

## **2012 Year-end Assessment and Accomplishment Report**

November 22, 2012

Facilitated by Engr. Gerry Virtudazo-Araneta

### **Introduction**

The year-end assessment activity of the Municipal Planning and Development Office and its attached offices is annually done to assess how the offices fared for the year 2012. It is a venue for discussing accomplishments of each of the personnel that make up the workforce as well as the challenges in the performances of each of their tasks.

This year, Engr. Araneta introduced the Strategic Performance Management System (SPMS) which will help in guiding each personnel towards accomplishment of their tasks.

Part A which covers the review of the mission, vision of the municipality as well as the mandates and functions not only of the MPDC but also of each attached offices.

Engr. Araneta emphasized that understanding of the functions of each offices will eventually set the tone for a single direction/same goal; multi-tasking/team work; individual deliverables but one management unit.

This is specifically important so that each personnel may have an idea of the goals of each unit as well as the deliverables expected towards the achievement of the goal. They may also be given a peek as to the importance of their own tasks vis a vis the overall function of the unit they are in.

### **Attendance**

#### **MPDC**

1. Gerry V. Araneta
2. Ameila S. Balaba
3. Elizabeth O. Balaba
4. Lyndon John B. Cuarteros
5. Rizean O. Cuarteros
6. Ritchie Echalico

#### **JWS**

1. Bernardo Baja
2. Teofisto E. Macas
3. Rosie C. Reroma
4. Andrew G. Acebes
5. Alejandro Ll. Rana
6. Maria Ellen C. Torres
7. Victoriano C. Galapin, Jr.
8. Juanito C. Ranoa, Jr.
9. Allen Acebu
10. Nasser F. Imam, Sr.
11. Roberto Cruz A. Balaba
12. Joel A., Bajao
13. Chandley Munoz
14. Oliver Tadena
15. Hernane S. Macas
16. Romel E. Galamiton

17. Felipe Ranises
18. Mario Lagarit

#### **MDRRM Office**

1. Vicente Ll. Orias
2. Balbino Balaba
3. Lindley Galolo
4. Ameila Balaba

### Part I. Review of Office Mandates, Functions and Deliverables and Trainings

#### **MPDC**

The Jagna Municipal Planning and Development Office exist to plan and formulate economic, social, infrastructure, environmental, administrative and other development programs for inter-department coordination in order to pursue the vision and mission of the local bureaucracy.

#### ***Deliverables***

This office is accountable in the preparation of various reports such as the Annual Accomplishment Report, Local Development Plan, State of Local Government Report (SLGR) using the Local Governance Performance Management System, Comprehensive Land Use Plan, Environmental Management Plan, Ecological Solid Waste Management Plan, Gender and Development Action Plan, Coastal and Marine Protected Action Plan, Municipal Disaster Risk Reduction Management Plan, various Infrastructure Project Proposals, Program of Works for municipal as well as barangay projects and other reports required by the various National, Regional and Provincial Agencies.

Moreover, this office is also obliged to prepare various invitation programs for the municipality and assist in the preparation of the stage and other paraphernalia/props needed whenever there are programs/activities in the municipality.

#### **JWS**

The Jagna Waterworks System stands to provide safe, potable, affordable and sustainable water supply.

#### ***Objectives***

Guided by our vision, we commit ourselves to:

- Provide sufficient potable water.
- Deliver quality services through competent and committed personnel and endeavor to continually enhance systems and technology.
- Ensure sustainable water resources by being proactive in the preservation of the environment;
- Become a financially viable and self-sustaining water utility.

## **MDRRMC**

- Approve, monitor and evaluate the implementation of the LDRRMP and regularly review and test the plan consistent with other national and local planning programs;
- Ensure the integration of disaster risk reduction and climate change adaptation into local development plans, programs and budgets as a strategy in sustainable development and poverty reduction;
- Recommend the implementation of forced or preemptive evacuation of local residents, if necessary; and
- Convene the local council once every three months or as necessary.

In depth discussion on each of the units was conducted on mandates, functions and roles.

### **Part II. Individual Tasks**

After the review of the goals and objectives, each position's functions were discussed.

Engr. Araneta provided forms to be answered that will determine each personnel's insight as to his or her task.

### **Part III. Internal Rules and Housekeeping**

A discussion on internal rules and housekeeping especially on travel authority, absences, pass slip, transmittal of documents, filing of documents, log book (DTR), wearing of IDs, answering telephone, trip tickets, office cleanliness, filing system and ecopy back up, Emails, Facebook, etc., office supplies, use of office equipment, handling customer service.

Engr. Araneta said that a training on customer service may be provided.

### **Part IV. Training Needs**

#### **Interpersonal Competencies**

- Customer/Client Service
- Dealing with individuals to counsel or guide them
- Negotiation/mediation
- Persuasion
- Information Exchange
- Transfer of knowledge
- Public Speaking
- Presentation Skills
- Interviewing Skills
- Soliciting Inputs/Facilitation
- Listening to others in an unbiased manner and promotion of the expression of diverse opinion and perspectives

#### **Analytical Competencies**

- Defining a problem

- Determining appropriate use and limitations of data
- Partnering with individuals, families, community and other organization to attach meaning to collected data
- Selecting and defining relevant variable
- Making relevant inferences from data
- Understanding data collection process, information technology applications, transmission capability and computer system storage and retrieval capacities
- Evaluating the integrity and comparability of data and identifying gaps in data
- Understanding how the data illuminate ethical, political, scientific, economic and other issues
- Obtaining and interpreting information regarding risk and benefits to the community.

#### **Technical Competencies**

#### **\* Legal**

- Legal Research
- Drafting of Decisions
- Legal Writing
  - A. **Financial Planning and Management**
    - Developing and presenting a budget
    - Understanding the budget process
    - Managing a program within budget constraints
    - Developing strategies priorities for determining budget priorities
    - Monitoring programs performance
    - Preparing proposal for funding
    - Conducting cost-effectiveness, cost-benefit and cost-utility analysis
  - B. **Policy Development/Program Planning**
  - C. **Case Work/Group Work/Community Dimensions of Practice Skills**
  - D. **Human Resource Management and Development**
  - E. **IT/Technological Competencies**
    - MS Word
    - MS Excel
    - MS Powerpoint
    - MS Access
    - Computer Programming
    - Computer Networking
    - Database Administration
    - Computer Troubleshooting
    - Computer Hardware
  - F. **Resource Management**
    - Networking and Coordination with other publics
    - Resource Accessing/Generation/Mobilization
    - Alliance Building

#### **Part V. SPMS**

In the afternoon, Engr. Araneta introduced the SPMS. Even if the SPMS is only for use for the regular employees, the overall concept can be applied to the running of the MPDO and its attached units/offices. The SPMS will guide through in the day to day tasks as well as ensure accomplishment for each personnel. Targets will be set and tasks are set according to the prescribed targets.

## **Municipal Planning and Development Coordinator**

### **A. SUMMARY OF ACCOMPLISHMENT REPORT**

#### **MPDC**

- **Finalization of CLUP.** The Comprehensive Land Use Plan (CLUP) refers to a document embodying specific proposals for guiding, regulating growth and development of a municipality. The Local Government Code of 1991 (RA 7160) provides that local government units (LGUs), in conformity with existing laws shall continue to prepare their respective comprehensive, multi-sectoral development plans and investment programs and Executive Order No. 72, series of 1993, provide that ...”cities and municipalities shall continue to formulate or update their comprehensive land use plans”. An intensive review of CLUP document conducted being the secretariat in crafting the plan. Assisted in the technical review of zoning ordinance with the members of the 7<sup>th</sup> Sangguniang Bayan. Helps facilitate in the review of the Provincial Land Use Committee (PLUC). The CLUP is now on its adoption at the Sangguniang Panlalawigan.
- **ELA Assessment and 2013 AIP Planning Workshop.** Executive-Legislative Agenda (ELA) Midterm Review was conducted on July 20, 2012 at Galilea Center, Looc, Panglao and at the same time a workshop on the Annual Investment Planning for CY 2013 including the crafting of the Works and Financial Plan per Office. Each and every Local Government Units (LGU) is mandated to prepare its Annual Investment Programming (AIP) as their tool for annually linking the approved CDP and LDIP of the municipality. The Local Government Code Section 305 (g) states that..... Local governments shall formulate sound financial plans, and local budgets shall be based on functions, activities, and projects, in terms of expected results; AIP is the blue print of the financial and policy decisions that the local government will implement during a fiscal year. It is the indicative yearly expenditure requirements of the LGUs’ programs, projects and activities (PPAs) to be integrated into the annual budget. The total resource requirements for the budget year, including the detailed annual allocation of each PPAs in the annual slice of the LDIP and the regular operational budget items broken down into Personal Services, Maintenance and Other Operating Expenses and Capital Outlay.
- **ICRM Planning Workshop.** Integrated Coastal Resource Management workshop conducted on July 23-27, 2012 ICRM planning workshop and writeshop was conducted with the help of Community Environment and Natural Resources Office (CENRO) Tagbilaran, Bohol Environment Management Office (BEMO) and Bohol Integrated Development Foundation (BIDEF) with the support from the national agencies like Coastal and Marine Management Division of DENR region 7.. This Integrated Coastal Resource Management Plan of Jagna adopts interdisciplinary and multi-sectoral approach. It is divided into 6 major chapters which cover eleven (11) management programs to respond the issues on upland and coastal resource depletion and to fully protect, conserve and rehabilitate the existing upland and marine resources. The management programs includes: Fisheries Management, Habitat Management, Shoreline/foreshore Management, Coastal Tourism Development, Waste Management, Enterprise and Livelihood, Watershed Management, Coastal Zoning, Gender and Development, Health and Sanitation Management and Legal and Institutional Arrangement.
- **Crafting of the MDRRM Plan 2012-2016.** Consolidating the BDRRM Plans of the 33 barangays in collaboration with the Bohol Integrated Development Foundation, Inc. (BIDEF). Recognizing the high disaster risk of the municipality of Jagna, the members of the Municipal Disaster Risk

Reduction Management Council (MDRRMC) have initiated the development of a Disaster Risk Reduction Management Plan and Climate Change Adaptation (DRRM-CCA) Plan to guide the integration of a risk reduction agenda into on-going governance and ensuring sustainable development and poverty reduction in aligning the vision of the municipality to become a progressive center of development and economic services in South eastern Bohol. The 5-Year Municipal Disaster Risk Reduction and Management (MDRRM) Plan is developed by the Municipal Government of Jagna, Bohol and its constituents, with Technical Assistance Program supported by the Global Facility for Disaster Reduction and Recovery (GFDRR) managed by the WB.

- PPAs Monitoring Reports
- No. of MDC Meetings
- Conduct of RSBSA Survey
- ecoBudget/realizing DReAMS Project
- Attendance to various meetings and conferences

#### **JWS**

- Additional Pipelines to Lonoy
- Petition to Increase Water extraction rate to NWRB
- No. of leaking reported and taken action
- New connections
- Stab-out system (specify place)
- Construction of Canjulao Reservoir
- Laying of pe pipes Malbog-Canjulao
- Assistance to Lonoy Barangay Waterworks worth P 300T
- No. of consumers disconnected
- Major Repairs conducted ( main pipelines, reservoir, tinubdan, etc)

#### **MDRRMC**

- Crafting of the MDRRM Plan with Technical Assistance from Worldbank
- Initiative on the institutionalization of JEMRU
- Assistance and facilitation to victims of Ipo-Ipo
- JEMRU Day-to-Day Operations
  - No. of rescued incidence
  - No. of patients transported to hospital
- Assistance/Aid to various disaster victims
- Purchase of portable chainsaw, emergency tools, mdrmm blazer, etc
- Tree growing activities ( no. of trees planted and grow)
- Propagation of seedlings at MAO Nursery
- Riprapping and dredging-declogging works at Canjulao
- Riprapping and dredging-declogging works at Can-upao
- Installation of early warning device
- Establishment of Jagna ALERT System
- Construction of drainage canal around municipal plaza

#### **BAC**

- No. of biddings conducted
- No. of failed biddings and recommends negotiated procurements
- No. of BAC Resolution

#### **ZONING**

- No. of issuance of zoning/locational clearance
- No. of zoning certification issued
- No. of simple lot subdivision applied

## 20% DEVELOPMENT FUND PROJECTS

- Rehabilitation of Jagna Waterworks System – Additional main pipelines

### 1. *ecoBudget Master Plan*

- has crafted an environmental ecoBudget Master plan with the Realizing DReAMS (*Development of Resources and Access to Municipal Services*) for South and Southeast Asian Local Authorities; its objectives is to support Local Authorities to achieve sustainability in their services and urban governance and assist in the attainment of the Millennium Development Goals 1 and 7; Improve the capacity of the local authorities in environmental management and reduction of poverty; Build the capacity of non-state actors and local communities to support and monitor the actions undertaken by local authorities.

### 2. *Maintains Full Disclosure of Local Budget and Finances, Bids and Public Offerings*

- One of the assigned member to maintain and updates Seal of Good Housekeeping practices and ensuring website available for information and guidance.

### 3. *Municipal Poverty Reduction Action Plan*

- Drafted a Poverty Reduction Action Plan based on the Poverty Database Monitoring System results in 2009 survey. In coordination with the Realizing DReAMS Project, the draft MPRAP has to be enhanced after making LGU Balilihan as pilot LGU.

## B. POLICY REVIEWS/STUDIES AND RESEARCH COORDINATION

### 1. Revision of Jagna Revenue Code & JWS Plans

1. *Zoning Fees* – zoning fees in our existing Jagna revenue code has been increase based on the suggested fees by the HLURB7 and now being integrated in our revise revenue code.
2. *Waterworks Water Tariffs*- proposed water tariff rates (**Annex A**) for waterworks services is integrated in the revised revenue code given that the existing water rates is very much lower compare to the other LGU led water service utilities in the province or even in the entire country.
3. *Review of Water Service Contract* – water service contract (**Annex B**) has been reviewed and enhanced from its original content emphasizing conditions of both LGU and the water service subscriber.
4. *JWS Business Plan*- a 5-Year Business Plan had formulated with the assistance from the PWRF that embodied and setting development directions of the water utility service.
5. *Performance Contracting* – signed and adopted by the Sangguniang Bayan a negotiated agreement called Performance Contract between Jagna Waterworks System and the Local Chief Executive of the water utility with conditions to undertake specific actions within a fixed period of time, with incentives for performance based on actual, measured performance.

### 2. On Tourism

- *Tourism Officer Accomplishment Report* ( **Annex C**)
- *Tourism Development Planning Digest* - is an exercise designed to incorporate the initial capacity development on tourism statistics of local government units (LGUs), while advancing into the complex area of tourism development planning, as well as being a valuable source of information for future planning purposes in cooperation with the Japanese Technical Cooperation for

### C. INVESTMENT PROGRAMMING AND BUDGETING

A Budget Forum on October 11, 2011 as recommended by the Local Finance Committee. It gave Department Heads an adequate time to review the 2012 programs, projects, and activities.. It also generated issues, concerns, and recommendations in the preparation of the fiscal year 2012 budget proposals. An Annual Investment Plan is formulated and approved by the Sanggunian Bayan thru a *SB Resolution No. 86-11-2011 on November 3, 2011* as the basis for the 2012 Budget preparation.

### D. PARTICIPATION TO LOCAL SPECIAL BODIES IN WHICH MPDC IS A MEMBER

- a. **Local Finance Committee** – a meeting with the Local Finance Committee (assume members) conducted especially when there is a supplemental budget proposal and any financial expenditures related issues to discuss including review of the projected income and expenditures in consideration to the Annual Budget for CY 2012. *Findings and recommendations:* To issue an Executive Order creating the Local Finance Committee approved by the Local Executive and assigning the chairman and secretariat; Improvement of the Budget Hearing process particularly the slashing and prioritizing programs, projects and activities of the front line offices with proper consultation and conformation.
- b. **MPOC/MADAC/MCPC/MDRRMC** – attended a regular monthly schedule of joint meeting and render reports as the MDRRM Officer and MPDC related concerns.
- c. **MGADC** – participated in the planning and budgeting of the GAD Plan and Budget; in-charge in monitoring on the implementation and actual activities.
- d. **Market Board** – attended market board meetings and participated discussions and resolutions to problems and issues of Jagna Public Market

### E. PROJECT DEVELOPMENT, MONITORING AND EVALUATION

1. **20% Development Fund** – (status of appropriation, allotment and obligation cannot be furnished by the Budget Office before the year-ends)
2. **Per Office PPAs Monitoring ( Annex D series)**
3. **Solid Waste Management Program**
  - Facilitate the crafting of MOA between LGU Bunga Ilaya and LGU Jagna regarding final closure of the existing dumpsite at Bunga Ilaya
  - Attended in the consultation and IEC on the proposed Residual Containment Area (RCA) at Can-ipol, Jagna
4. **Seal of Good Housekeeping**
  - Facilitates in posting full disclosure of local budget and finances, Bids and Public Offerings in the LGU official websites and in the Municipal Bulletin Board
  - Attended orientation on the release and availment of Performance Challenge Fund and other SGH incentive requirements
  - Facilitates and draft Memorandum of Agreement
5. **Sagana at Ligtas na Tubig sa Lahat Program**
  - To prepare feasibility study of Brgy Boctol for the release of P 1 Million grant from the PNoy program

## F. SPECIAL PROJECTS AND ACTIVITIES COORDINATION AND MANAGEMENT

1. **GREAT Women Project**
  - Attended regular and special meetings as member of GWP-TWG
  - Attended local and harmonized activities of the Y2 Implementation of GWP
2. **Rehabilitation of Jagna Waterworks System**
  - a. Additional PVC Pipes transmission lines from water source
  - b. Revamp of Canjulao and Installation of Stub-out System
  - c. Maintenance Works
3. **GIFT Project (BIDEF)**
4. **Realizing DReAMS Project**
5. **Piloting Jagna in Mainstreaming DRRM/CCA**
6. **LAMP2 Project (ask list of Certificate of titles release from Assessor's Office)**
7. **FCM-MPP Bohol Cluster (to send letter to the 4 Mayors)**
8. **Construction of Jagna Temporary Passenger Terminal**

On-going construction of Temporary Passenger Terminal located at Balbalan, Pangdan
9. **Jagna Municipal Plaza**
10. **Construction of Municipal Guardhouse and Patrol Boat (Cantagay)**

### Systems

- a. Project Monitoring & Evaluation System
- b. Environmental Management System
- c. Business Permit and Licensing System
  - Statistics of new business registered
  - Register in 2011 old and new

## G. TECHNICAL ASSISTANCE TO BARANGAYS

1. Cantagay – Assist the project of Construction of New Reservoir of Brgy Cantagay
2. Boctol – to assist in the preparation of feasibility study for the release and implementation of P 1 Million grant for waterworks from Sagana at Ligtas na Tubig sa Lahat.
3. Mayana – assist various request bt the Barangay Council
4. Ipil – makes follow up to Municipal Engineer on the repair of Ipil-Faraon Barangay roads leading to Faraon National High School
5. Canuba – zoning and environmental concerns

## H. SECRETARIAT HEAD

### 1. MDC

1. Compile Records of proceedings
2. To prepare draft *executive order* for the creation of sectoral committees
3. Minutes of meetings

### 2. CLUP

#### 1. **Maps available in the MPDC Office**

- a. Geo-hazard maps
- b. Resource maps
- c. Thematic maps
- d. Based maps

#### 2. **Zoning Ordinance**

- a. Integrating DRRM/CCA in the revised CLUP and Zoning Ordinance

### 3. BAC

- a. Filing system of BAC documents (2008 up to present)
- b. Designating BAC Office (existing OSCA Office)

- c. Office Supplies (additional to MPDC since BAC,CLUP and MDC secretariat works assigned)

## I. INTERNAL OPERATIONS/SYSTEM

The smooth internal operation of the Planning Office is greatly attributed to the personnel support services manned by competent staff handling all internal matters to help facilitate delivery of the office' mandate; internal meetings have been regularly conducted; and all other support services called for have been responded to by the office.

### **Other matters discussed:** Administrative Support Services (Internal Process)

- To install document tracer/controller
  - Public document
  - Internal document
  - Locator/tags
- Whereabouts of personnel
- Visitor's Log Book
- Compilation of Various Requests
- Office Budget Monitoring
- Internet Connection Problems
- mpdc website/facebook account/webmaster
- mpdc activities of the week
- mpdc utility supplies/kitchen wares
- storage of locational clearance documents
- mpdc AC unit repair and maintenance
- printer

❖ Coordinating Line Agencies/Offices/NGOs

## **Jagna Waterworks System Operation**

### **Outline of Discussions**

1. Objectives and Purpose of Year-end Assessment
2. JWS Business Plan Review and Rapid Assessment for Year-one
3. What has been done for CY 2011

#### **a. JWS Business Plan**

JWS Business Plan crafted in participation with the JWS Management Council and JWS personnel in cooperation with the PSWRF Technical Assistance particularly on Ring-fencing implementation of the JWS as economic enterprise of the LGU. The plan was also presented to the Sangguniang Bayan for adoption with *SB Resolution No. 65-08-2011 Series of 2011*.

#### **b. Revamp of Canjulao Area pipeline networks**

Total rehabilitation of Canjulao water distribution lines completed making it equal and fair distribution of water supply to the area, solving problems on parallel piping system that causes clogged-up of Canjulao canals and drainage to flow.

**c. Installation of stab-out system**

New stab-out system installed all throughout solving the issues on illegal tapping, easy access of meter readers, individual look out of leakings, fair and equal distribution discharges of water to the respective households;

**d. Additional PVC Pipes started (transmission line from Lonoy source)**

About (72+56) PVC pipes with 6 inches diameter as additional transmission line parallel to the existing to augment water production for the greater demand anticipated for the next 5 years. Petition to augment the water supply is underwent to NWRB for processing subject for approval. The available as to date no. of PVC pipes is already laid starting from the Canukso Reservoir going to Lonoy source. Recently waiting for additional funds to complete the project.

**e. Operation Putol to Long-Overdue Arrears**

List of delinquents<sup>1</sup> regularly posted in the premises of JWS Office to remind consumers on their outstanding balances and arrears prior to the delivery of notice for disconnections. The operation putol resulted to increase of income collection reaching P 2 million pesos as of this date (**Annex E**) over the expected income of only P 1,600,000.

**f. Improved Billing System**

From the manual process of computing the monthly bills of the consumers, the billing system was installed and enhanced making it fast craft of the release and generates financial reports for accounting and ring-fencing use.

**g. Provision of mobile phones to plumbers and key personnel for easy communication**

Establish protocol of communication on matters related to JWS problems aside from the 2 handheld radio and telephone in the office.

**h. Satellite acceptance of payment to remote barangays**

Establish payment schedule to Barangay Cabungaan and Cambugason subscribers making them easy payment of their bills.

**i. Regular Clean-up of Reservoirs**

Ensuring clean but not yet potable water, regular reservoir clean up and maintenance works conducted by the JWS personnel at Lonoy, Canukso and Canjulao reservoirs.

**j. Regular water treatment ( chlorination)**

Regular powder chlorine dissolves in water as the means of water treatment due to absence of filtration facility. Liquid chlorine was sometimes used but not regularly used due to lack of budget and costly to finance.

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<sup>1</sup> See Annex List of Delinquents

**k. 1<sup>st</sup> Year of Full Ring-fence Financial Implementation**

Financial statements of the operation of Jagna Waterworks is now properly accounted for using the guidelines of the *ring-fencing<sup>2</sup> policy*. All expenses incurred like personal services, operational cost, maintenance and other operating expenses are now being charge to the local income waterworks collections. However, major waterworks development still be subsidies by the local development fund and other external sources.

**l. Old GI pipes extended to brgys**

From the revamp of the pipe networks of Canjulao, old GI pipes was utilized by helping various requests from the different barangays of Jagna. (*Annex F*)

**m. Extended Area of Water Coverage**

- i. Carmoli Area
- ii. DA Processing Center
- iii. Happy Valley Tejero
- iv. Balila Area , Cambugason
- v. Pagina- upper Pagina revamp
- vi. Pangdan – SSS avenue

**n. Tree Planting at Lonoy Watershed Area**

A total of 65 gemelina and mahogany trees planted near Lonoy water source on July 16, 2011 participated by MPDC, JWS and DRRM Office personal and staff. The planted trees are being taking cared by the reservoir care taker Mr. Felipe Ranises.

**o. Installation of mother meter for Jagna Public Market**

Mother meter was installed at main pipeline of Jagna Public Market to account and check and balance of the water loss and non-revenue water.

- p. The following are records of leaking, cut-off, nonf-flow meter, new connections and disconnection as of December 23, 2011:

<b>LEAKINGS</b>	<b>185</b>
<b>CUT-OFF</b>	<b>145</b>
<b>NF METER</b>	<b>110</b>
<b>METER CHECK</b>	<b>27</b>
<b>NEW CONNECTION</b>	<b>101</b>
<b>DISCONNECTION</b>	<b>138</b>

**4. Major Projects and Repairs**

- ❖ Leaking Problems responded (**Annex G**)
- ❖ Statement of Income (**Annex E**)
- ❖ List of Delinquents as of December 26, 2011 (**Annex H**)
- ❖ Updated No. JWS Consumers (**Annex P**)
- ❖ List of JWS Personnel (**Annex J**)

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▪ <sup>2</sup> Keeping the resources earmarked for implementation exclusive to the program

- Personnel Performance Assessment ( positive and negative comments)
- Job Order for recommendations and renewal January 2012
- ❖ List of Non-functioning Flow Meters (**Annex K**)
- ❖ List of 2011 New Connections (**Annex L**)
- ❖ Water Interruptions History
- ❖ No. of Water Pump and Breakdown of Water pump for the year
- ❖ Business Plan & Performance Contract (Ring-fencing)

#### 5. Issues and Concerns

- How to solve long-overdue water consumers (few of them are elected officials)
- Delayed processing of vouchers (retain at Budget Office with no proper consultation to the cause of delays)
- Used of utility vehicle

#### 6. Recommendation to the Local Chief Executive:

- a. Completion of Additional transmission line to water source at Lonoy
- b. Continuation of main water distribution line from Looc going to Can-upao and from Tejero-Poblacion to Brgy Pangdan.
- c. Installation of Stab-out System to Brgys of Pagina, Poblacion, Tejero and Looc.
- d. Possibilities to install Filtration Facility
- e. Creation of item for Jagna Waterworks Supervisor

### **Municipal Disaster Risk Reduction and Management Office**

#### ❖ Programs and Projects

- ✓ Creation of DRRM Office
- ✓ Creation and composition of MDRRM Personnel ;
- ✓ Organizing and capacitating Federation of Action Officers per barangays
- ✓ JEMRU Operation
  - List of Emergency Cases Responded (Annex G)
  - Inventory of Equipment
  - List of Personnel
- ✓ Training of JEMRU
  - High-angle Rescue Ropemanship
  - Administration of First Aid training (Red Cross)
- ✓ Tree Growing Activities
  - Pangdan –updates status of planted trees c/o Enteng
  - Can-upao – caretaker accomplishments
  - Tubod Monte – who is the caretaker?

#### ❖ Pre-disaster Activities

- ✓ Earthquake Drill
- ✓ Fire Drill

#### ❖ Projects funded by 70% DRRM Fund

- ✓ Construction of Calabacita Damaged Culvert
- ✓ Rehabilitation of Balili Irrigations
- ✓ Repair of Bailey Type Bridge (Pagina-Looc)
- ✓ Landslide and Flooding Assessment and Mapping by DENR-MGB
- ✓ DRRM Orientation and Planning Workshop to High Risks Barangays
- ✓ Can-upao, Canjulao and Looc Dredging
- ✓ Bunga Ilaya Rivers and Creeks Clean-up
- ✓ Construction of Cantagay Drainage System
- ✓ Distribution of Relief Goods to Flood victims in Can-upao, Pagina

- ✓ Cash assistance to JAPAN Tsunami
  - ✓ Cash Assistance to victims of Typhoon Pablo : LGU Cateel, Davao Oriental, LGU Baganga, Davao Oriental, New Bataan, Compsotela Valley and LMP-Bohol Chapter a total of P200,000.00
  - ✓ Food Supplies for CDO
  - ✓ Purchase of portable chainsaw, generator, axes, megahone, alarm, lagaraw, bondow, hard hat, warning cone, etc.
  - ✓ Purchase of Early Warning Device – Motor Siren for Metro Jagna barangays
  - ✓ Cash Assistance
    - Malbog – Romeo Bagalanon
    - Ipil – Baguio
    - Mayana – Lasdoce
- Antonio Gallano

❖ **Mainstreaming DRRM/CCA in the Revision of CLUP & CDP**

- ✓ CapDev on Mainstreaming DRRM/CCA in CLUP
- ✓ CapDev on Mainstreaming DRRM/CCA in CDP
- ✓ Hazard Mapping Tools thru Manifold

**Recommendations:**

1. Re-organization of MDRRMC e.g. research, response-JEMRU
2. Trainings of DRRM Teams
3. Expanded DRRM Committees Structure
4. Organization of Action Officers per barangays

**Municipal Zoning Administration**

- ❖ Granted Zoning/Locational Clearance (*Annex M*)
- ❖ Zoning Certification Issued (*Annex N*)
- ❖ Lot Subdivision Approved (*Annex O*)

**BAC Secretariat**

- ❖ Facilitated in the conduct of 8 sets of pre-qualification and bidding procurement ( *Annex Q*)
- ❖ Small-Value Procurement
- ❖ No. of Resolutions BAC

**MPDC Recommended Priority Projects/Programs/Activities:**

1. **Rehabilitation of JWS**
  - a. Additional Transmission Line from water source
  - b. Installation of Stub-out System
  - c. Installation of Filtration/Water Treatment Facility
2. **Establishment of Sanitary Landfill at Tubod Mar**
  - a. Access Road Opening
  - b. Phase 1 Clearing and Lay-out
  - c. Construction of Lift 1
3. **Construction/Rehabilitation of Slaughter House/Abattoir**
4. **Creation of Internal Control System and Strengthening Planning-Budgeting Linkages and Processes**
5. **Improvement of Municipal/Barangay Farm-to-Market Roads**
6. **Identification and Construction of Bagsakan Center**

## Attachments

### **MPDC Accomplishment Report 2012**

- CLUP Revision updates
- ELA Assessment and 2013 AIP Planning Workshop
- ICRM Planning Workshop
- MDRRM Plan
- PPAs Monitoring Reports
- No. of MDC Meetings
- Conduct of RSBSA Survey
- ecoBudget/realizing DReAMS Project
- Attendance to various meetings and conferences

### **JWS Accomplishment Report 2012**

- Additional Pipelines to Lonoy
- Petition to Increase Water extraction rate to NWRB
- No. of leaking reported and taken action
- New connections
- Stab-out system (specify place)
- Construction of Canjulao Reservoir
- Laying of pe pipes Malbog-Canjulao
- Assistance to Lonoy Barangay Waterworks worth P 300T
- No. of consumers disconnected
- Major Repairs conducted ( main pipelines, reservoir, tinubdan, etc)

### **MDRRM Office Accomplishment Report 2012**

- Crafting of the MDRRM Plan with Technical Assistance from Worldbank
- Initiative on the institutionalization of JEMRU
- Assistance and facilitation to victims of Ipo-Ipo
- JEMRU Day-to-Day Operations
  - No. of rescued incidence
  - No. of patients transported to hospital
- Assistance/Aid to various disaster victims
- Purchase of portable chainsaw, emergency tools, mdrmm blazer, etc
- Tree growing activities ( no. of trees planted and grow)
- Propagation of seedlings at MAO Nursery
- Riprapping and dredging-declogging works at Canjulao
- Riprapping and dredging-declogging works at Can-upao
- Installation of early warning device
- Establishment of Jagna ALERT System
- Construction of drainage canal around municipal plaza

### **Bids and Awards Committee Accomplishment 2012**

- Attended PHILGEPS Trainings and applications
- Registered at PHILGEPS
- Conducted 12 open public biddings.
- 48 BAC Resolution on negotiated procurements

A year-end assessment is an annual activity to assess how the office went from an administrative point of view and see what went right and what didn't. This report also summarizes the accomplishments of the following offices :

- Office of the Municipal Planning and Development Coordinator (MPDC)
- Office of the Jagna Waterworks System (JWS)
- Office of the Municipal Disaster Risk Reduction and Management (MDRRM)
- Office of the Zoning Administrator (ZA)
- Bids and Awards Committee(BAC)

The objectives of the assessment is to evaluate targets vs accomplishment and to include discussion on how each project, program and activities implemented; what went good and successful and sharing of experiences in the field and coping up constraints in the implementation; lessons learn and setting strategic performance management system and targets.

#### **Process Flow**

##### **A. Review of office mandates and functions**

- a. Based on LGC
- b. Typical organizational structure

##### **B. Other designate functions of MPDC**

- a. Zoning administration officer
- b. MDRRM Officer
- c. JWS In-charge
- d. BAC Chairman
- e. Website Administrator

##### **C. Summary of Accomplishment Reports**

##### **D. Setting Goals and Objectives**

- a. Strategic Performance Management System of the office
- b. Individual Performance Commitment and Review (OPCR)

##### **E. Internal Rules and Housekeeping**

- a. Travel authority
- b. Plan to absent
- c. Pass slip
- d. Transmittal of documents
- e. Filing of documents
- f. Answering telephone
- g. Office cleanliness
- h. Filing system and ecopy back up
- i. Emails, Facebook, etc.
- j. Wearing of IDs
- k. Office supplies
- l. Use of office equipment

- m. Handling customer service
- n. Uniforms
- o. Flag ceremony attendance