



Republic of the Philippines
WAO WATER DISTRICT
Wao, Lanao Del Sur

BOARD OF DIRECTORS:

DIR. ROGELIO R. MUSICO
CHAIRPERSON

DIR. ELIZABETH O. CARUMBA
VICE- CHAIRPERSON

DIR. JOSEPHINE B. ATA
SECRETARY

DIR. ANA MARIA R. YAO
TREASURER

DIR. MARCELINA S. BALISTA
AUDITOR

ENGR. TOMAS C. CARUMBA JR.
GENERAL MANAGER

**E-Mail Address: tomcar4ever@yahoo.com
0918-9468-101**

VISION:

TO BE THE FINEST AND PROFICIENT WATER DISTRICT,
EXTENDING EXCELLENT SERVICES, WITH QUALITY WATER
AT A REASONABLE COST, ADDRESSING THE EMERGENT
NEED OF THE CONCESSIONAIRES, EMPLOYEES AND THE
COMMUNITY, AND PROVIDING WATER RESOURCE
SUSTAINABILITY.

MISSION:

WE COMMIT RELIABLE SERVICE, 24/7 SUPPLY
OF POTABLE AND AFFORDABLE WATER TO SATISFY
AND UPHOLD THE WELL- BEING OF OUR
CONCESSIONAIRES BY CONDUCTING OURSELVES
AS PUBLIC SERVANTS, UPHOLDING THE TENETS
OF PROFESSIONALISM AND TAKING PRO- ACTIVE
STANCE IN ENVIRONMENTAL CONCERNS.

CORPORATE PHILOSOPHY:

"SERVICE WITH DIGNITY AND PROFICIENCY"

January 30, 2019

The IN-CHARGE
FOI-Project Management Office
Presidential Communications Operation Office
Malacañang, Manila

Sir;

This is to request Validation for FOI Compliance for 2018;


Name of Agency: WAO WATER DISTRICT
Head of Agency : Engr. TOMAS C. CARUMBA JR.
Designation : GENERAL MANAGER
Contact Details : Mobile Phone No. 0917-7053065
Email address: waowaterd@yahoo.com

Attached herewith the following support documents:

- 2018 FOI Inventory
- 2018 FOI Registry
- 2018 FOI Summary

For your appropriate action.

Respectfully yours,


FLORICEL B. PUNO
Admin. Services Asst. A
PBB Focal Person

Noted by:


ENGR. TOMAS C. CARUMBA JR.
General Manager

FOI INVENTORY

Name of Agency: **WAO WATER DISTRICT**

agency_name	title	description	file_format	online_publication	location_or_url	disclosure	original_data_owner	data_maintainer	date_released (or coverage)	frequency_of_update
Name of agency (spelled out)	Title of the information	Description of the information	CSV, XLS, SHP, KML, TXT, PDF, DOC, Standard (hard copy) etc.	Yes/No	Location of published information or URL for direct download	Whether the information is either of the following: - public: info can be disclosed for public consumption regardless of identity - exception: info is under the Exceptions List - internal: info only for agency consumption - with fee: info can be disclosed but with corresponding charges based on the agency's mandate/policies/business model - limited: info, upon verification of the requesting party's identity, can only be disclosed to specific person/s and/or entity/ies	Agency or office who originally owns the information	Unit responsible for the information	The date when the information was initially released (YYYY-MM-DD)	Daily, Annually, Biannually, Quarterly, Monthly
Wao Water District	Certificate of Conditional Conformance	Certificate issued by Local Water Utilities Administration (LWUA)	hard copy	No	N/A	limited	LWUA	Administrative & Finance	1993-05-26	N/A
Wao Water District	Water Permit	Issued by National Water Resources Board	hard copy	No	N/A	internal	NWRB	Administrative & Finance	04/25/2012 & 01/23/2017	As needed
Wao Water District	Citizen's Charter	it contains the front-line services of the Wao Water District	PDF	Yes	http://wwd.gov.ph/	public	WWD	Administrative & Finance	2014	As needed
Wao Water District	Major Final Output	Features agency's Targets and Accomplishments (Form A- A1)	PDF	Yes	http://wwd.gov.ph/	public	WWD	Administrative & Finance	2014	Annually
Wao Water District	Annual Procurement Plan	Features agency's schedule of purchases of supplies & equipments.	PDF	Yes	http://wwd.gov.ph/	public	WWD	Administrative & Finance	2014	Annually
Wao Water District	System of Ranking	Features agency's System of Ranking of Delivery Unit/Individual for Performance Based- Bonus.	PDF	Yes	http://wwd.gov.ph/	public	WWD	Administrative & Finance	2014	Annually
Wao Water District	Operations Manual	Contains agency's detailed operating standards and corresponding reportorial requirements based on established policies & practices.	PDF	Yes	http://wwd.gov.ph/	public	WWD	Administrative & Finance	2018	As needed
Wao Water District	SALN	Statement of Assets, Liabilities & Network (SALN) of the WWD Employees and the BOD	hard copy , soft copy in XLS form	No	N/A	limited	WWD	Administrative & Finance	2018	Annually
Wao Water District	Business Plan	Agency 5-Year Business Plan	hard copy	No	http://wwd.gov.ph/	public	WWD	Administrative & Finance	2017-2021	As needed

Wao Water District	Resolutions/ Policies	Records of approved resolutions and policies	hard copy	No	N/A	limited	WWD	Administrative & Finance	2012	As needed
Wao Water District	Incoming & outgoing communications	Received & sent letters/documents from & to various offices.	hard copy	No	N/A	limited	WWD	Administrative & Finance	2017	As needed
Wao Water District	Annual Financial Statements	Features agency Financial Records.	jpeg	Yes	http://wwd.gov.ph/	public	WWD	Administrative & Finance	2014	Annually
Wao Water District	Approved Budget	Features Corporate Budget for the year.	PDF	Yes	http://wwd.gov.ph/	public	WWD	Administrative & Finance	2014	Annually
Wao Water District	Monthly Data Sheet	contains summary of data on monthly operation of the district	hard copy	No	N/A	limited	WWD	Administrative & Finance	2010	Monthly
Wao Water District	Registers	Records of Billing, Collections and Deposits, Disbursements, Adjustments, Depreciations & Other Non-Cash Transactions, and Service Connections.	hard copy	No	N/A	limited	WWD	Administrative & Finance	2010	Monthly
Wao Water District	Books of Accounts	General Ledger & Subsidiary Ledger	hard copy	No	N/A	limited	WWD	Administrative & Finance	2010	Monthly
Wao Water District	Annual Audit Report	Reports of Agency Annual Audited Financial Transactions by Commission on Audit	hard copy	No	N/A	limited	WWD	Administrative & Finance	2008	Annually
Wao Water District	Schedule of Cash Advances	Reports of Cash Advances submitted to COA	hard copy	No	N/A	limited	WWD	Administrative & Finance	2016	Quarterly
Wao Water District	Projects/Programs/ Activities	Agency status of PPA's implementation submitted to COA	hard copy	No	N/A	limited	WWD	Administrative & Finance	2017	Quarterly
Wao Water District	Aging of Unliquidated Cash Advances	Reports of Cash Advances of officers & employees not liquidated as of November 15 of every year	hard copy	No	N/A	limited	WWD	Administrative & Finance	2016	Annually
Wao Water District	FOI Manual	Agency's Freedom of Information (FOI) guidelines including forms.	PDF	Yes	http://wwd.gov.ph/	public	WWD	Administrative & Finance	2018	As needed
Wao Water District	Service Requests	Concessionaires' requests.	hard copy	No	N/A	internal	WWD	Commercial	2017	As needed
Wao Water District	Advisory	Agency's schedule of water interruption	jpeg	Yes	http://wwd.gov.ph/	public	WWD	Commercial	2017	As needed

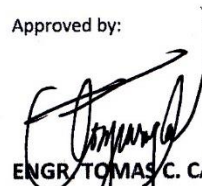
VD	Wao Water District	Senior Citizen Discount	availment of senior citizens on discounts' requirements and application form	hard copy	No	N/A	internal	WWD	Commercial	2016	As needed
VD	Wao Water District	Customer Ledger Cards	record of concessionaires' accounts	database	No	N/A	internal	WWD	Commercial	2016	As needed
VD	Wao Water District	Application for water services	Service application for new water service connection	hard copy	No	N/A	internal	WWD	Commercial	2016	As needed
VD	Wao Water District	Collectors Report	Record of actual daily collections.	hardcopy, database	No	N/A	limited	WWD	Administrative & Finance	2010	Daily
VD	Wao Water District	Collections & Deposits Report	Summary of collections & deposits	hard copy, XLS soft copy	No	N/A	limited	WWD	Administrative & Finance	2010	Daily & Monthly
VD	Wao Water District	Cashier's Book	Record of collections, deposits & disbursements.	hard copy	No	N/A	limited	WWD	Administrative & Finance	2010	Monthly
VD	Wao Water District	Petty Cash Record	Summary of Petty Cash Disbursements & Replenishments	hard copy	No	N/A	limited	WWD	Administrative & Finance	2016	As needed
VD	Wao Water District	Physical & Chemical Examination Results	Laboratory Examination Results	hard copy	No	N/A	limited	Accredited Testing Laboratory	Operations & Technical	2017	Annually
VD	Wao Water District	Bacteriological Examination Results	Laboratory Examination Results	hard copy	No	N/A	limited	DOH Accredited Testing Laboratory	Operations & Technical	2010	Monthly
VD	Wao Water District	Chlorine Residual Reports	Records of chlorine residual at end points, sources & concessionaires' taps	hard copy	No	N/A	limited	WWD	Operations & Technical	2017	Daily

Prepared by:


RICEL B. PUNO

Administration Services Assistant A

Approved by:


ENGR. TOMAS C. CARUMBA, JR.

General Manager

FOI REGISTRY

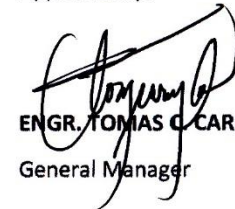
Name of Agency: **WAO WATER DISTRICT**

Year-Quarter	Tracking Number	Request Type	Date Received	Title of Request	Extension?	Status	Date Finished	Days Lapsed	Cost	Appeal/s filed?	Remarks
Year and quarter report coverage	Internal FOI Tracking number	if request was lodged through eFOI or standard (paper-based)	date request was lodged by requesting party (YYYY-MM-DD)	title of information requested	if the agency requested for extension or additional 20 working days (YES or NO)	status of request	date request was processed/finished by the agency; if not yet processed/finished, indicate ONGOING	number of days lapsed facilitating the request; if finished within the same day, indicate 0	fees paid by the requesting party for facilitation of request; if none, indicate FREE	If the requesting party or any other citizen filed an appeal for the specific request (YES or NO)	Additional details about the request
2018-Q1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	NO FOI REQUESTS RECEIVED
2018-Q2	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	NO FOI REQUESTS RECEIVED
2018-Q3	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	NO FOI REQUESTS RECEIVED
2018-Q4	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	NO FOI REQUESTS RECEIVED

Prepared by:


ORICEL B. PUNO
 Administration Services Assistant A

Approved by:


ENGR. TOMAS C. CARUMBA, JR.
 General Manager

