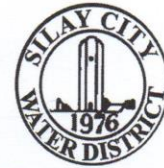


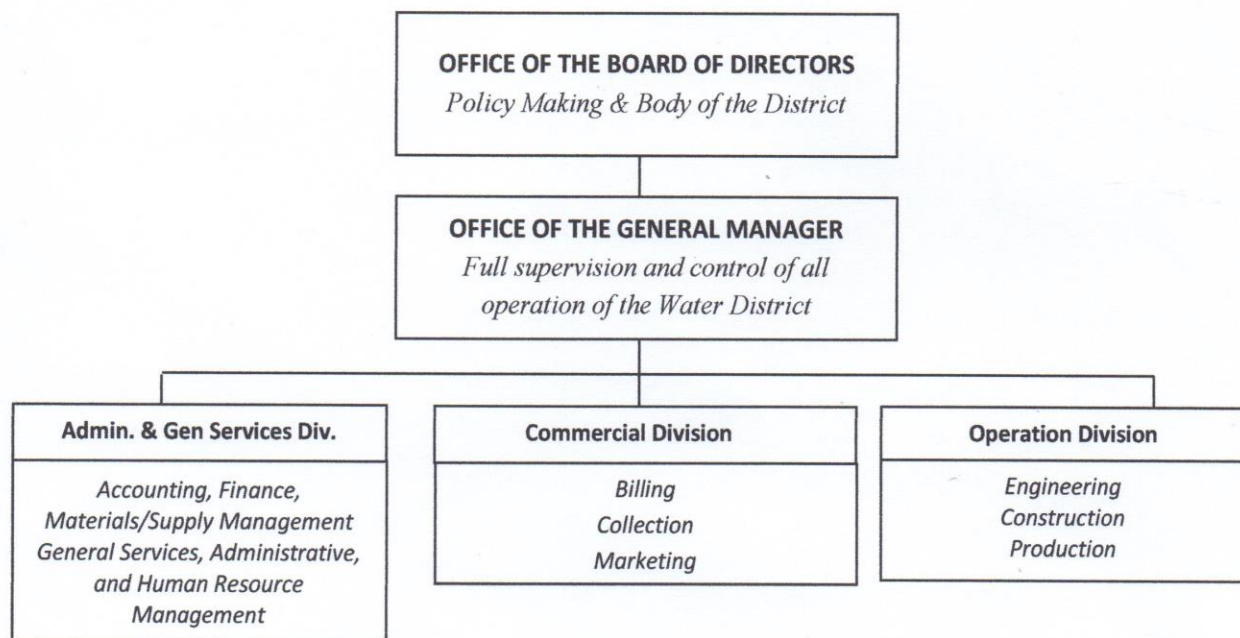
ANNEX

A



ANNEX "A"

FUNCTIONAL CHART



ANNEX B

Republic of the Philippines
SILAY CITY WATER DISTRICT
Silay City, Negros Occidental

OFFICE OF THE BOARD OF DIRECTORS

BOARD OF DIRECTORS

OFFICE OF THE GENERAL MANAGER

GENERAL MANAGER C

JOSE LUIS G. LEDESMA, JR.

SECRETARY A.

NANCY R. ARELLAN

ADMINISTRATIVE & GENERAL SERVICES DIVISION

DIVISION MANAGER C

SUSAN M. SOLIS

COMMERCIAL DIVISION

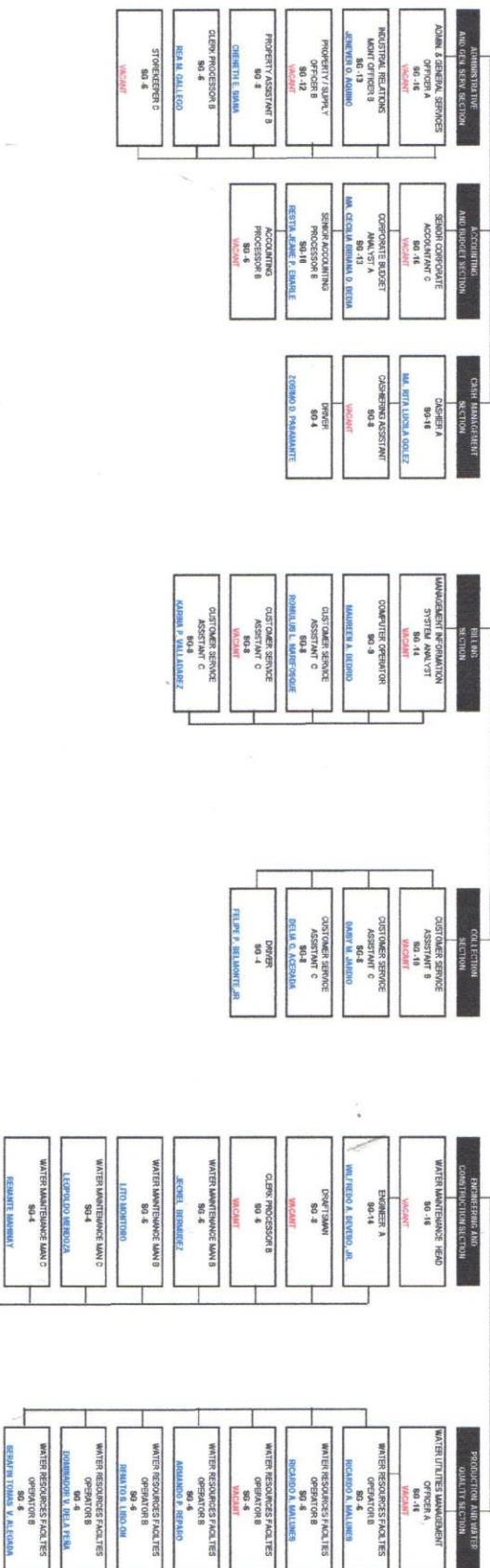
DIVISION MANAGER C

ROSEMARIE M. DUMABO

OPERATIONS DIVISION

DIVISION MANAGER C

RODNEY L. NABALONA



ANNEX

C

**PERSONNEL SERVICE ITEMIZATION AND PLANTILLA OF PERSONNEL
SILAY CITY WATER DISTRICT**

As of December 31, 2017

New Item No.	Position Title & Salary Grade	Annual Salary		S	AREA			Name of Incumbent			TIN #	Date of Birth (mm/dd/yy)	Date of Original Appointment (mm/dd/yy)	Date of Last Promotion (mm/dd/yy)	S T A T U S
		Authorized	Actual		T	C	O	Last Name	First Name	Middle Name					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
	OFFICE OF THE BOARD OF DIRECTORS														
	Secretary A	9	203,832.00	1	6	P	A	Vacant							
	OFFICE OF THE GENERAL MANAGER														
SILAVWD-2013-002	General Manager C	26	947,520.00	1	6	P	K	Ledesma	Jose Luis	Gamboa	134-309-388	1/9/1957	9/1/2015		C
SILAVWD-2013-003	Secretary A	9	203,832.00	1	6	P	A	Arellano	Jacy	Rubica	291-886-660	1/3/1990	11/1/2016		P
	ADMINISTRATIVE & GENERAL SERVICES DIVISION														
SILAVWD-2013-018	Division Manager C	22	696,480.00	8	6	P	K	Solis	Susan	Deia Merced	125-761-323	10/27/1953	8/1/1989	1/1/1996	P
	Administrative and General Services Section														
SILAVWD-2013-005	Administrative Services Officer A	16	360,528.00	1	6	P	A	Vacant							
SILAVWD-2013-006	Industrial Relations Mgmt. Officer B	13	282,204.00	2	6	P	A	Aquino	Jenever	Ostia	216-690-291	2/7/1981	8/1/2006	7/16/2014	P
SILAVWD-2013-007	Supply Officer B	12	256,644.00	1	6	P	A	Vacant							
SILAVWD-2013-008	Property Assistant B	8	189,816.00	1	6	P	A	Siana	Cheneth	Enriquez	924-378-532	4/21/1980	8/16/2015		P
SILAVWD-2013-009	Clerk Processor B	6	166,212.00	1	6	P	A	Gallejo	Rea	Macabebe	940-071-085	10/26/1980	9/15/2017		
SILAVWD-2013-010	Storekeeper C	6	166,212.00	1	6	P	A	Vacant							
	Accounting and Budget Section														
SILAVWD-2013-011	Senior Corporate Accountant C	16	360,528.00	1	6	P	A	Vacant							
SILAVWD-2013-012	Corporate Budget Analyst A	13	282,204.00	2	6	P	A	Bedia	Ma. Cecilia Bibiana	Dilag	177-179-238	3/26/1973	7/1/2012		P
SILAVWD-2013-013	Sr. Accounting Processor B	10	218,604.00	1	6	P	A	Enarfe	Restia Jeanne	Pael	475-095-051	11/20/1994	9/15/2017		P
SILAVWD-2013-014	Accounting Processor B	6	212,772.00	8	6	P	A	Quevenco	Susana	Lacson	125-761-298	12/6/1952	7/1/1976		P
	Cash Management Section														
SILAVWD-2013-015	Cashier A	16	373,332.00	4	6	P	A	Golez	Ma. Rita Lucia	Romeo	112-564-166	5/22/1965	3/4/2004		P
SILAVWD-2013-016	Cashiering Assistant	8	189,816.00	1	6	P	A	Vacant							
SILAVWD-2013-017	Driver	4	147,144.00	2	6	P	A	Pasamante	Zosimo	Diaz	150-227-023	12/24/1958	8/1/2014		P

**PERSONNEL SERVICE ITEMIZATION AND PLANTILLA OF PERSONNEL
SILAY CITY WATER DISTRICT**

As of December 31, 2017

New Item No.	Position Title & Salary Grade	(2)	Annual Salary		S	AREA			Name of Incumbent			TIN #	Date of Birth (mm/dd/yy)	Date of Original Appointment (mm/dd/yy)	Date of Last Promotion (mm/dd/yy)	S T A T U S	
			Authorized	Actual		T E P	C O D E	T Y P E	L E V E L	Last Name	First Name						Middle Name
(1)		(2)	SG	(3)	(4)	(5)	(6)	(7)	(8)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
COMMERCIAL DIVISION																	
SILAYWD-2013-004	Division Manager C		22	696,480.00	692,570.00	8	6	P	K	Dumaboc	Rosemarie	Montalvo	128-638-840	7/27/1956	7/16/1992	6/3/1996	P
	<u>Billing Section</u>																
SILAYWD-2013-019	Mgmt. Information Systems Analyst		14	303,480.00		1	6	P	A	Vacant							
SILAYWD-2013-020	Computer Operator		9	209,496.00	209,496.00	4	6	P	A	Bedrio	Maureen	Aguirre	192-071-612	12/15/1975	8/1/2006		P
SILAYWD-2013-021	Customer Service Asst. C		8	202,836.00	202,836.00	8	6	P	A	Marisoque	Romulus	Lapu-os	125-761-247	8/23/1967	4/1/1990		P
SILAYWD-2013-022	Customer Service Assistant C		8	189,816.00		1	6	P	A	Vacant							
SILAYWD-2013-023	Customer Service Assistant C		8	189,816.00	79,090.00	1	6	P	A	Valladarez	Karina	Perez	463-298-258	2/13/1992	8/1/2017		
	<u>Collection Section</u>																
SILAYWD-2013-024	Customer Service Asst. B		10	218,604.00	-	1	6	P	A	Vacant							
SILAYWD-2013-025	Customer Service Asst. C		8	202,836.00	202,836.00	8	6	P	A	Jardio	Daisy	Moreno	125-761-208	6/8/1957	4/1/1990		P
SILAYWD-2013-026	Customer Service Asst. C		8	202,836.00	202,836.00	8	6	P	A	Acerada	Della	Gardoe	125-761-054	7/27/1955	3/1/1986		P
SILAYWD-2013-027	Driver		4	145,860.00	145,860.00	1	6	P	A	Belmonte	Felipe	Poblador	192-071-638	7/2/1973	7/16/2016		P
OPERATIONS DIVISION																	
SILAYWD-2013-028	Division Manager C		22	696,480.00	658,218.00	4	6	P	K	Nabalona	Rodney	Labrador	198-883-832	10/22/1973	3/1/1999	3/1/2008	P
	<u>Engineering and Construction Section</u>																
SILAYWD-2013-029	Water Maintenance Head		16	360,528.00	-	1	6	P	T	Vacant							
SILAYWD-2013-030	Engineer A		14	303,480.00	289,692.00	1	6	P	T	Deveso	Wilfredo, Jr.	Alib	266-939-878	12/23/1987	8/1/2015		P
SILAYWD-2013-031	Draftsman A		8	189,816.00	-	1	6	P	T	Vacant							
SILAYWD-2013-032	Clerk Processor B		6	166,212.00	-	1	6	P	A	Vacant							
SILAYWD-2013-033	Water Maintenance Man B		6	166,212.00	69,255.00	1	6	P	T	Bernandez	Jeckel	Alegro	123-398-841	5/11/1974	8/1/2017		
SILAYWD-2013-034	Water Maintenance Man B		6	176,772.00	171,420.00	8	6	P	T	Montoro	Lito	Hiponia	125-761-263	6/15/1963	8/1/1990		P
SILAYWD-2013-035	Water Maintenance Man C		4	147,144.00	146,555.50	2	6	P	T	Mendoza	Leopoldo, Jr	Selorio	198-879-463	7/9/1966	7/16/2014		P
SILAYWD-2013-036	Water Maintenance Man C		4	147,144.00	146,555.50	2	6	P	T	Mahiny	Renante	Vicente	112-992-281	10/14/1975	7/16/2014		P
SILAYWD-2013-037	Water Maintenance Man C		4	145,860.00	122,409.00	1	6	P	T	Mesa	Ireneo	Collantes	192-071-638	11/23/1960	2/16/2016		P
SILAYWD-2013-038	Engineering Aide		4	145,860.00	139,896.00	1	6	P	T	Montoro	Michael	Alunan	432-561-179	3/5/1977	8/1/2015		P
SILAYWD-2013-039	Driver		4	145,860.00	60,775.00	1	6	P	A	Yusay	Randy	Cells	942-079-361	5/10/1974	8/1/2017		

**PERSONNEL SERVICE ITEMIZATION AND PLANTILLA OF PERSONNEL
SILAY CITY WATER DISTRICT**

As of December 31, 2017

New Item No.	Position Title & Salary Grade	Annual Salary		S	AREA			L	Name of Incumbent			TIN #	Date of Birth (mm/dd/yy)	Date of Original Appointment (mm/dd/yy)	Date of Last Promotion (mm/dd/yy)	S
		Authorized	Actual		T	C	O		E	V	Last Name	First Name	Middle Name			
(1)	(2)	SG	(3)	(4)	(5)	(6)	(7)	(8)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
Production and Water Quality Section																
SILAWD-2013-040	Water Utilities Mgmt. Officer A	16	360,528.00	-	1		P	T	Vacant							
SILAWD-2013-041	Water Resources Facilities Operator B	6	166,212.00	83,106.00	1		P	T	Lorca	Robert		270-737-573	1/19/1963	8/1/2017		T
SILAWD-2013-042	Water Resources Facilities Operator B	6	176,772.00	171,420.00	8		P	T	Malures	Ricardo		125-761-255	1/8/1963	1/1/1991		P
SILAWD-2013-043	Water Resources Facilities Operator B	6	166,212.00	-	1		P	T	Vacant							
SILAWD-2013-044	Water Resources Facilities Operator B	6	175,260.00	169,824.00	7		P	T	Reparo	Armando		192-071-696	1/28/1965	2/1/1997		P
SILAWD-2013-045	Water Resources Facilities Operator B	6	175,224.00	169,824.00	7		P	T	De la Peña	Dominador		192-071-661	11/16/1962	2/1/1997		P
SILAWD-2013-046	Water Resources Facilities Operator B	6	169,152.00	168,475.50	3		P	T	Libo-on	Renato		192-071-679	5/20/1958	4/1/2013		P
SILAWD-2013-047	Water Resources Facilities Operator B	6	166,212.00	166,212.00	1		P	T	Alegada	Serafin Tomas		154-402-622	5/6/1970	4/1/1992	2/22/2013	P

(18) Total Number of Position Items: 47

I certify to the correctness of the entries and that above Position Items are duly approved and authorized by the agency and in compliance to existing rules and regulations. I further certify that employees whose names appear above are the incumbents of the position.

JENEVELO AQUINO
Ind. Relations Mgmt. Officer B

01-11-18
Date

Recommending Approval:

SUSAN M. SOLIS
Adm'n. & Gen. Serv. Division Manager

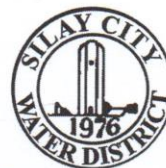
01-11-18
Date

APPROVED BY:

JOSE LUIS G. LEDESMA, JR.
General Manager

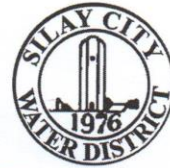
01/11/18
Date

ANNEX D



**LIST OF POLICIES PASSED AND APPROVED BY THE SILAY CITY WATER DISTRICT'S
BOARD OF DIRECTORS FOR THE YEAR 2017:**

- 1.) **Board Resolution No. 03, dated January 27, 2017 Regular Board Meeting**
"Approving the "On Time Bill Payment Valentine's Promo" "
- 2.) **Board Resolution No. 16, dated March 21, 2017 Regular Board Meeting**
"Adopting the Water Safety Plan (WSP)"
- 3.) **Board Resolution No. 38, dated June 13, 2017 Regular Board Meeting**
"Approving the creation of the Silay City Water District Performance Management Team (PMT)"
- 4.) **Board Resolution No. 44, dated June 13, 2017 Regular Board Meeting**
"Approving the Adoption of the Performance-Based Incentive System in the Silay City Water District Board of Directors, allocating funds thereof and Authorizing its release in accordance with LWUA Memorandum Circular No. 009-17"
- 5.) **Board Resolution No. 48, dated July 10, 2017 Regular Board Meeting**
"Approving the Silay City Water District Personnel Selection Board (PSB) Committee on the Recruitment, Selection and Placement (RSP) HR System"
- 6.) **Board Resolution No. 49, dated July 10, 2017 Regular Board Meeting**
"Approving the Silay City Water District Personnel Development Committee (PDC) on Learning and Development HR System"
- 7.) **Board Resolution No. 50, dated July 10, 2017 Regular Board Meeting**
"Approving the Creation of the Silay City Water District Programs on Awards and Incentive for Service Excellence (PRAISE) Committee on Rewards and Recognition (R&R)"



8.) Board Resolution No. 57, dated September 13, 2017 Regular Board Meeting

"Approving the SICIWA Freedom of Information (FOR) People's Manual in compliance with Executive Order (EO) No. 02, series of 2016 and Presidential Communications Operations Office (PCOO) FOI-MC No. 04, series of 2017"

9.) Board Resolution No. 58, dated September 13, 2017 Regular Board Meeting

"Adopting Gender Equality of Men and Women, Illiterate People, Persons with Disabilities and Religion Affiliation in all HR Systems (Recruitment, Selection and Placement; Performance Management System; Learning and Development; and Rewards and Recognition) in compliance with the PRIME-HRM of the Civil Service Commission"

10.) Board Resolution No. 59, dated September 13, 2017 Regular Board Meeting

"Adopting Civil Service Memorandum Circular No. 12, series 2005: "Use of Non-Sexist Language in all official documents, communications and issuances" "


11.) Board Resolution No. 60, dated September 13, 2017 Regular Board Meeting

"Approving the Water Safety Plan (WSP) Team of SICIWA integrating the Gender and Development (GAD) perspective, thus to include women employees thereto in compliance with Philippine Commission on Women (PCW)-National Economic Development Authority (NEDA) and the Department of Budget and Management (DBM) Joint Circular No. 2012-01"

Prepared By:

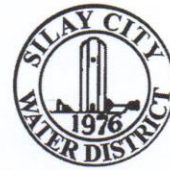

JACY R. ARELLANO
Secretary

Noted By:


SUSAN M. SOLIS
Admin. & Gen. Serv. Div. Mgr.


JOSE LUIS G. LEDESMA, JR.
General Manager

ANNEX E



LIST OF REPORTS PREPARED REGULARLY

1. Monthly Financial Reports
2. Monthly Data Sheet
3. Monthly Maintenance Report
4. Monthly Production Report
5. Well Sources Status
6. Monthly Bacteriological Water Analysis Report