

DUTIES AND RESPONSIBILITIES

PRIMARY FUNCTIONS:

Board of Directors is a policy making body, insuring availability of adequate financial resources of the District and approves annual budget and project funds.

General Manager, exercise operational control of the District such as:

1. Implementation of the agency's polices and regulations.
2. Fund Custodian.
3. General supervision of the District.
4. Has the ultimate decision making authority affecting the district operations.
5. Prepares Annual Budget

Accounting Processor A

1. Prepares the monthly financial reports
 - a. Income Statements
 - b. Balance Sheets
 - c. Cash Flows Statement
 - d. Monthly Data Sheets
2. Prepares monthly schedule of payables
3. Prepares Payrolls and Vouchers
4. Maintains Books of Accounts
 - a. General Ledger
 - b. Subsidiary Ledger
 - c. Disbursement Voucher Register
 - d. Disbursement Payment Register
 - e. Journal

5. Performs other related works that will be assigned from time to time.

Accounting Processor B

1. Prepares Water Bills and accepts collection of water bills
2. Prepares reports such as:
 - a. Daily Billing Summary
 - b. Daily Collector's Report
 - c. Posting Daily Collection to Cash Book
 - d. Files Customers Master List of Active and Inactive Accounts
3. Maintains Customers Ledger Cards and Meter Reading Books
4. Performs Cashiering Functions
5. Makes Deposits and Withdrawals from the Bank
6. Maintains working fund
7. Prepares disconnection order of delinquent concessionaires
8. Facilitate the collection of arrears from inactive concessionaires
9. Accepts and process application for the installation of the new service connection
10. Performs other related works that will be that assigned from time to time.

Water Resources Facilities Operators C

1. In-charge of Daily Pumping Operations and Water Chlorination Process
2. Maintains records of Equipment Inventory and other properties in the Pumping Station

3. Prepares Daily Operation Report and Fuel/Power consumption
4. Prepares request for furl and other consumables
5. Monitor water level of water sources
6. Prepares monthly production reports
7. Conducts daily chlorine residual test at Pumping Station
8. Operation and maintenance of Diesel Engine motor and electrical installation
9. Performs other related works that will be assigned from time to time.

Plumber C/Utility Workers

1. Read monthly consumption of concessionaires through the Water Meter
2. Issuance of Water Bills (SOA)
3. Implements maintenance order such as:
 - a. Installation of new service connection
 - b. Relocation of water meter and transfer of tapping
 - c. Disconnection of delinquent customers
 - d. Reconnection of water service
 - e. Change of defective water meter, check up of service connection
 - f. Conduct field survey and prepare estimate of materials needed for new service connection, relocation of water meter, and transfer of tapping
 - g. Serve reminder letters to delinquent concessionaires
4. Responsible in the repair and maintenance of all water distribution and transmission pipelines
5. Conduct daily chlorine residual test at the distribution lines
6. Performs Plumbing works and field maintenance jobs
7. Conduct pipelines network flushing

8. Submit monthly accomplishment reports
9. Report on Non–Revenue Water
10. Collect water sample for bacteriological testing and Heterotropic Plate Counts (HPC)
11. Collect water sample for Physical and Chemical Testing
12. Submit Bacteriological Result, Physical and Chemical Result to the Municipal Health Office
13. Performs other related works that will be assigned from time to time.

HUMAN RESOURCE MANAGEMENT – DESIGNATE

1. Maintain Personnel Files
 - a. Employees 201 Files
2. Review thoroughly and check the completeness of all the requirements and supporting papers in connection with all cases of appointments before submission to the appointing authorities.
3. Review the following certifications of appointment.
 - a. Certification as to the completeness of the requirements
 - b. Certification that the vacant position to be filled has been duly published
4. Ensure that the Chairman of the Personnel Selection Board (PSB) has signed the certification at the back of the appointment, when applicable.
5. Ensure that all questions in the Personal Data Sheet (CS Form 212) of the appointee are answered properly and completely.

6. Furnish appointee with a photocopy of his appointment
7. for submission to the Commission. Ensure that appointee acknowledges receipt of a photocopy of the said appointment by signing on the duplicate and other copies thereof.
8. Submit appointments with the prescribed transmittal form indicating the names of the appointees, their position and corresponding date of issuance.
9. Officially transmit to the appointee original copy of his appointment acted by the Commission.
10. Attend to other Office related Personnel matters.