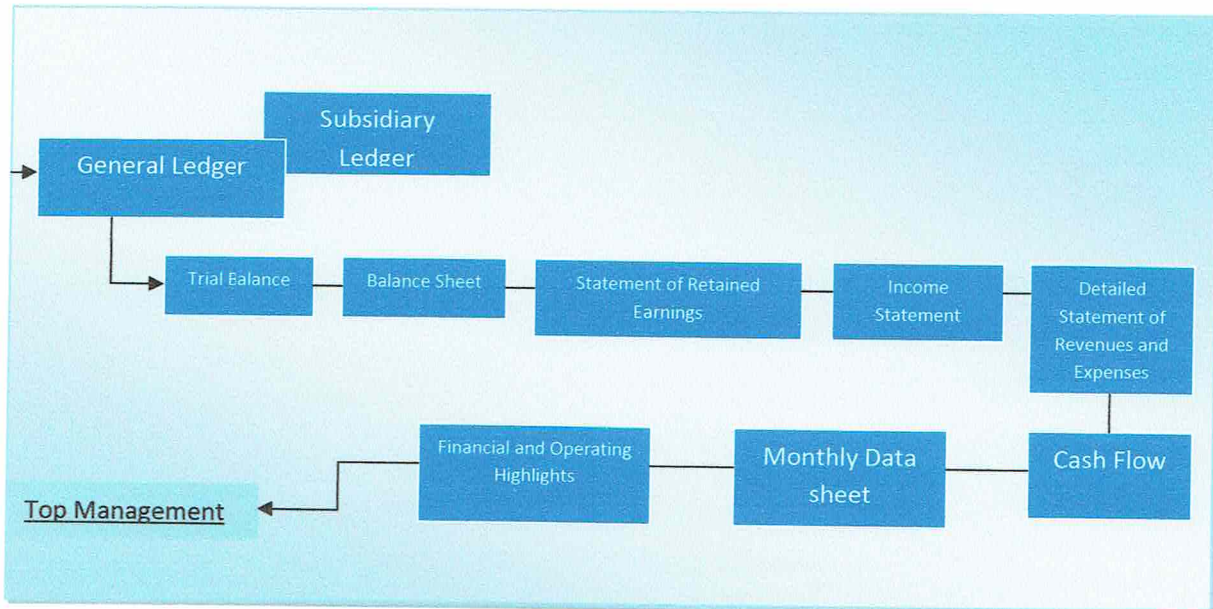
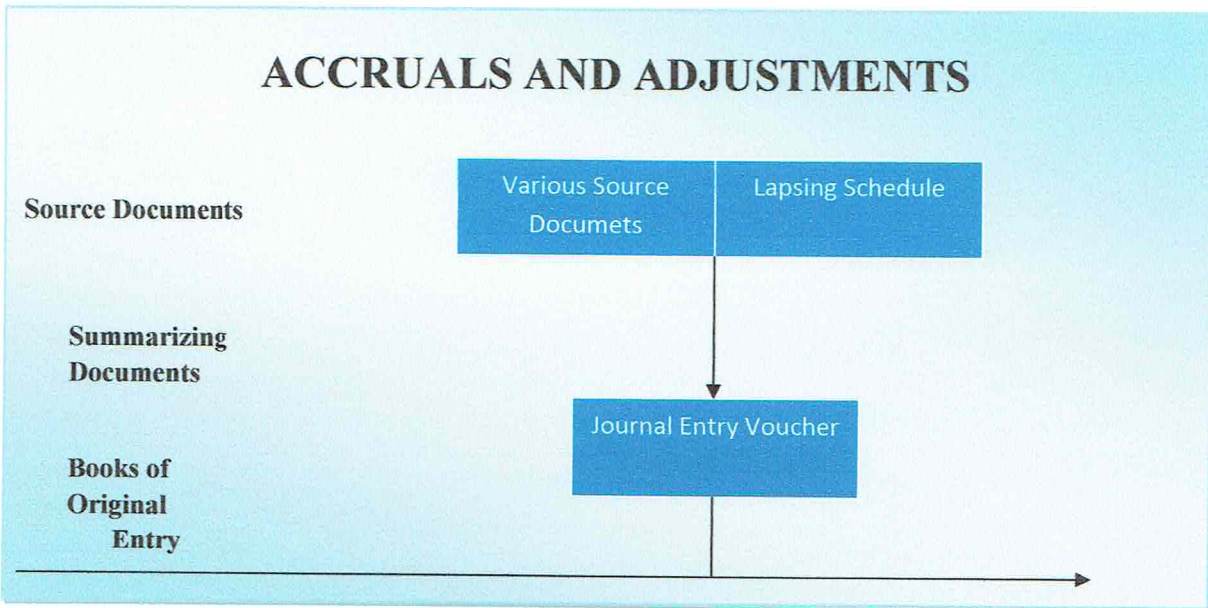
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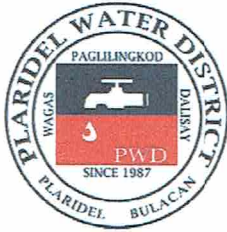
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**PROCESS FLOW 04-10**





**Procedure 04**  
**FINANCE DIVISION**  
**PROCEDURE**

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### **5.2 Paying Invoices (Thru check payment)**

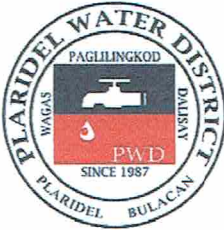
- 5.2.1 Check billing/sales invoices and match the amount with the purchase order and receiving report, if any.
- 5.2.2 Check the payment terms prior to the preparation of the voucher and issuance of check.
- 5.2.3 The Admin and Finance Division Manager certifies the availability of funds.
- 5.2.4 Prepare the voucher based on the terms indicated in the Purchase order.
- 5.2.5 The Division Manager recommends approval after validating the completeness of the documents.
- 5.2.6 Check will be prepared with reference to the disbursement and will be signed by the Administrative & Finance Manager and the General Manager.
- 5.2.7 Voucher shall be approved by the General Manager prior to the preparation of check.
- 5.2.8 OR issued by the supplier should be attached to Disbursement Voucher and other supporting documents.
- 5.2.9 All disbursements are thru checks except those paid under the petty cash fund.

### **5.3 Collection and Banking**

- 5.3.1 All collection for the day is deposited intact on the following day.
- 5.3.2 Government Accredited bank shall collect all the collection under the deposit pick-up arrangement.

### **5.4 Preparation, Issuance and Release of Payments**

- 5.4.1 Check preparation should be made based on the Disbursement Voucher details.
- 5.4.2 Ensure that all checks to be released are signed by the signatory
- 5.4.3 Ensure that the Disbursement Voucher is properly acknowledged indicating the date when the check was received.



**Procedure 04**  
**FINANCE DIVISION**  
**PROCEDURE**

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### 5.5 Payroll (Salary/allowances)

- 5.5.1 Preparation of payroll should be 2 days before the 15<sup>th</sup> and 30<sup>th</sup> of the month.
- 5.5.2 Monthly deductions are promptly and properly effected.
- 5.5.3 Details of salary and deductions are shown.

### 5.6 Cash Advance

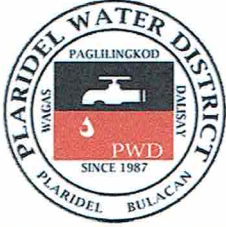
- 5.6.1 All are allowed to request for cash advance after the Budget availability of funds and upon the approval of the General Manager
- 5.6.2 Approved Cash Advance Slip (Form ADF 09) is forwarded to the Finance Section for Disbursement Voucher preparation.
- 5.6.3 Disbursement Voucher will be approved by the General Manager prior to the preparation of check.
- 5.6.4 The check will be released by the cashier officer.

### 6.0 LIQUIDATION

- 6.1 The liquidation form (Form ADF 06), together with all original receipts and expenses will be submitted to the Finance Division immediately after completion of transaction.
- 6.2 Liquidation report shall be subject to the governing rules and regulations such as:
  - a. Travel – 7 days upon the completion of the assignment
  - b. Other Transactions – 20 days from the last date of transactions

### 7.0 RECORDS

- 7.1 Billing register
- 7.2 Cash/Check register
- 7.3 Cash Receipts and Deposit Journal
- 7.4 Check Disbursement Journal
- 7.5 Request for cash advance (Form ADF 09)
- 7.6 Payroll
- 7.7 Liquidation Expenses (Form ADF 06)



**Procedure 05**  
**WELL DEVELOPMENT**  
**PROCEDURE**

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Approved by: Nancy C. Dela Cruz - BOD Chairperson

## 1.0 OBJECTIVE

Design and develop processes for additional source of water supply.

## 2.0 SCOPE

Requirements as specified in LWUA and PNSDW (Philippine National Standard for Drinking Water)

## 3.0 REFERENCES

- 3.1 ISO Standard 9001:2015 section 8.3-8.4
- 3.2 Procedure for Documented Information

## 4.0 RESPONSIBILITY

Board of Directors, General Manager, Division Manager (Engineering and Production, Water Resources and Protection Committee (WRPC)

## 5.0 PROCESS

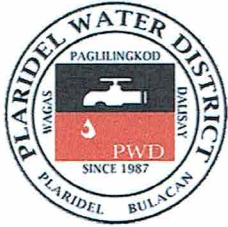
### 5.1 Design and development planning

#### a) Design and Development Stages

- a.1 The need for the creation of new Water Resources by request of the concessionaires or by the need of supply.
- a.2 Conduct feasibility study and Geo-resistivity Survey.
- a.3 Allotment of Budget.

b) With the requirements set forth by LWUA and PNSDW, the design and development planning for the water development requirements shall take into account their provisions as well as the regulations prescribed by the NWRB (National Water Resources Board)

c) The Top Management shall initiate design and development planning and shall observe the following stages in design and development:



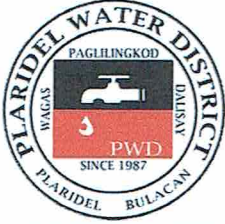
**Procedure 05**  
**WELL DEVELOPMENT**  
**PROCEDURE**

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Reviewed by: Anne Tonette R. Cruz - GM

Approved by: Nancy C. Dela Cruz - BOD Chairperson

- 1) Determination of regulatory requirements, deep well development, applicable national regulations
- 2) Determination of ways or processes to satisfy or meet these requirements;
- 3.) The WRPC shall review relevant requirements needed for the creation of additional water resources.
- 4.) Completion of all regulatory and PWD's requirements by the Division Manager ( Engineering Division) and Administrative Manager respectively
- 5.) Review, verification and validation stages / tasks and corresponding responsibilities and authorities:



**Procedure 05**  
**WELL DEVELOPMENT**  
**PROCEDURE**

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**REVIEW**

The Top Management reviews the existing requirement if it is in accordance with the PWD's requirements, applicable regulatory and national requirements.

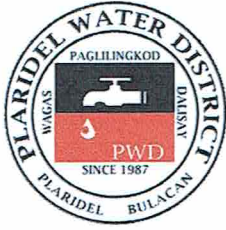
**VERIFY**

The General Manager conducts final verification of the designed / developed well, if any to ensure that the input requirements can be fully met.

**VALIDATE**

The Division Managers (Engineering Division) shall validate the performance of the PWD to ensure that the newly developed well shall meet all the identified requirements. Water testing and Inspection shall measure the quality of the water produced.





**Procedure 05**  
**WELL DEVELOPMENT**  
**PROCEDURE**

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**5.2 Sources and Basis of Design and Development (Design and Development Input)**

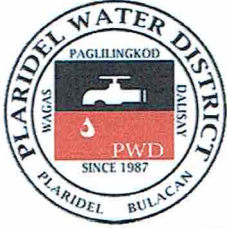
- a) The design and development shall take into account the following requirements:
  - 1) LWUA's requirements and instructions;
  - 2) NWRB standard;
  - 3) PNSDW regulations;
  - 4) DPWH regulations;
- b) If there are new laws or regulations that would exist, the General Manager shall be responsible in determining the amendments or changes in regulations by coordinating with the relevant national and international regulatory organizations.

**5.3 Outcome of Design and Development (Design and Development Output)**

- a) Result of the Design and development will provide additional source of water supply.
- b) The Board of Directors and General Manager shall approve the new design form/requirements as the case maybe.
- c) All changes due to the Design and Development outcome will be in accordance with the company's Procedure on Document Control.

**5.4 Control of design and development changes**

- a) Design and development changes may be initiated by the Board of Directors, General Manager, QMR and Division Managers on the bases of the following:



**Procedure 05**  
**WELL DEVELOPMENT**  
**PROCEDURE**

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- newly issued regulations by the national regulatory body
  - new LWUA's requirements
  - new Government requirements/regulations
- b) Changes or amendments to existing work instructions or processes may be adopted to enhance the Company's capability to cope or comply with the LWUA's and other regulatory requirements.
- c) Changes on the Design and Development shall be evaluated by the General Manager and Division Manager (Engineering Division) and report to the Board of Directors the effect of such changes.
- d) The Engineering Division shall maintain records of the results of the review of changes.

## 6.0 RECORDS/FORMS

- 6.1 PNSDW, NWRB AND LWUA's listed requirements
- 6.2 Proposed new requirements
- 6.3 Issued regulation by the government