

AGENCY INFORMATION INVENTORY

| agency_abbrv | agency_name | title | description | file_format | online_publication | location_or_url | disclosure | original_data_owner | data_maintainer | date_released | frequency_of_update |
|---------------------|------------------------------|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|--------------------------------------|-------------------------------------------------------------------|-------------------------------------------------|
| Agency abbreviation | Name of agency (spelled out) | Title of the information | Description of the information | CSV, XLS, SHP, KML, TXT, PDF, DOC, 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 |
| CWD | Catbalogan Water District | Citizen's Charter Manual | Reflects the agency's enhanced service standards for all its frontline services to citizens. | PDF | Yes | wd.gov.ph/files/Catbalogan%20WD%20Citizen's%20Charter.pdf | Public | CWD | Administrative Division | 2018-10-01 | Annually |
| CWD | Catbalogan Water District | Annual Procurement Plan | Annual Procurement Plan-Common-Use Supplies and Equipment (APP-CSE 2019) | PDF | Yes | wd.gov.ph/files/APP_CSE2019_CatbaloganWaterDistrict.pdf | Public | CWD | Administrative Division | 2018-08-30 | Annually |
| CWD | Catbalogan Water District | System of Ranking Delivery Units and Individuals | Guideline/Mechanics in Ranking Offices/Delivery Units For The Grant Of FY 2018 Performance-Based Bonus (PBB) | PDF | Yes | http://wd.gov.ph/files/Guidelines%20in%20Ranking%20Offices%20Delivery%20Units | Public | CWD | Administrative Division | 2018-09-28 | Annually |
| CWD | Catbalogan Water District | Agency Review and Compliance Procedure of Statements and Financial Disclosures | Procedure in the Filing and Submission of the Statements of Assets, Liabilities and Networth and Disclosure of Business Interests and Financial Connections | PDF | Yes | wd.gov.ph/files/Review%20and%20Compliance%20Procedure%20of%20Statements%20and%20Financial%20Dis | Public | CWD | Administrative Division | 2018-10-01 | Annually |

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| CWD | Catbalogan Water District | ISO 9001:2015 Certification | Scanned ISO 9001:2015 QMS Certification | PDF | Yes | http://catbalogan.wd.gov.ph/files/ISO%2090012015%20Certification.pdf | Public | CWD | Administrative Division | 2019-01-10 | Triennially |
| CWD | Catbalogan Water District | Annual Financial Reports | Under the CWD Transparency Seal, the list of the Annual Financial Reports: Monthly Data Sheet 2018, Income Statement 2018, Cash Flow 2018, Balance Sheet 2018 and Detailed Statement Revenue and Expenses 2018 | PDF | Yes | http://catbalogan.wd.gov.ph/transparency%20seal.html | Public | CWD | Administrative Division | 2019-01-29 | Annually |
| CWD | Catbalogan Water District | Freedom of Information (FOI) Manual | Catbalogan Water District shall deal with requests of information received under Executive Order No. 2, s. 2016 on Freedom of Information (FOI). | PDF | Yes | http://catbalogan.wd.gov.ph/files/CWD%20FOI%20Manual.pdf | Public | CWD | Administrative Division | 2018-01-30 | Annually |
| CWD | Catbalogan Water District | FOI Reports | 2018 FOI Reports: Agency Information Inventory, 2017 and 2018 FOI Summary Report and 2017 and 2018 FOI Registry | XLS | Yes | https://docs.google.com/spreadsheets/d/1nyZROUK4SHuiaqvRed2l2lZwh | Public | CWD | Administrative Division | 2019-01-29 | Annually |
| CWD | Catbalogan Water District | Operations Manual | Provide all employees and stakeholders of Catbalogan Water District with a reference manual containing policies and procedures established by the Board of Directors, General Manager, and Division Heads. | PDF | Yes | http://catbalogan.wd.gov.ph/files/Catbalogan%20WD%20OM.pdf | Public | CWD | Administrative Division | 2018-01-30 | Annually |
| CWD | Catbalogan Water District | Water Safety Plan | Guide in the continuous improvement projects to ensure health and safety of the consumer of the water district. | PDF | Yes | http://catbalogan.wd.gov.ph/files/Catbalogan%20WD%20WSP.pdf | Public | CWD | Administrative Division | 2018-01-31 | Annually |
| CWD | Catbalogan Water District | Certificate of Compliance - SALN | Submission of SALN 2017 | PDF | Yes | http://catbalogan.wd.gov.ph/files/Certification%20of%2 | Public | CWD | Administrative Division | 2018-05-04 | Annually |