



PLARIDEL WATER DISTRICT

A.C. Reyes St., Poblacion, Plaridel, Bulacan 3004
Tel. Nos. (044) 795-0102 / 795-1613; Fax No. (044) 760-0229
Email Address: plaridel_water_district1987@yahoo.com
Website: plaridelwaterdistrict.ph



POSTING CERTIFICATION

This is to certify that the Plaridel Water District has posted its Supplemental Annual Procurement Plan # 15 CY 2022 on its agency website and can be accessible through this link: <http://plaridelwaterdistrict.ph/index.php/human-resource/supplemental>

This certification is being issued in compliance with GPPB Circular No. 02-2020, this 03 of August, 2022.

A handwritten signature in black ink, appearing to read 'Jim Benzon R. Talavera', is written over a faint, circular stamp or watermark.

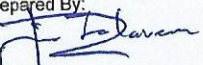
Jim Benzon R. Talavera


Head, Bids and Awards Committee Secretariat

PLARIDEL WATER DISTRICT Supplemental Annual Procurement Plan #15 FY 2022

29/07/2022


Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Project)
					Advertisement /Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
50205020/773	TELEPHONE EXPENSES - MOBILE												
	Telephone Expenses - Mobile	Commercial	NO	Direct Contracting	N/A	N/A	Aug-Dec.	Aug-Dec.	Corporate Budget	30,000.00	30,000.00		Request to receive monthly load allowance
TOTAL BUDGET:										30,000.00			

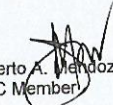
Prepared By:

 Jim Benzon R. Talavera
 BAC Head Secretariat

Check and Verified By:

 Marifaye H. Ersando
 BAC Chairperson

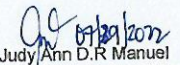
ABSENT
 Charlie A. Felicitas
 BAC Vice Chairperson

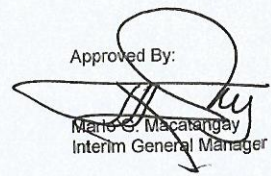
Ron Andrew A. Rivero
 BAC Member


 Justin Michael B. Berango
 BAC Member


 Alberto A. Mendoza
 BAC Member

ABSENT
 Daniel Gravador
 BAC Member

Review and Recommended By:

 Judy Ann D.R. Manuel
 Corporate Budget Officer C

Approved By:

 Marie E. Macatangay
 Interim General Manager



PLARIDEL WATER DISTRICT

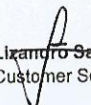
SUPPLEMENTAL PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) 2022

END-USER/UNIT: **Commercial Division**
 Charged to Corporate Funds
 Projects, Programs and Activities (PAPs)


CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES														
					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec			
50205020/773	TELEPHONE EXPENSES - MOBILE																		
	Telephone Expenses - Mobile		30,000.00	DIRECT CONTRACTING									6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	
TOTAL BUDGET:			P30,000.00																
TOTAL ESTIMATED BUDGET:			P30,000.00																

NOTE: Technical Specifications for each Item / Project being proposed shall be submitted as part of the PPMP

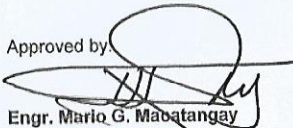
Prepared By:


Lizandro Santos
 Customer Service Assistant B

Checked and Verified by:


Marifaye H. Ersando
 Division Manager

Approved by:


Engr. Mario G. Mabatangay
 Interim General Manager



PLARIDEL WATER DISTRICT

MEMO FOR THE GENERAL MANAGER

FILE/REF NO.

FROM COMMERCIAL DIVISION

DATE 07 July 2022

SUBJECT REQUEST TO RECEIVE MONTHLY LOAD ALLOWANCE OF P300.00 FOR PERMANENT EMPLOYEES OF THE COMMERCIAL DIVISION.

BACKGROUND

As a public service agency, PLAWD extends its service to its concessionaires through works such as Installation of New Service Connection, Meter Reading, Reconnection of Disconnected accounts, and Disconnection of Service of delinquent accounts.

JUSTIFICATION

- New Service Connection & Reconnection Team: requires continuous connection with the office and concessionaires during field work and/or as it may be needed;
Disconnection Team: requires contact with the office or the customer service to ensure the status of an account, whether the bill/arrears have been paid already or not, before disconnecting the service;
Meter Readers: sim cards can be inserted on the smart phone meter reading devices. With such feature, it is now possible to send billing notices (real time, during reading) and announcements to concessionaires' cellphone numbers. Sending billing information to concessionaires' phone will reduce, if not, completely stop complaints about not receiving billing notices and announcements.

The remaining budget for the Advertisement included in the APP CY 2022 of P40,000.00 from which P30,000.00 will be realigned to the proposed load allowance.

RECOMMENDATION

As such, the Commercial Division would like to request for the following personnel to receive a monthly load allowance of P300.00 each effective August 01, 2022:

Table with 2 columns: Employee Name, Section. Lists 11 employees and their respective sections such as Disconnection, Post Inspector (New Connection), Customer Accounts Section, Reconnection, Division Manager, and Meter Reader.

Approval section containing Recommending Approval (MARIFAYE H. ERSANDO), Approved by (ENGR. MARIO G. MACATANGAY), and Date Approved (08 July 2022).

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES										
					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	
50203010/755	Office Supplies Expenses		36,000.00												
	Printer Ink Black	36	18,000.00	SHOPPING	9,000.00							9,000.00			
	Printer Ink Blue	12	6,000.00	SHOPPING	3,000.00							3,000.00			
	Printer Ink Yellow	12	6,000.00	SHOPPING	3,000.00							3,000.00			
	Printer Ink Magenta	12	6,000.00	SHOPPING	3,000.00							3,000.00			
50299020/781	PRINTING AND BINDING		134,000.00												
	Thermal Paper	4,000 rolls	96,000.00	SUP				96,000.00							
	Disconnection Notice Order	30,000 pcs	38,000.00	SUP				38,000.00							
50213050/823	REPAIRS AND MAINTENANCE - IT EQUIPMENT & SOFTWARE		195,000.00												
	Maintenance/Check up of Computers and Printers	15 sets	35,000.00	SUP			8,750.00			8,750.00				8,750.00	
	Maintenance/Check up of System & Virus	6 sets	30,000.00	SUP			7,500.00			7,500.00				7,500.00	
	Maintenance/Check up of Billing System, Included Server	15 sets	80,000.00	DIRECT CONTRACTING			20,000.00			20,000.00				20,000.00	
	New Network Re-Cabling for Billing & Collection System - Network Hub 24-Port	1 set	50,000.00	SHOPPING	25,000.00							25,000.00			
10606010/241	MOTOR VEHICLES		450,000.00												
	Motorcycle for Meter Reading	6 units	450,000.00	SUP				450,000.00							
10404130/168	CONSTRUCTION MATERIALS INVENTORY		4,906,476.50												
	Disconnection Lock	300 pcs	75,000.00	SUP	75,000.00										
	Aluminum Seat	500 pcs	15,000.00	SUP	15,000.00										
	NEW CONNECTION MATERIALS		625,432.50	SHOPPING	176,398.13			126,308.13				156,398.13			156,398.13
	BRASS FITTINGS		2,273,150.00	SHOPPING	568,287.50			568,287.50				568,287.50			568,287.50
	G.I FITTINGS		437,609.00	SHOPPING	109,402.25			109,402.25				109,402.25			109,402.25
	NEW CONNECTION TOOLS, FITTINGS & MATERIALS		356,180.00	SHOPPING	89,045.00			89,045.00				89,045.00			89,045.00
	WATER METER		1,128,105.00	SUP	282,026.25			282,026.25				282,026.25			282,026.25
50299010/780	ADVERTISING, PROMOTIONAL & MARKETING		86,000.00												
	Advertising and Promotional Expense		80,000.00	SHOPPING	20,000.00			20,000.00				20,000.00			20,000.00
	Citizen's Charter with Frame	1 set	6,000.00	SUP	6,000.00										
50203090/761	FUEL		200,000.00	DIRECT CONTRACTING	16,666.67	16,666.67	16,666.67	16,666.67	16,666.67	16,666.67	16,666.67	16,666.67	16,666.67	16,666.67	16,666.67

TOTAL BUDGET:	7,285,776.50
TOTAL ESTIMATED BUDGET:	7,285,776.50

BQIE. Technical Specifications for each Item - Project being proposed shall be submitted as part of the PPMP

Prepared By

Lizandjo Santos
Customer Service Assistant B

Toni R. De Vera
Customer Service Officer A

Ronald Bulaon
New Connection, Reconnection Section

Checked and Verified by

Marifaye H. Ersando
Division Manager

Noted By

ENGR. MARLON P. SORIANO
Interim General Manager



BRIEF

DATE 6 July 2022

TO ENGR. MARIO G. MACATANGAY
Interim General Manager

FROM ADMINISTRATIVE DIVISION

SUBJECT Recommendation to include in the list of recipients of Load Allowance

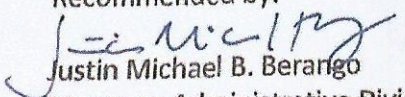
This is to recommend that the following employees be included in the list of recipients of load allowance –

- (1) Angelo M. Delos Santos – Procurement Assistant B
- (2) Benito U. Abedoza – IRMO C
- (3) Christopher V. Carasig – Driver

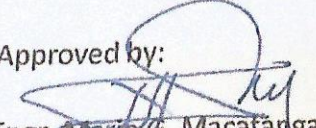
As they normally call suppliers, training organizers, CSC, LWUA and other employees in the conduct of their assigned tasks.

Thank you and hoping for your kind consideration.

Recommended by:


Justin Michael B. Berango
Manager, Administrative Division

Approved by:


Engr. Mario G. Macatangay
Interim General Manager

ACTION
TAKEN:
DATE:

BRIEF

TO: ENGR. MARIO G. MACATANGAY
Interim General Manager

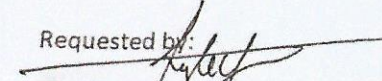
DATE: July 05, 2022

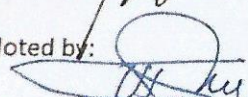
FROM: ENGR. REYNANTE D. FRANCISCO
Manager - Engineering and Technical Division

SUBJECT: REQUEST FOR MOBILE TELEPHONE LOAD ALLOWANCE FOR TWO
(2) ENGINEERING STAFF

Due to essential activities performed by the following Engineering and Technical Division staff particularly in communication/transacting with suppliers, contractors, concessionaires, other concerned government agencies', PLAWD staff and other concerned private individuals, the provision and use of communication devices, particularly mobile phone or landline is a must. Said staff are using their personal phone and load in the performance of these duties. There are times also that their personal mobile loads are limited to which they need to borrow mobile phones of other PLAWD staff just to perform their tasks. For the efficient performance of their duties, I would like to request for a mobile load for the following Engineering staff to be charged to the Telephone Mobile Load Expenses Account:

- 1. Jojit Pagulayan
- 2. Christine De Guzman

Requested by:

ENGR. REYNANTE D. FRANCISCO

Noted by:

ENGR. MARIO G. MACATANGAY
Interim General Manager 07/07/2022

Remarks: *finance, for your appropriate action*