



Republic of the Philippines
SIPALAY WATER DISTRICT

Purok Camatis, Brgy. Mambaroto, Sipalay City, Neg. Occ.
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FUNCTIONAL CHART OF SIPALAY WATER DISTRICT

Board of Directors

A policy making body. Ensures the availability of adequate financial resources and approves annual budget.

Officer-In-Charge

- Preparation of Annual Budget
- Check Disbursement Voucher
- Approve all disbursement of funds and other office documents
- General Supervision
- Implementation of agency's policies, rules and regulations
- Preparation of Agenda for Board meeting
- Participation in district activities with other agencies.
- Maintains Personal Files: Employees 201 File, Earned Leave Record and Other Relevant Records
- Performs Customer Related Activities: Attend to complaints and Prepares Disconnection Summary
- Preparation of Aging of Accounts
- Monitor expenses versus Annual Budget

ACCOUNTING PROCESSOR A

- Maintains the Books of Accounts, General Ledger and Subsidiary Ledgers
- Preparation of Financial Statement(Income Statement, Balance Sheet, Cash Flow Statement and Monthly Data Sheet
- Preparation of Statement of Bank Reconciliation
- Preparation and Updating of PPE Depreciation Schedule
- Preparation of Disbursement Voucher
- Preparation of Payroll
- Liquidation of Cash Advances
- Meet BIR Deadlines; Preparation of Alpha List of withholding taxes, annual registration fee and Income Tax Return (ITR)
- Report Monthly remittances and loan payment
- Preparation and payment of BIR, GSIS, HDMF and PhilHealth
- Preparation and submission of Report on Salaries and Allowances (ROSA) received by principal officers and governing board of Directors to Commission on Audit (COA)

CASHIER

- Receive payment and Issuance of Official Receipts
- Preparation of Daily Cash Position Report
- Preparation of Daily and Monthly Collection Report
- Preparation of Cash Receipts Report
- Preparation of Reports of Collection and Deposits
- Preparation of Check Disbursement Reports
- Record Daily Deposit, Collection and Disbursement on Cash Book
- Administration of Petty Cash Fund
- Preparation of Bank Advice and Checks
- Deposits of cash and check collections.
- Maintains Log Book on Disbursement
- Attends Customer Inquiries and processing of Application for New Service Connections, change name and reconnections

BILLING AND POSTING CLERK

- Preparation of Water Bills
- Preparation of Monthly Billing Summary
- Maintains Customer Ledger Card
- Posting payment on Water Bills
- Posting penalties on Water Bills, Customer Ledger and Monthly Billing Summary
- Prepares Maintenance Order
- Prepares soft copy of Daily Chlorine Residual
- Inputs Daily Log Book Operation on Computer
- Other function as may be deemed necessary

PROPERTY AND SUPPLY OFFICER

- Preparation of procurements
- Canvass from at least three suppliers for purchases
- Preparation of Purchase Request and Purchase Order
- Property Custodian
- Issuance of Materials and Supplies
- Inspection and Acceptance of Delivery of Materials, Supplies and Equipment
- Maintain Stock Cards
- Issuance of Acknowledgement Receipt of Equipment (ARE)
- Physical Count Inventory
- Deliver of documents to outside public

WATER RESOURCES FACILITIES OPERATOR B

- In-charge of Pumping Operations and pump maintenance
- Monitors Power and Pumping Equipment
- Monitors filter box and reservoir
- Responsible for Water quality testing and monitoring
- Responsible for Disinfection and Water Supply
- Records Water output
- Housekeeping and maintenance of pump house, ground and surrounding

WATER MAINTENANCE MAN B

- Installs new service connections
- Repair and maintains water distribution lines
- Do plumbing works
- Implement disconnection and reconnection orders
- In-charge in meter reading and distribution of water bills
- Maintain meter reading book
- Conduct daily chlorine residual