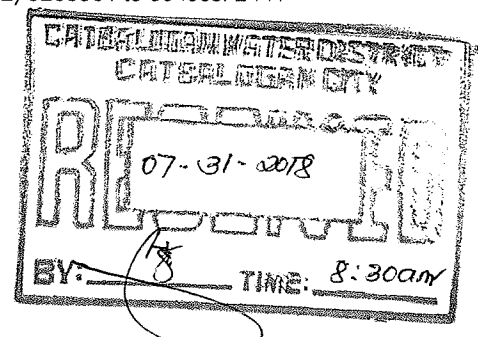


For
posting of
our website
JCS
07-31-18

Philippine
Association of
Water
Districts

PHILIPPINE ASSOCIATION OF WATER DISTRICTS, INC.

2/F LWUA Bldg., Katipunan Road, Balara, Quezon City, Philippines 1101
Telefax (02) 9275032 Telephone (02) 9205453 Trunkline (02) 9205581 to 99 locs. 244 / 296
Email: office@pawd.org.ph



THE GENERAL MANAGERS Category C and D Local Water Districts in the Philippines

Dear GMs:

In compliance with the Memorandum Circular 2016-01 dated 12 May 2016 coming from the Inter-Agency Task Force (IATF) on the Harmonization of Government Performance Monitoring Information and Reporting Systems requiring local water districts categorized as B, C & D to come up with an operations manual, the Philippine Association of Water Districts will be having a workshop on Operations Manual Preparation for the said LWD categories.

We would like to invite you or a representative from your water district to attend the 3-day workshop on August 7-9, 2018, in Metro Tuguegarao Water District Training Hall. This workshop is aimed to familiarized LWDs with the basic operations of water district and be equipped with the basic skills in preparation of Operations Manual.

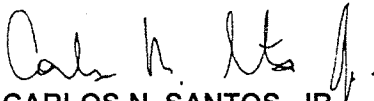
A registration fee of Php 5,000.00 for a live-out workshop will be collected. Kindly fill up and send back to PAWD office your confirmation sheet to inah.albuera@pawd.org.ph TeleFax No.: (02) 9275032, Mobile Nos.: (0917) 1494091, the soonest time possible.

Looking forward to your participation.

Very truly yours,


ISAUROS B. GRAVADOR
Chairman, PAWD Training Committee

NOTED BY:


CARLOS N. SANTOS, JR.
PAWD President

PROGRAM
Operations Manual Preparation for Category C & D LWD's
Metro Tuguegarao Water District Training Hall
August 7-9, 2018

TIME	ACTIVITY/TOPIC	SMERS/IN – CHARGE
DAY 1 (AUGUST 7, 2018)		
8:30AM – 10:00AM	Arrival and Registration	Training Staff
10:00AM – 10:30AM	Preliminaries Invocation <i>Pambansang Awit</i> House Rules	
10:30AM – 11:00 AM	Acknowledgement of Participants Welcome Remarks Expectation Setting	
11:00AM – 12:00 AM	Introduction <ul style="list-style-type: none"> • What is an Operations Manual? • Why should local water districts have operations manual? • Parts of Operations Manual 	
12:00PM – 1:00 PM	LUNCH BREAK	
1:00PM – 3:00 PM	Operating Procedures <ul style="list-style-type: none"> • Water Production & Distribution 	Atty. Isauros B. Gravador General Manager Digos Water District
3:00PM – 5:00PM	Workshop <ul style="list-style-type: none"> • Write up for Agency Information • Write up for Water Production & Distribution Processes 	
DAY 2 (AUGUST 8, 2018)		
9:00AM – 9:30AM	Recap	
9:30AM – 10:30AM	Presentation of Outputs by Group	Atty. Isauros B. Gravador
10:30AM – 12:00AM	Operating Procedures	



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- Administration and Financial Aspects General Manager
Digos Water District
- Commercial Aspects
- Control of Records and Documents
- Appendices

12:00PM – 1:00 PM

LUNCH BREAK

1:00PM – 3:00PM

Workshop

- Write up for Administration
- Write up for Commercial

3:00PM – 3:15PM

Coffee Break

3:15PM – 5:00 PM

Presentation of Outputs by Group

DAY 3 (AUGUST 9, 2018)

9:00AM – 11:00AM

Presentation of Outputs by Group

11:00AM – 12:00NN

Consultation and Review of Outputs

12:00NN – 1:00PM

LUNCH BREAK

1:00PM – 2:00PM

Closing Program and Evaluation

2:00PM – 5:00 PM

Consultation/Benchmarking/Site Visitation

Please bring the following:

- VISION and MISSION of the Water District
- Laptop
- USB

CONFIRMATION SHEET

**Workshop on Operation Manual
August 7-9, 2018
Metro Tuguegarao Water District Training Hall**

Water District: _____

	Name	Designation
1		
2		
3		

Please send your confirmation not later than August 6, 2018

Send Confirmation to: inah.albuera@pawd.org.ph

TeleFax No.: (02) 9275032

Mobile No.: (0917) 1494091