



# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### CASHIERING

Document No. : PM-ADM-01

Effectivity Date :

Revision No. :

Pages : 1 of 2

#### I. OBJECTIVE

This procedure describes the process of managing cash and deposits transactions of Victorias City Water District.

#### II. SCOPE

The scope involves the flow of receiving and disbursing the cash and checks by the Cashier.

#### III. RESPONSIBILITY AND RESOURCES

Cashier

#### IV. DEFINITION OF TERMS

Cashier – person who handles the payments, receipts and other financial transaction of the business.

#### V. REFERENCE DOCUMENTS

New Government Accounting System Manual (NGAS) Volume 1

#### VI. RECORDS GENERATED

Liquidation Form  
Collection Summary  
Official Receipt  
Deposit Slip Logbook  
Cashier's Collection Summary  
Check Disbursement Summary Report  
Cash Position Summary Report

Prepared by:

Approved by:

**ALINA AGRAVIADOR**

Process Owner

**ENGR. ABRAHAM J. DE DIOS, JR.**

General Manager



# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### CASHIERING

#### VII. PROCEDURE DETAIL AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Person In-charge	Retained Information
	START				
01	Receive Payment Fee & Water Bill Collections	1.1 Cashier receives payments for reconnection, new connection application fee, calibration, water bill collections and other services rendered by the VCWD 1.2 Receive liquidation forms for cash advance and collection report from the bill collector	Complete signatures for liquidation form and collections report	Cashier	Liquidation Form Collection Summary
02	Issue Official Receipt	2.1 The cashier issues official receipt upon receiving the payments 2.2 Indicate the amount paid, date and O.R number in the application form for new service connection	Done for one (1) minute according to VCWD's Citizen's Charter	Cashier	Official Receipt
03	Deposit Collection	3.1 Cashier prepares deposit slip based on Cash and Check Collection and records the amount to be deposited in the logbook 3.2 Compare cash and check deposits against cash and check on hand	Deposited cash and check must be accurate	Cashier	Deposit Slip Logbook
04	Prepare Cashier Reports	4.1 Cashier prepares Cashier's Collections report, check disbursement, and cash position summary report	In accordance to New Government Accounting System (NGAS) Volume 1	Cashier	Cashier's Collection Summary Check Disbursement Summary Report Cash Position Summary Report
	END				



# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### MAINTENANCE OF UPIS

Document No. : PM-ADM-02

Effectivity Date :

Revision No. :

Pages : 1 of 3

#### I. OBJECTIVE

This procedure describes the process of keeping the Victorias City Water District's office clean and presentable to all concessionaires, employees, officers and visitors.

#### II. SCOPE

The scope involves the flow of maintaining the cleanliness of the customer area, office of the general manager, board room, administrative, commercial and engineering area, comfort rooms, pathway and the outside vicinity of VCWD.

#### III. RESPONSIBILITY AND RESOURCES

Utility Personnel

#### IV. DEFINITION OF TERMS

UPIS – refers to Utility in Service such as office building.

Monitoring Tool – a document use to monitor and record all the activities of utility personnel on a daily basis.

Cleaning Checklist – a list of all the area that a utility personnel needs clean.

#### V. REFERENCE DOCUMENTS

#### VI. RECORDS GENERATED

Monitoring Tool

Cleaning Check List

Prepared by:

Approved by:

ALINA AGRAVIADOR

Process Owner

ENGR. ABRAHAM J. DE DIOS, JR.

General Manager



# VICTORIAS CITY WATER DISTRICT

## Procedures Manual MAINTENANCE OF UPIS

### VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Person In-charge	Retained Information
	<b>START</b>				
<b>01</b>	<b>Prepare Cleaning Materials</b>	1.1 The utility personnel prepares the materials needed for cleaning and identifies areas for cleaning in reference with the daily assignments	Cleaning materials must be placed in designated area for easy access when needed	Utility Personnel	
<b>02</b>	<b>Clean Inside and Outside Area</b>	2.1 The utilities personnel cleans the customer services area, office of the general manager, board room and the departments area 2.2 Sweep and mop the floor of the entire office and clean the air conditioner 2.3 Sweep the dry leaves and water the plants	Inside and Outside area must be clean at all times	Utility Personnel	
<b>03</b>	<b>Clean Comfort Rooms</b>	3.1 The utility personnel scrubs and disinfects the toilet bowls using the disinfectant 3.2 Sweep and mop the toilet floors	Done on the daily basis, restroom for women, men and of the general manager must be clean and odor-free	Utility Personnel	
<b>04</b>	<b>Clean Office equipment</b>	4.1 The utility personnel wipes the office equipment such as computer, printer, photocopier, fax machine, telephone and tables	Office equipment must be free from dirt and dust everyday	Utility Personnel	
	<b>A</b>				



# VICTORIAS CITY WATER DISTRICT

## Procedures Manual MAINTENANCE OF UPIS

A

05

**Empty the Waste Baskets**

5.1 The utility personnel collect the garbage in the trash bin located inside and outside the office

Collected every afternoon at the end of the office hour

Utility Personnel

06

**Transfer garbage into the waste receptacle**

6.1 The utility personnel transfer the collected garbage in the waste receptacle located outside the office at the end of the officer hours

Garbage truck collection every Monday

Utility Personnel

07

**Log all activities in the Monitoring Tool**

7.1 The utility personnel log the details of the performed task in the Monitoring Tool and UPIS Checklist

Logging of performed task must be done within the day

Utility Personnel

Monitoring Tool Cleaning Check List

08

**Submit Monitoring Tool**

8.1 The utility personnel submit the monitoring tool to the administrative division manager for rating

In accordance with the SPMS

Utility Personnel

Monitoring Tool Cleaning Check List

END



# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### COMMUNICATION

Document No. : PM-ADM-03

Effectivity Date :

Revision No. :

Pages : 1 of 5

#### I. OBJECTIVE

This procedure describes the process of handling all the incoming and outgoing communication of Victorias City Water District

#### II. SCOPE

The scope involves the flow of receiving letters, emails and faxed documents for VCWD and forwarding letters and emails to the intended recipients.

#### III. RESPONSIBILITY AND RESOURCES

Secretary to the General Manager

#### IV. DEFINITION OF TERMS

#### V. REFERENCE DOCUMENTS

Victorias City Water District Citizens Charter

#### VI. RECORDS GENERATED

Emails  
Mailed letters  
Faxed Documents

Prepared by:

Approved by:

**ALINA AGRAVIADOR**

Process Owner

**ENGR. ABRAHAM J. DE DIOS, JR.**

General Manager





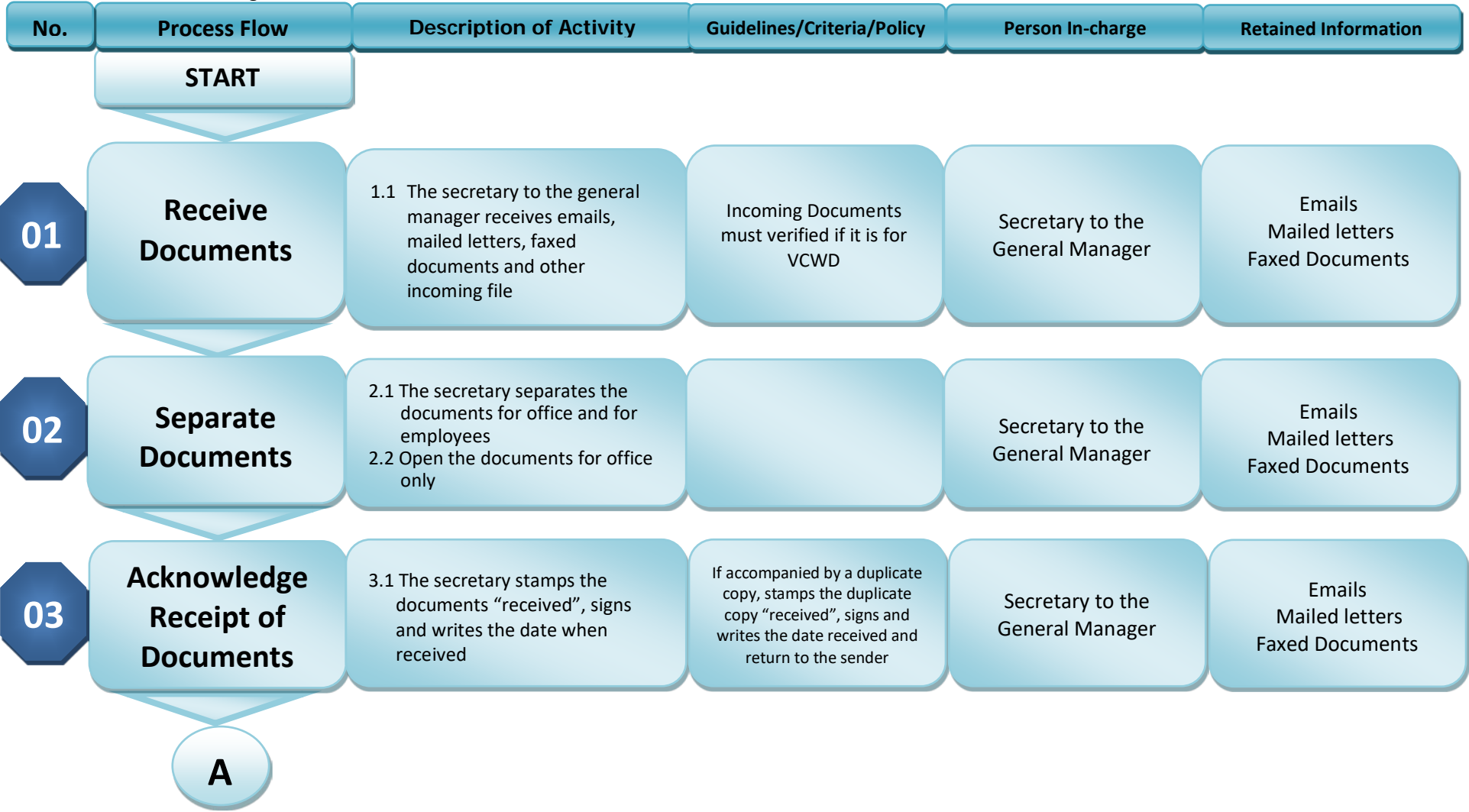
# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### COMMUNICATION

**VII. PROCEDURE DETAILS AND FLOW**

**A. For Incoming**





# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### COMMUNICATION

**A**

**04**

#### **Record received document**

4.1 The secretary records the received letters, emails and faxed documents to the incoming logbook

All incoming documents must be recorded within the day

Secretary to the General Manager

Incoming Logbook

**05**

#### **Forward Documents**

5.1 The secretary forwards the received documents to the General Manager and to the intended recipients  
5.2 The respective recipients signs the incoming logbook

All incoming documents must be forwarded to the respective recipients

Secretary to the General Manager

Incoming Logbook

**06**

#### **File documents**

6.1 The secretary files the original copy or photocopy of the received documents to the designated folders

All received incoming documents must be filed

Secretary to the General Manager

Incoming Logbook

**END**





# VICTORIAS CITY WATER DISTRICT

## Procedures Manual COMMUNICATION

### B. For Outgoing

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Person In-charge	Retained Information
	START				
01	Collection of Documents	1.1 The secretary collects document from mail and fax	Data about the receiver must be complete	Secretary to the General Manager	Documents for Mail and Fax
02	Reproduce Copies	2.1 The secretary reproduces a duplicate copy from the original documents	Before sending/mailling, all documents and attachments must be photocopied	Secretary to the General Manager	Documents for Mail and Fax
03	Record Mail Documents	3.1 The secretary records the documents from the office to the outgoing logbook	All documents must be recorded to the logbook	Secretary to the General Manager	Documents for Mail and Fax
	A				



# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### COMMUNICATION

A

04

#### Mail Documents

4.1 The secretary or assigned personnel forwards the mail documents to the intended receiver

Receiving copy must signed by the receiver and return to the office for record purposes

Secretary to the General Manager

Receiving Copy of the Documents

04

#### File Mail Documents

5.1 The secretary files the copy of the mailed office document to the designated folders

All outgoing documents must be filed

Secretary to the General Manager

Receiving Copy of the Documents

END



# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### RECRUITMENT

Document No. : PM-ADM-04

Effectivity Date :

Revision No. :

Pages : 1 of 7

#### I. OBJECTIVE

This procedure describes the process of hiring competent personnel for the vacant positions in Victorias City Water District.

#### II. SCOPE

The scope involves the recruitment process of Victorias City Water District' Human Resource Section.

#### III. RESPONSIBILITY AND RESOURCES

Human Resource Management (HRMO)  
Personnel Selection Board (PSB)  
Highest Appointing Officer (General Manager)

#### IV. DEFINITION OF TERMS

Recruitment – a process of searching, evaluating and hiring competent candidates for the jobs within the organization.

Personnel Selection Board (PSB) – assist the appointing authority in the judicious and objective selection of applicants and promotions of existing employees for the vacant position in the organization in accordance with the approved Agency Merit Selection and Promotion Plan.

#### V. REFERENCE DOCUMENTS

VCWD'S Merit Selection and Promotion Plan  
Republic Act 7041 (Publication Law)

#### VI. RECORDS GENERATED

List of Vacant Position  
Application Letter  
Resume  
Curriculum Vitae (CV)  
List of Qualified Applicants  
Written Examination Scores  
Interview Rating Sheets  
Written exam and Interview result  
Comprehensive Evaluation Report of the PSB  
Appointment  
List of Employment Requirement

Prepared by:

Approved by:

**ALINA AGRAVIADOR**

Process Owner

**ENGR. ABRAHAM J. DE DIOS, JR.**

General Manager

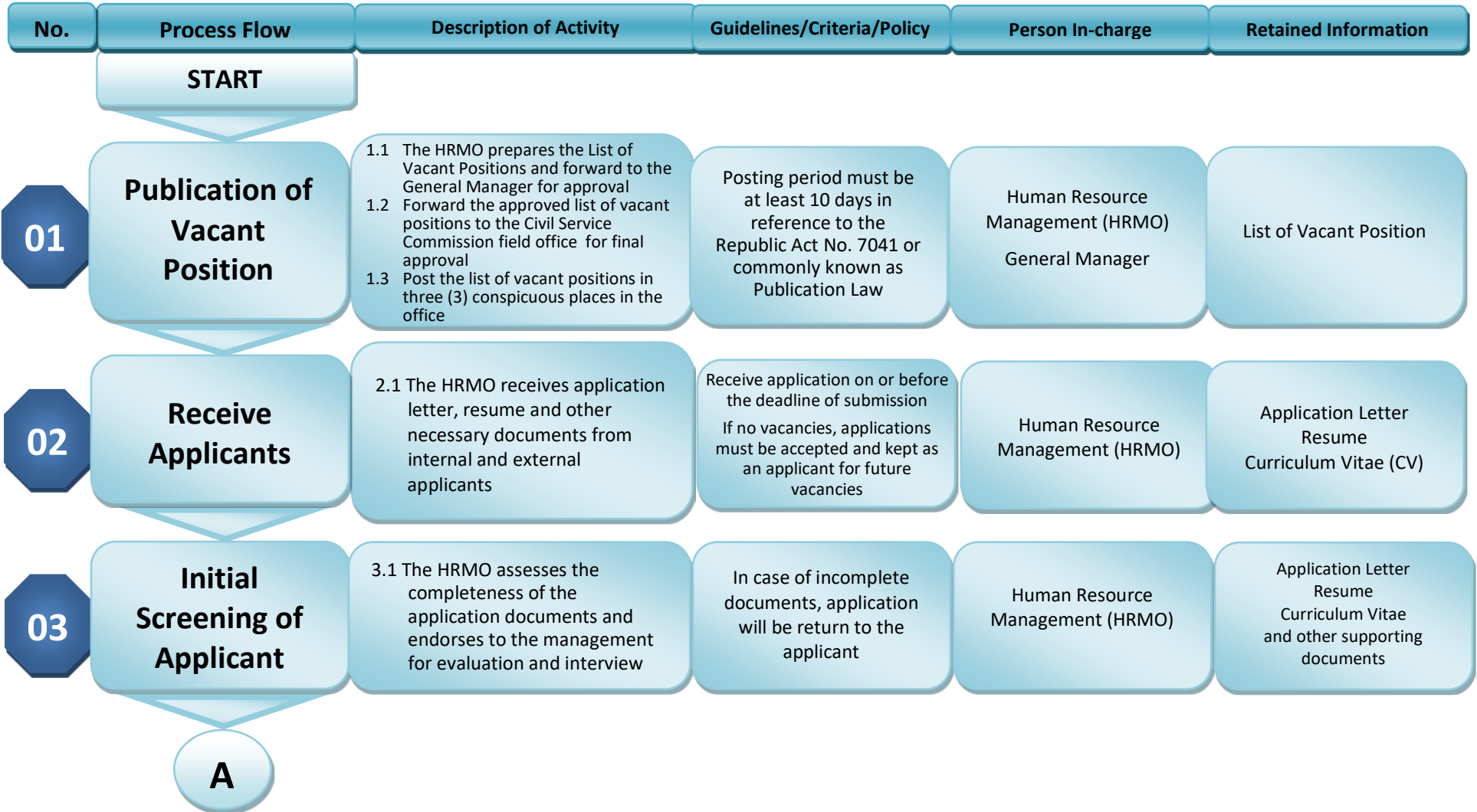


# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### RECRUITMENT

#### VII. PROCEDURE DETAILS AND FLOW



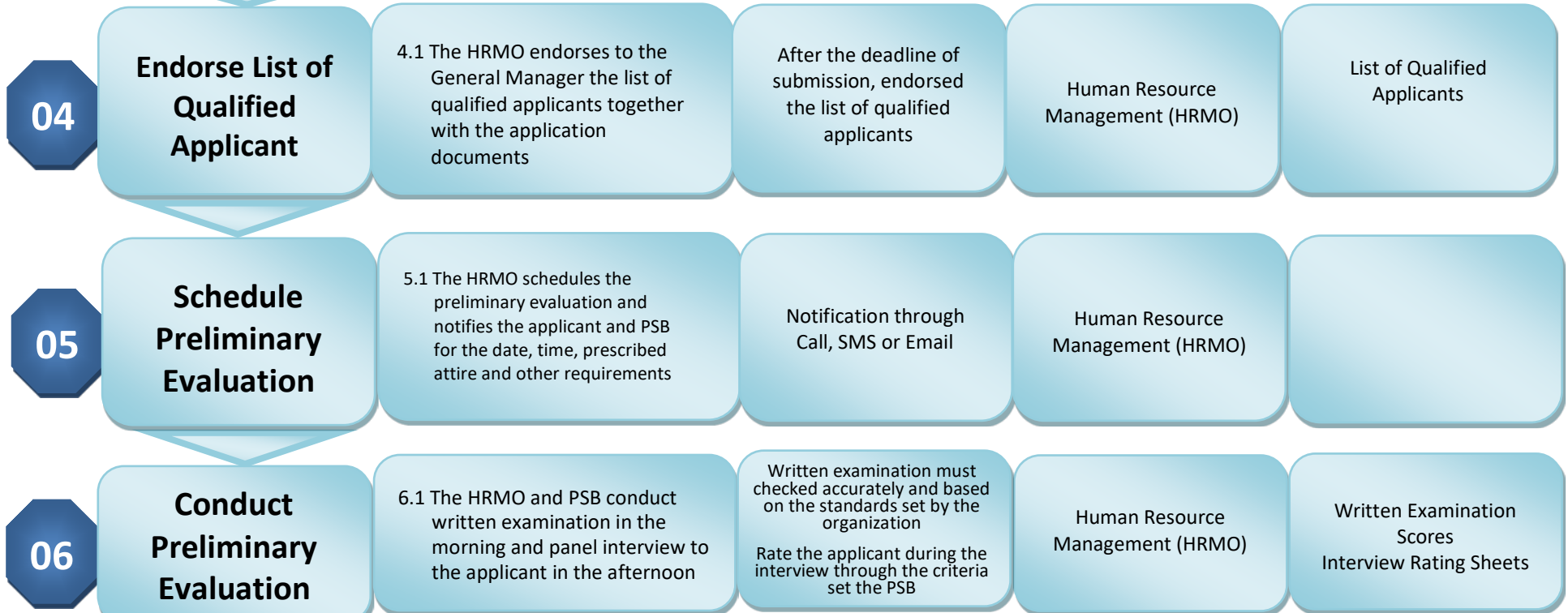


# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### RECRUITMENT

**A**



**B**





# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### RECRUITMENT

**B**

**07**

#### Ranking of Applicant

- 7.1 The HRMO integrates the result of the written examination and interview
- 7.2 Rank the applicant according to the preliminary evaluation result and forward to the PSB and General Manager for confirmation

Personnel Selection Board (PSB)  
Human Resource Management (HRMO)

Written exam and Interview result

**08**

#### Background Investigation

- 8.1 Conduct background investigation on the qualified applicant through a phone call to the former employer or reference person in the Curriculum Vitae

Only the top 5 applicants shall undergo the Background Investigation

Personnel Selection Board (PSB)  
Human Resource Management (HRMO)

**09**

#### Selection of Qualified Applicant

- 9.1 After the background investigation, HRMO forwards the result to the General Manager
- 9.2 The general manager assesses the merit of the PSB's recommendation for appointment and selects among the top 5 applicants

Select the most qualified for the vacant position among the top 5 applicants

General Manager

Comprehensive Evaluation Report of the PSB

**C**



# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### RECRUITMENT

C

10

#### Issuance of Appointment

10.1 The highest appointing officer (General Manager) issues and announces the appointment

Agency's Approved Merit Selection Plan shall serve as a bases

Highest Appointing Officer (General Manager)

Appointment

11

#### Post List of New Appointed Personnel

11.1 The HRMO posts list of newly appointed personnel in three (3) conspicuous places in the office, a day after the issuance of appointment

Posting period must be at least 15 calendar days in reference to the CSC Resolution No. 010114 dated January 10, 2001

Human Resource Management (HRMO)

List of New Appointed Personnel

12

#### Inform applicants about the result

12.1 The HRMO informs the newly appointee and other applicants about the result of the hiring process

Human Resource Management (HRMO)

D

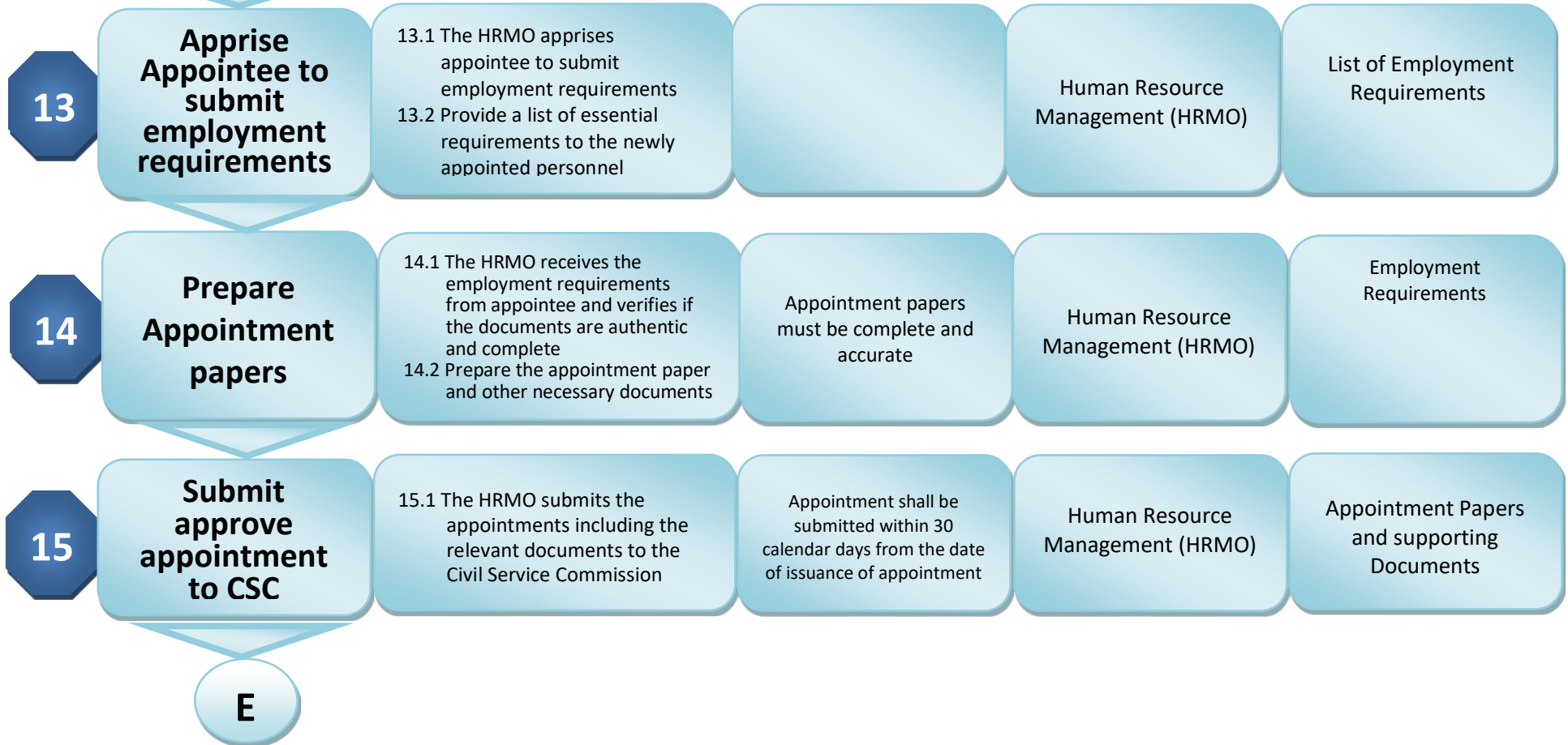


# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### RECRUITMENT

D



E

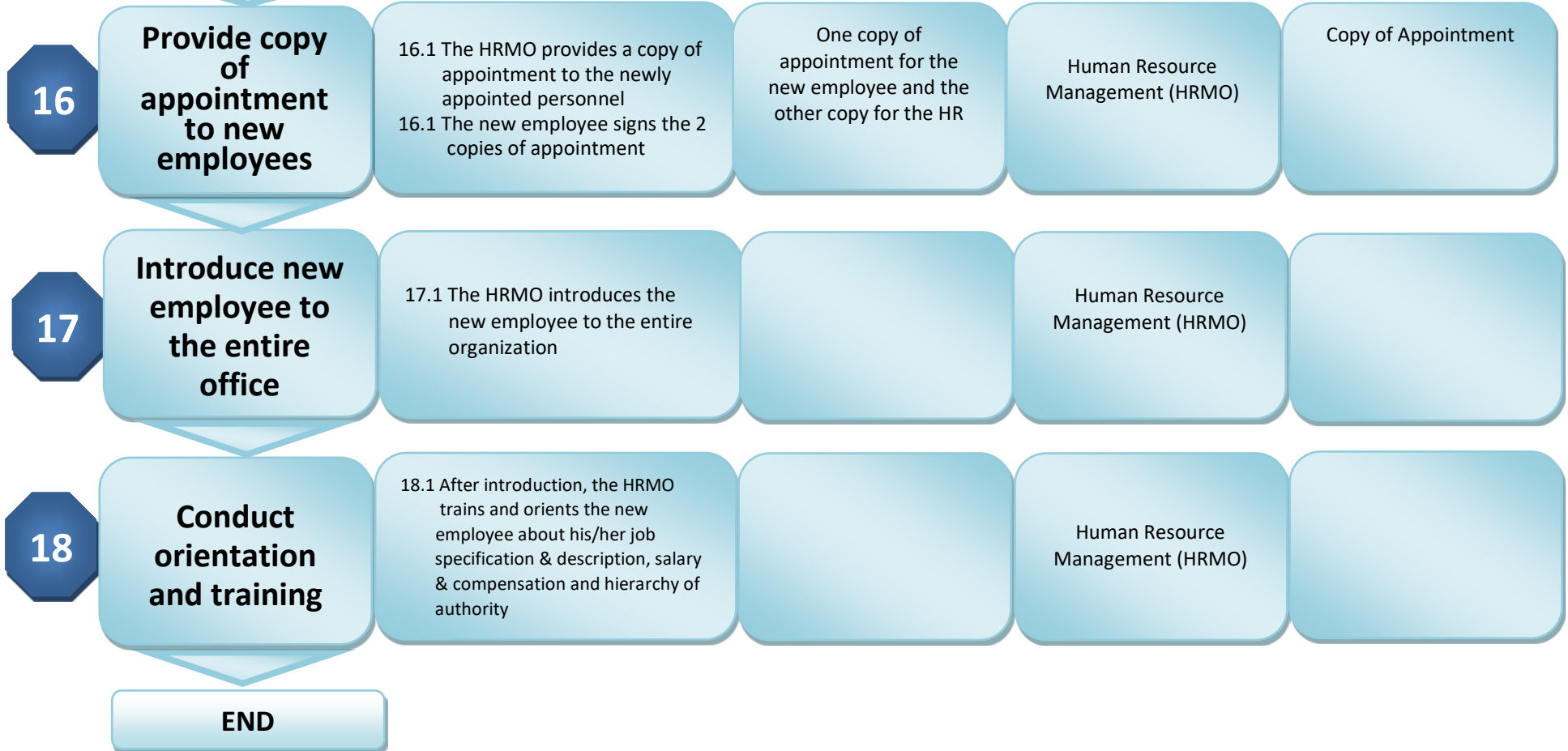


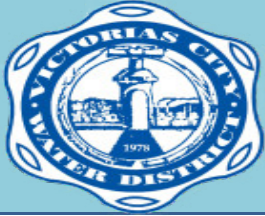
# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### RECRUITMENT

D





# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### TRAINING

Document No. : PM-ADM-05

Effectivity Date :

Revision No. :

Pages : 1 of 5

#### I. OBJECTIVE

This procedure describes the process of enhancing the skills and abilities of all Victorias City Water District's employees through training.

#### II. SCOPE

The scope involves the training plan preparation and implementation for all employees in order improve job performance and provide a quality service to all concessionaires.

#### III. RESPONSIBILITY AND RESOURCES

General Manager  
Human Resource Management Officer (HRMO)  
Training Participants

#### IV. DEFINITION OF TERMS

Training – any activities that aimed improve the performance of current employee, learn new knowledge and increase skills and abilities.

#### V. REFERENCE DOCUMENTS

CSC Memorandum Circular No. 6, s. 2012 – Guidelines in the Establishment and Implementation of Agency SPMS

#### VI. RECORDS GENERATED

Training Needs Analysis Form  
Annual Training Plan  
Training Calendar  
Registration Form  
Confirmation Slip  
Travel order  
Itinerary for travel  
Confirmations slip  
Training invitation  
Disbursement Voucher  
Training Certificate  
Official Receipt  
Training Evaluation Effectiveness

Prepared by:

Approved by:

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Process Owner

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General Manager





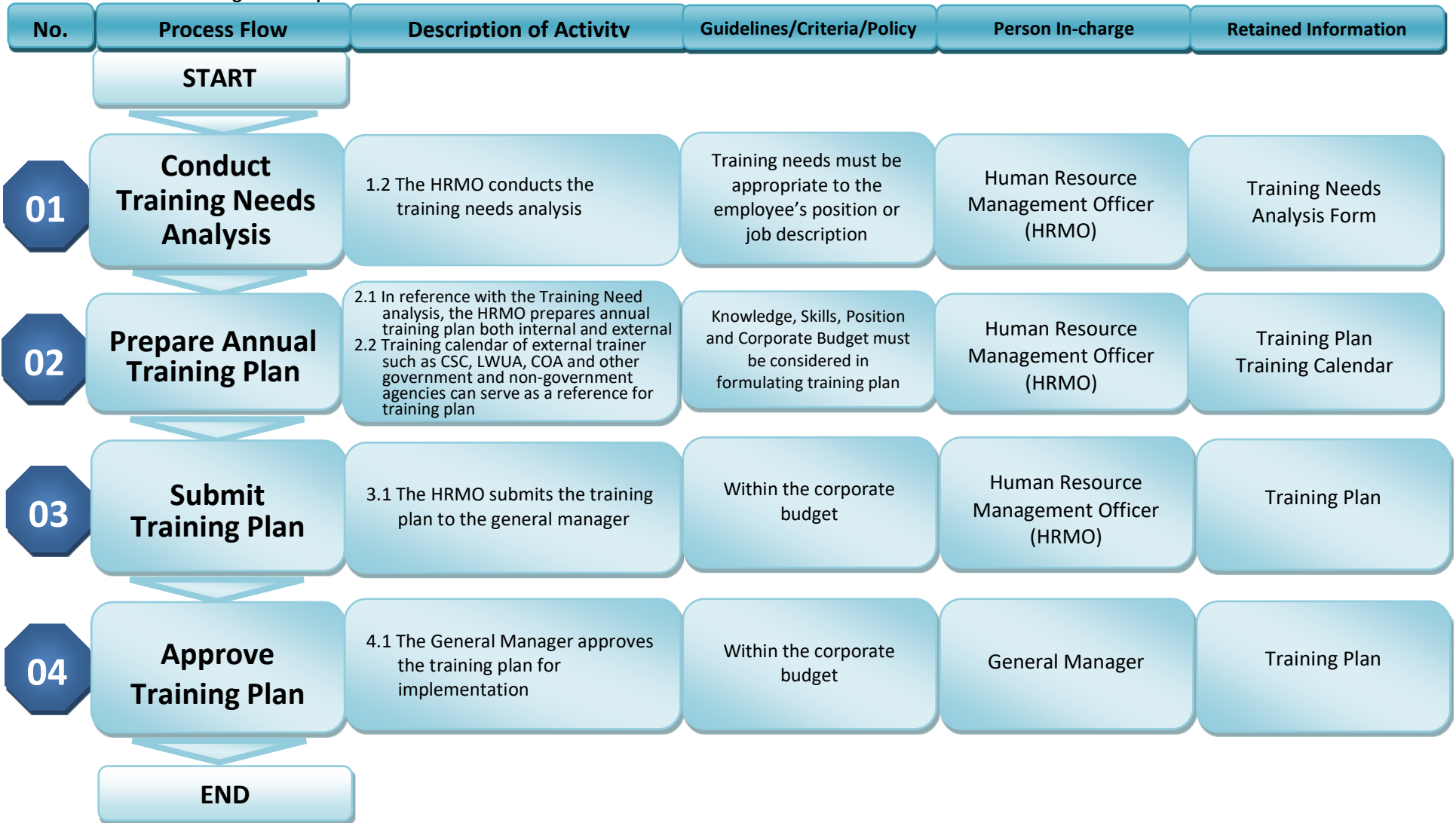
# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### TRAINING

#### VII. PROCEDURE DETAILS AND FLOW

##### A. Annual Training Plan Preparation



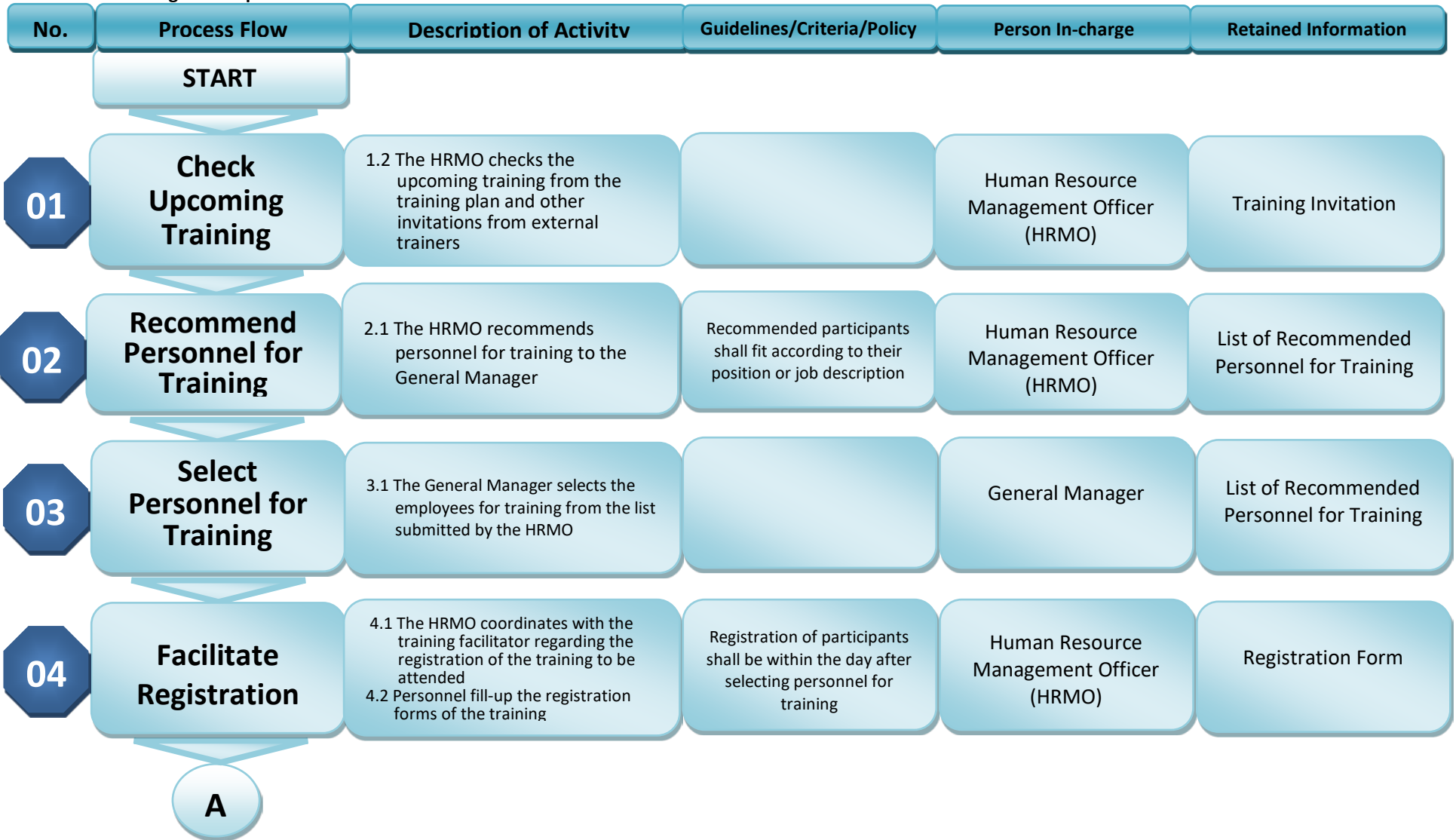


# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### TRAINING

#### B. Training Plan Implementation



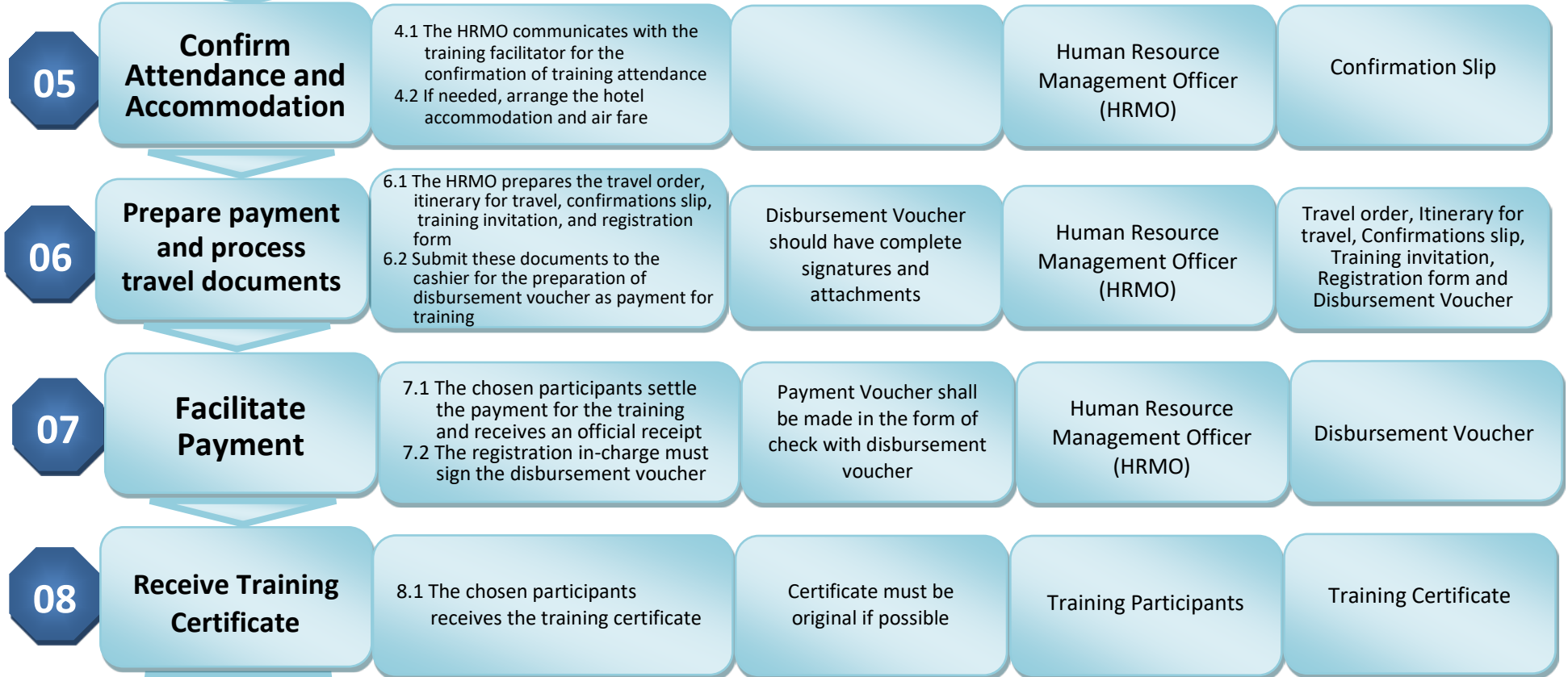


# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### TRAINING

**A**



**B**

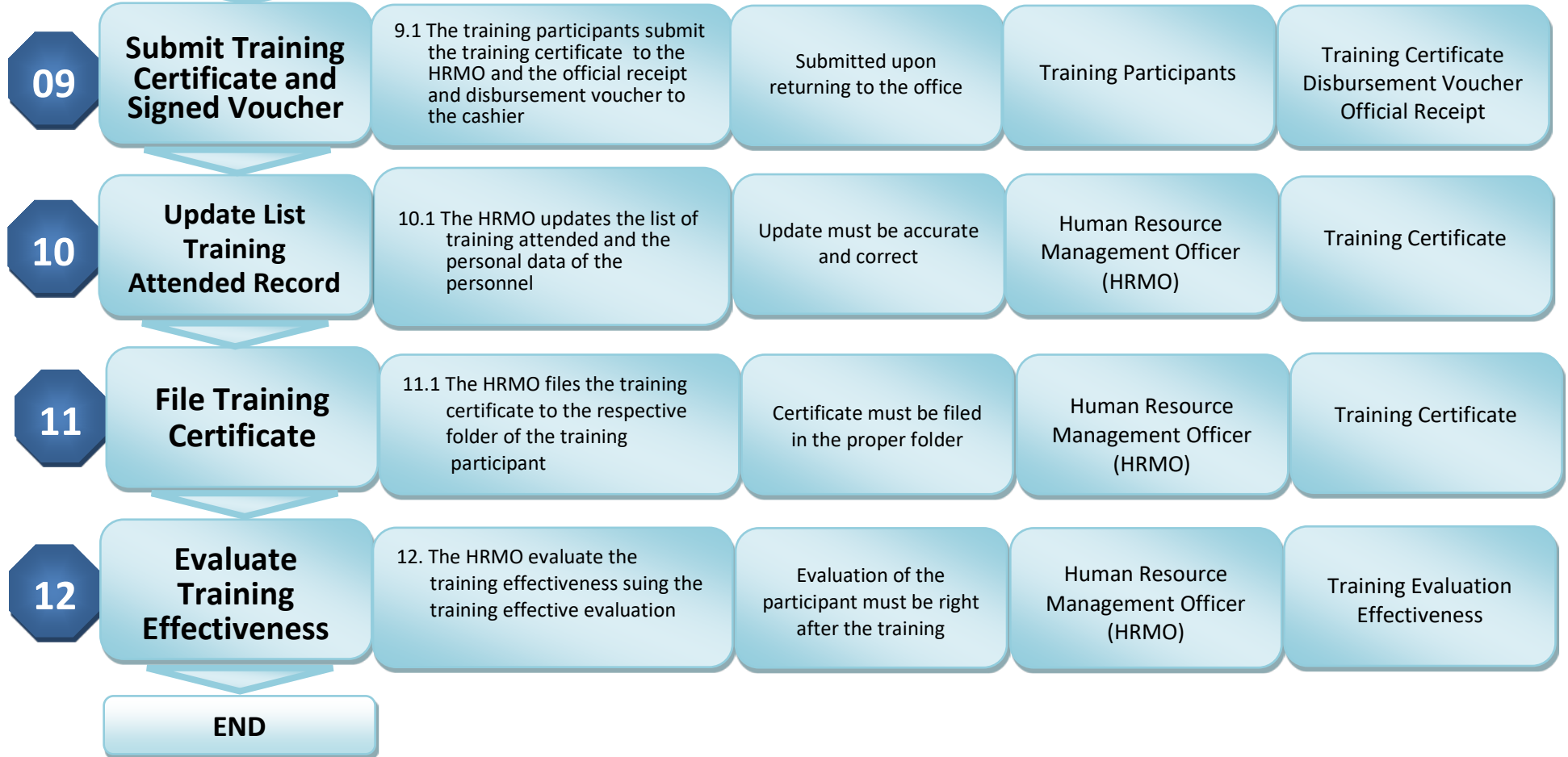


# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### TRAINING

**B**







# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### MAINTENANCE OF VEHICLES AND EQUIPMENT PROCEDURE

Document No. : PM-ADM-06

Effectivity Date :

Revision No. :

Pages : 1 of 3

#### I. OBJECTIVE

This procedure describes the process of maintaining the good condition and efficient operation of all motor vehicles and equipment of Victorias City Water District.

#### II. SCOPE

The scope involves preventive and corrective maintenance of VCWD service vehicles, machines, generator and other equipment.

#### III. RESPONSIBILITY AND RESOURCES

End Users  
Personnel In-charge

#### IV. DEFINITION OF TERMS

Job Order Request – a form used in notifying the personnel-in-charge of the services needed by the end user.

Preventive Maintenance –is a maintenance that is regularly performed in order to prevent troubleshoot and ensure that the machines and vehicles are in good condition at all times.

Corrective Maintenance –a maintenance operation done in order to identify and repair the troubleshoot in the machines and vehicles.

#### V. REFERENCE DOCUMENTS

#### VI. RECORDS GENERATED

Job Order Request  
Maintenance Logbook  
Purchase Request

Prepared by:

Approved by:

**ALINA AGRAVIADOR**

Process Owner

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General Manager



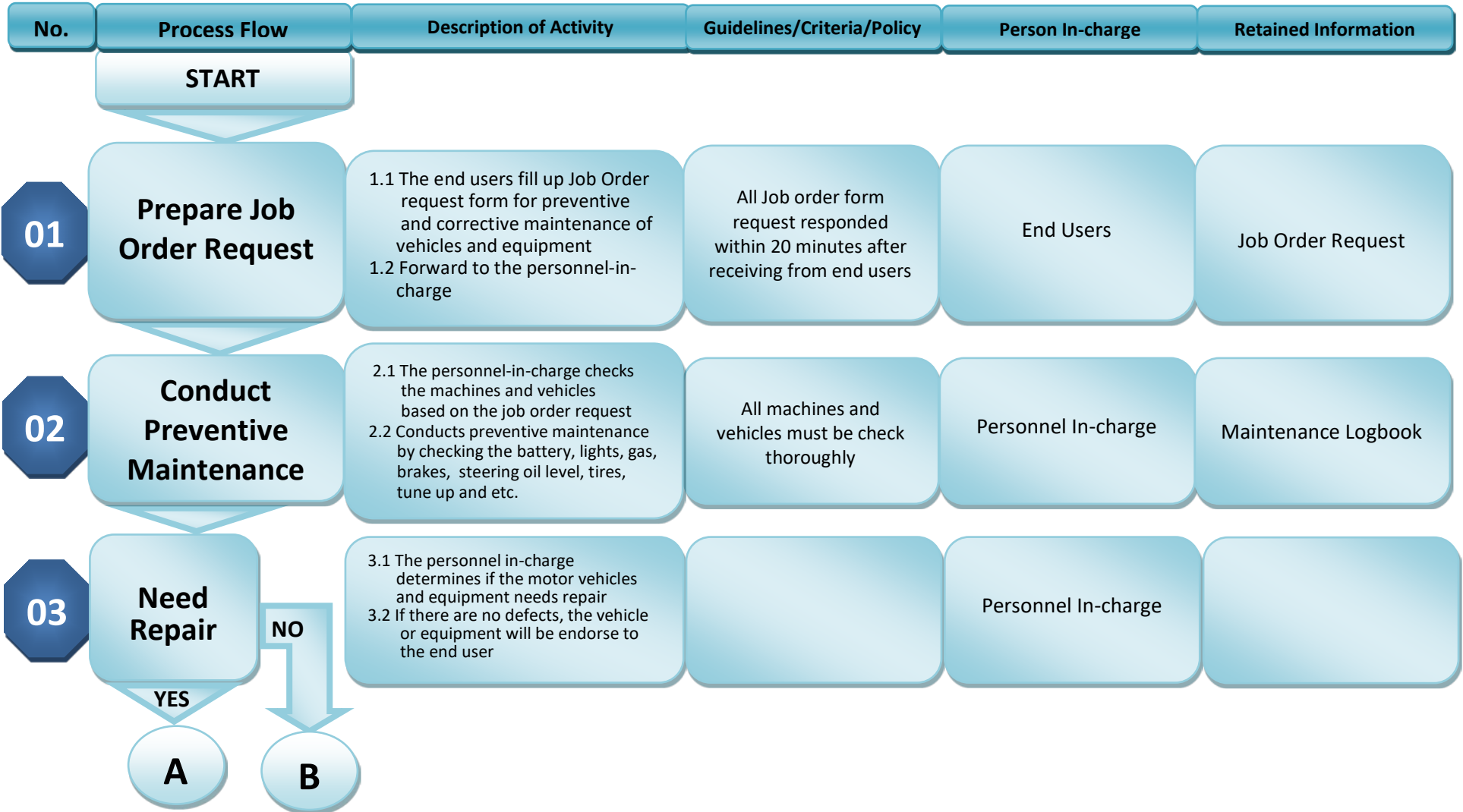


# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### MAINTENANCE OF VEHICLES AND EQUIPMENTS

#### VII. PROCEDURE DETAILS AND FLOW



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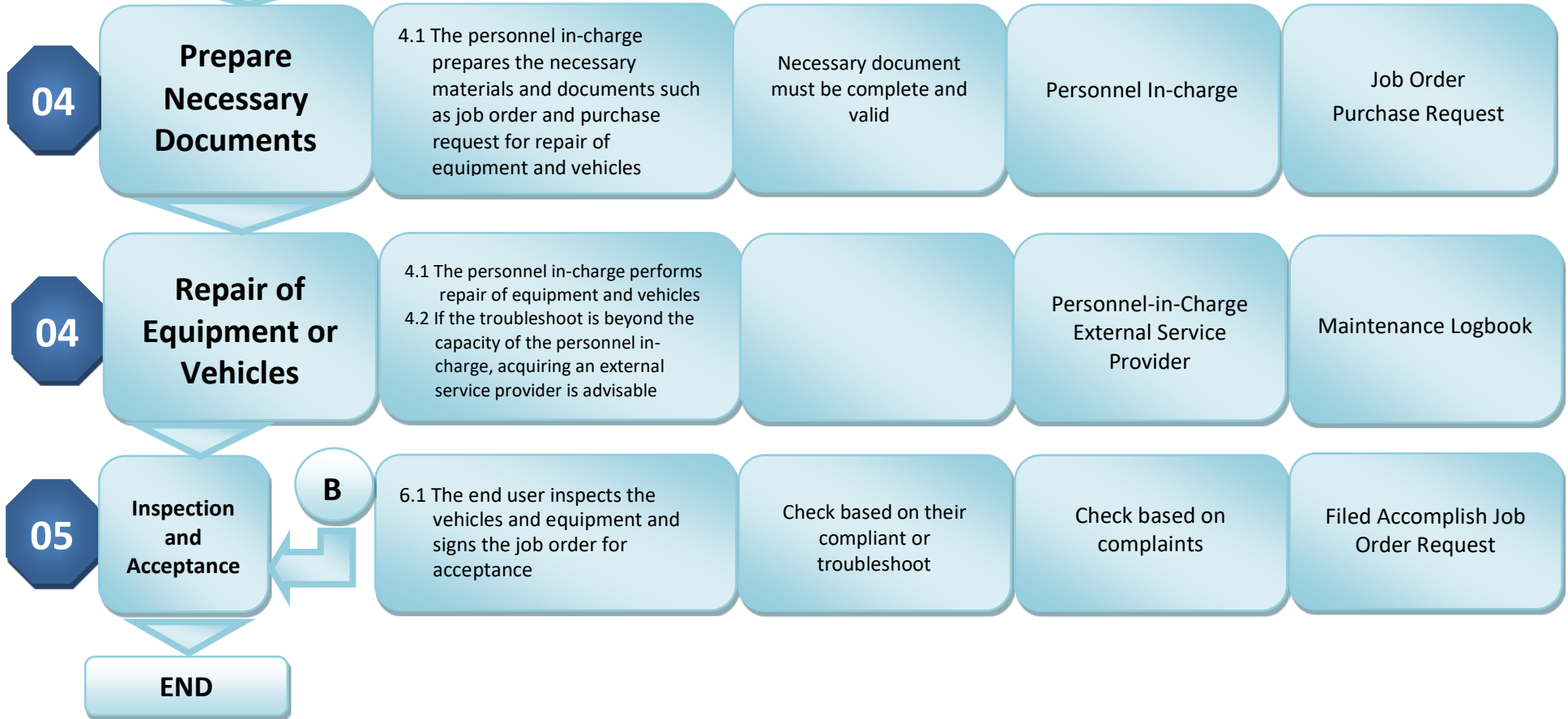


# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### MAINTENANCE OF VEHICLES AND EQUIPMENTS

**A**



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Revision No.:

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# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### PROCUREMENT

Document No. : PM-ADM-07

Effectivity Date :

Revision No. :

Pages : 1 of 19

#### I. OBJECTIVE

This procedure describes the procurement process through Shopping, Direct Contracting and Bidding of Victorias City Water District.

#### II. SCOPE

The scope involves the process of acquiring materials, equipment or services from the selected supplier or external provider.

#### III. RESPONSIBILITY AND RESOURCES

Requisitioner/End User  
Division Manager  
Procurement-in-charge  
Head of Procuring Entity  
Administrative Division Manager  
General Manager  
BIDS and Awards Committee (BAC)  
BAC Chairperson  
BAC Secretariat  
Technical Working Group (TWG)

#### IV. DEFINITION OF TERMS

Procurement – refers to the process of acquiring goods, services and infrastructure contract by the Procuring Entity.

Procurement Entity – refers to the organization/agency concerned in the procurement process.

Shopping – a method of procurement whereby the procuring entity purchases the needed goods by requesting the submission of price quotations for readily available off-the-shelf goods from the qualified suppliers.

Direct Contracting – a method of procurement also known as Single Source Procurement, the supplier is asked to submit price quotation or a pro-forma invoice together with the conditions of sale, which offer may be accepted immediately or after some negotiations. This method does not require elaborate Bidding Documents.

Competitive Bidding – a method of procurement which is open to participation by any interested party and which consists of the following processes: advertisement, pre-bid conference, eligibility screening of prospective bidders, receipt and opening of bids, evaluation of bids, post-qualification, and award of contract.

Bids and Awards Committee (BAC) – consists of 5 to 7 members who supervise and handle the competitive bidding and other methods of procurement.

Purchase Request – a document generated by the requisitioner/end user to request the

storekeeper of the items to be order, its quantity and timeframe.

Request for Quotation – a document that an organization submits to the qualified suppliers in order to solicit price quotations for a product or service.

Purchase Order – a document issued by a buyer to a seller to purchase goods or services, indicating the price, quality level, delivery date, and certain other terms specified in the agreement of both parties.

Technical Working Group (TWG) – the technical, financial and legal experts who assist the eligibility screening, evaluation of bids and post-qualification process.

Head of Procuring Entity (HoPE) – refers to the governing board or its duly authorized official for Government-owned and controlled Corporation.

Approved Budget of Contract – refers to the corporate budget for the contract approved by the governing board, pursuant to Executive Order (E.O). No. 518, s. 1979 in Government-owned and controlled Corporation.

Bid – refers to a signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the Bidding Documents.

Bidding Documents – refers to the documents issued by the Procuring Entity as the basis for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects and/or Consulting Services required by the Procuring Entity.

Philippine Government Electronic Procurement System (PhilGEPS) – an electronic system that server as the primary and definitive source of information on government procurement.

**V. REFERENCE DOCUMENTS**

Purchase Request  
 Request for Quotation  
 Purchase Order  
 Manufacturer’s Certification  
 Canvass Result  
 Approved Budget of Contract  
 Notice of Meeting  
 Minutes of Meeting  
 Newspaper Publication  
 Bidding Documents  
 Checklist of Technical and Eligibility Requirement  
 Letter to Observers  
 Invitation to Bid  
 Supplemental/Bid Bulletin  
 Bid  
 Post Qualification Summary Report  
 Letter of Post Disqualification  
 BAC Resolution  
 Notice of Award  
 Performance Security  
 Contract Agreement  
 Notice to Proceed

Prepared by:

Approved by:

**ALINA AGRAVIADOR**

Process Owner

**ENGR. ABRAHAM J. DE DIOS, JR.**

General Manager



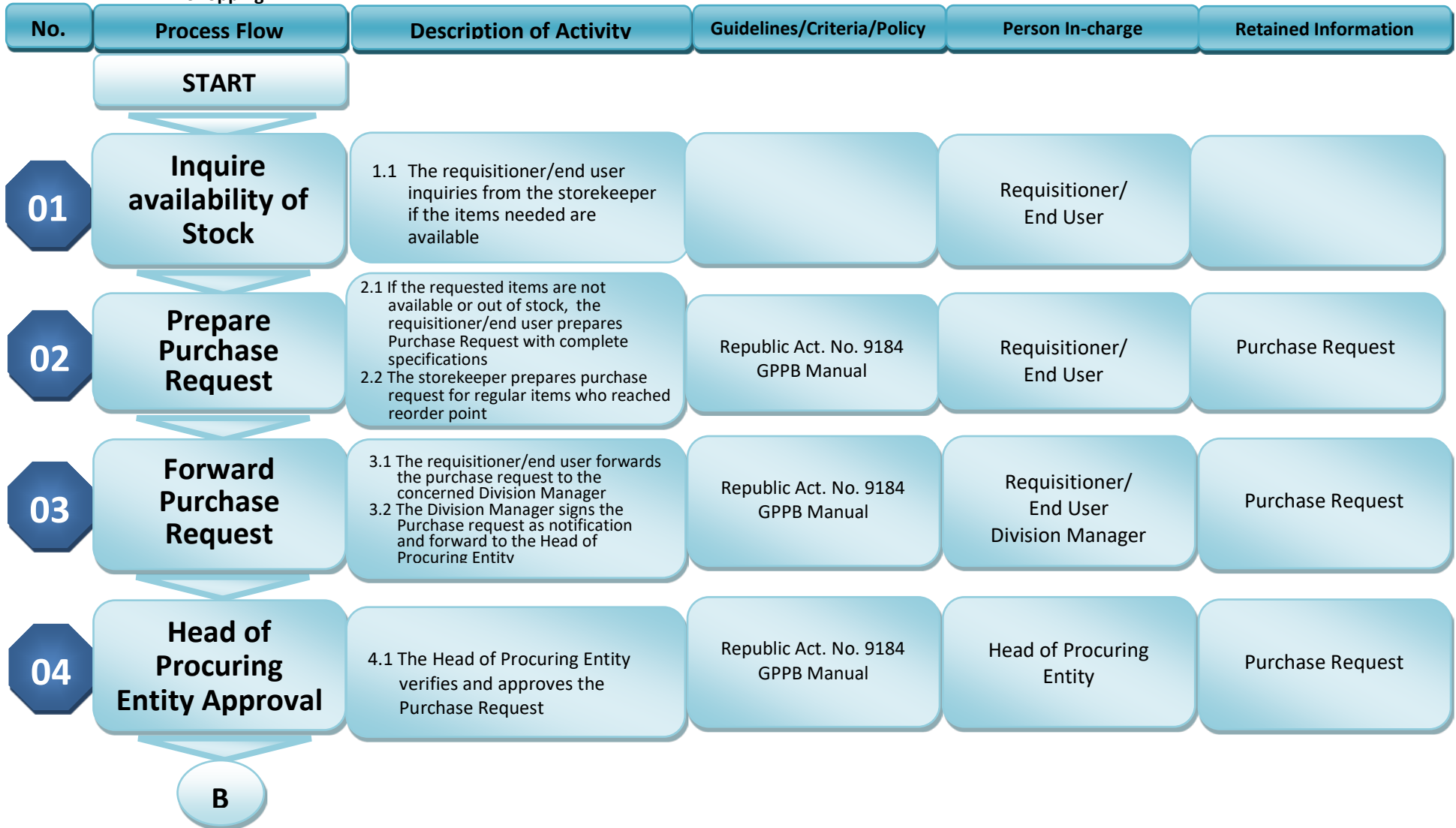
# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### Shopping

#### VI. PROCEDURE DETAILS AND FLOW

##### A. Shopping





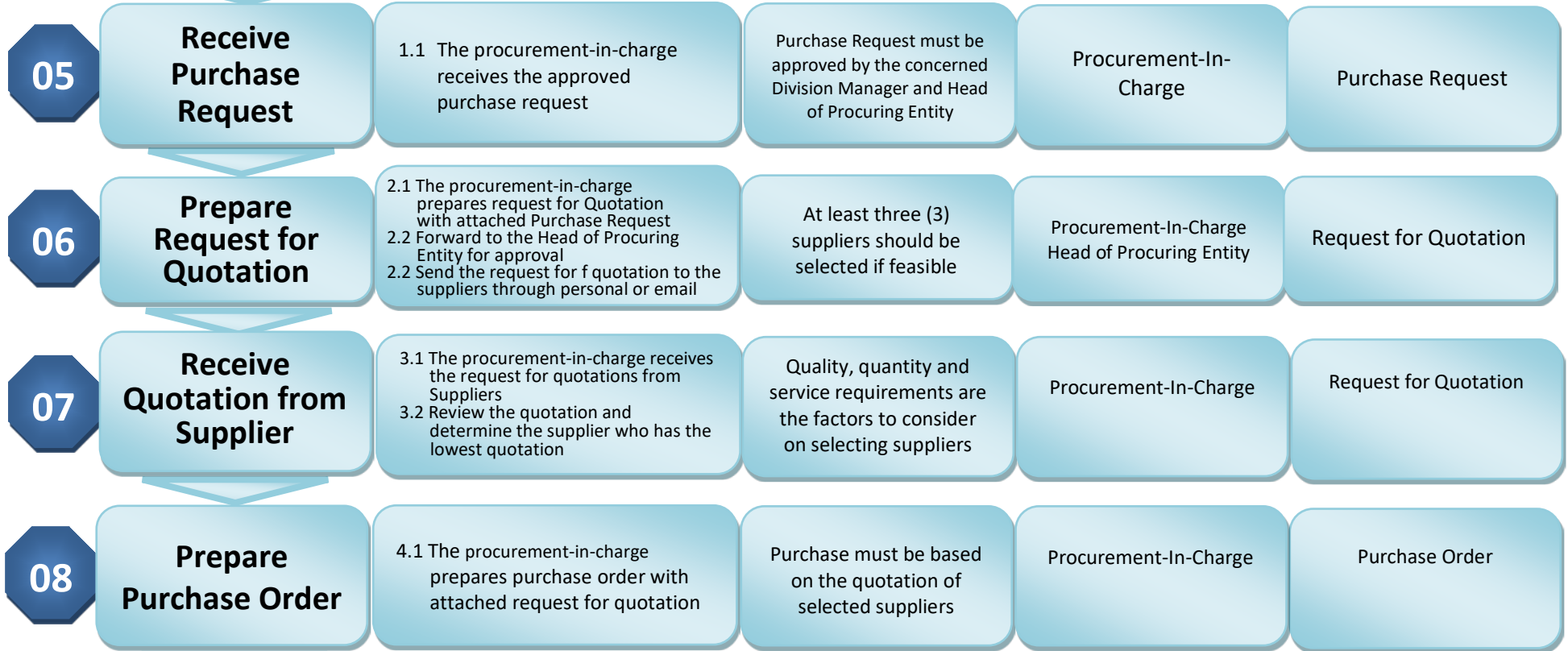


# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### Shopping

**B**



**C**

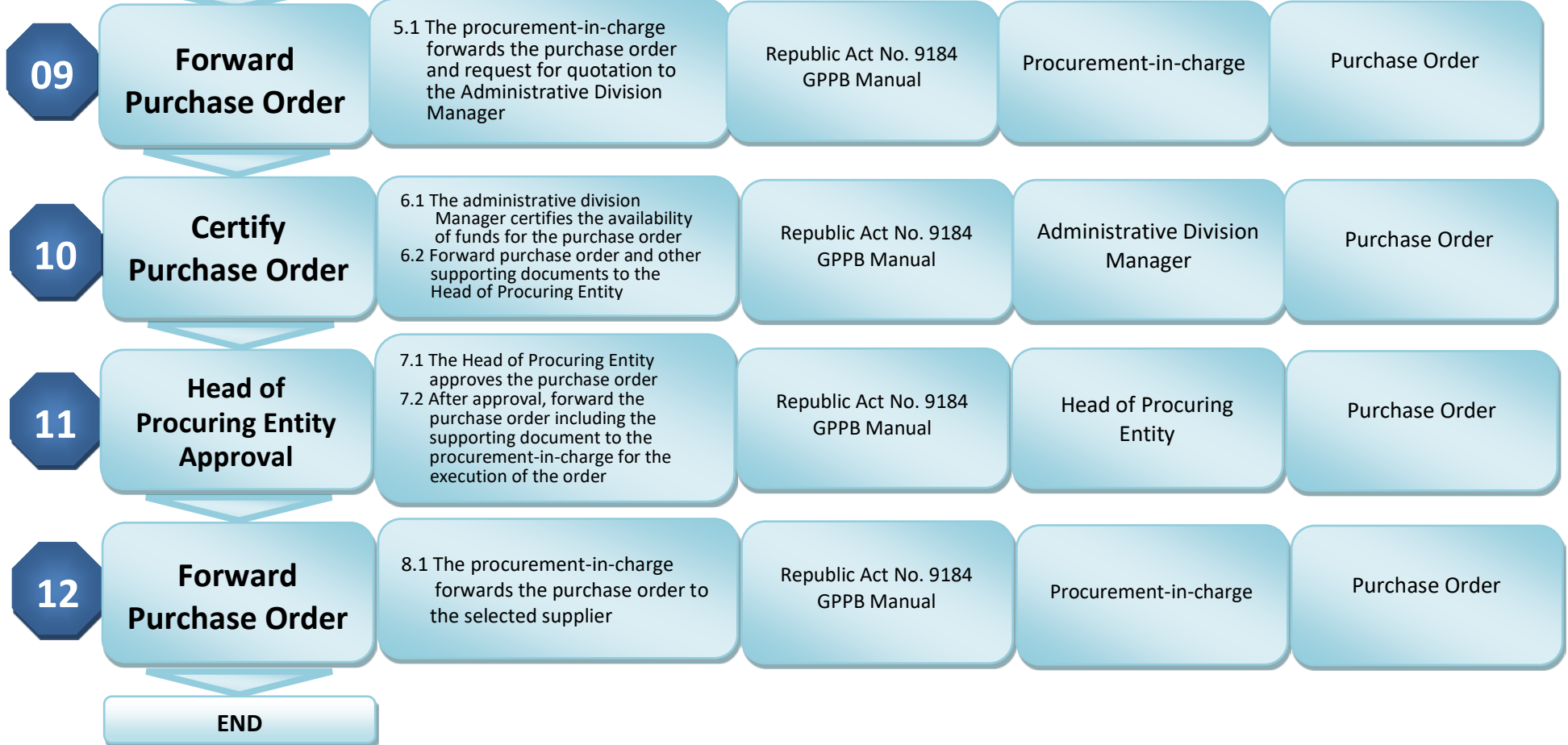


# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### Shopping

C



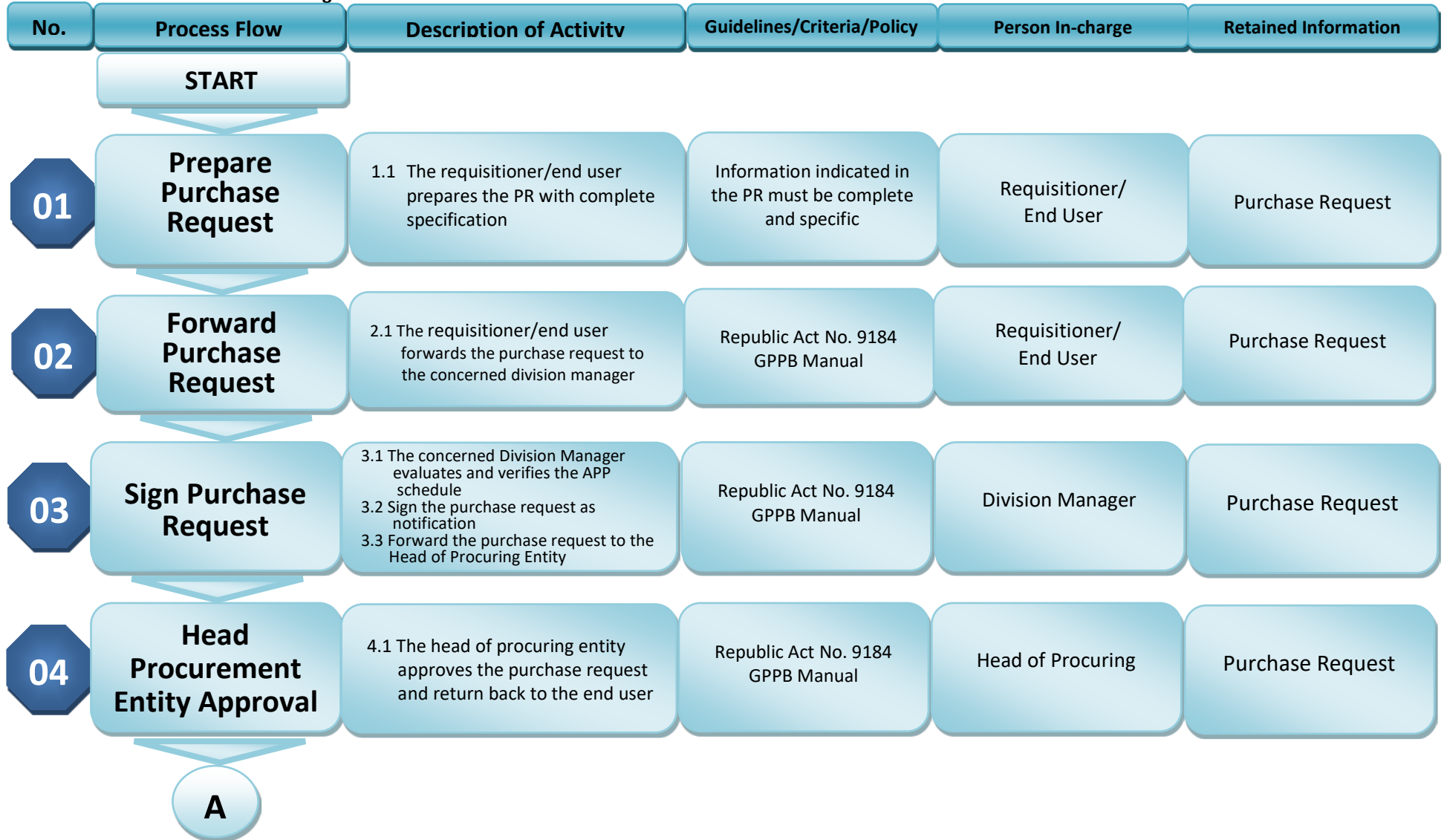


# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### Direct Contracting

#### B. Direct Contracting





# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### Direct Contracting

**A**

**05**

**Receive Purchase Request**

1.1 The procurement-in-charge receives the approved purchase request from the end user

Republic Act No. 9184  
GPPB Manual

Procurement-in-charge

Purchase Request

**06**

**Prepare and Submit Request for Quotation**

2.1 The procurement-in-charge prepares and submits the request for quotation to the direct supplier

Republic Act No. 9184  
GPPB Manual

Procurement-in-charge

Request for Quotation

**07**

**Receive RFQ and Manufacturer's Certification**

3.1 The procurement-in-charge receives the accomplished request for quotation and Manufacturer's Certification

Republic Act No. 9184  
GPPB Manual

Procurement-in-charge

Request for Quotation  
Manufacturer's  
Certification

**08**

**Prepare Purchase Order**

4.1 The procurement-in-charge prepares Purchase Order with attached Purchase Request, Request for Quotation and Manufacturer's Certification

Republic Act No. 9184  
GPPB Manual

Procurement-in-charge

Purchase Order

**B**

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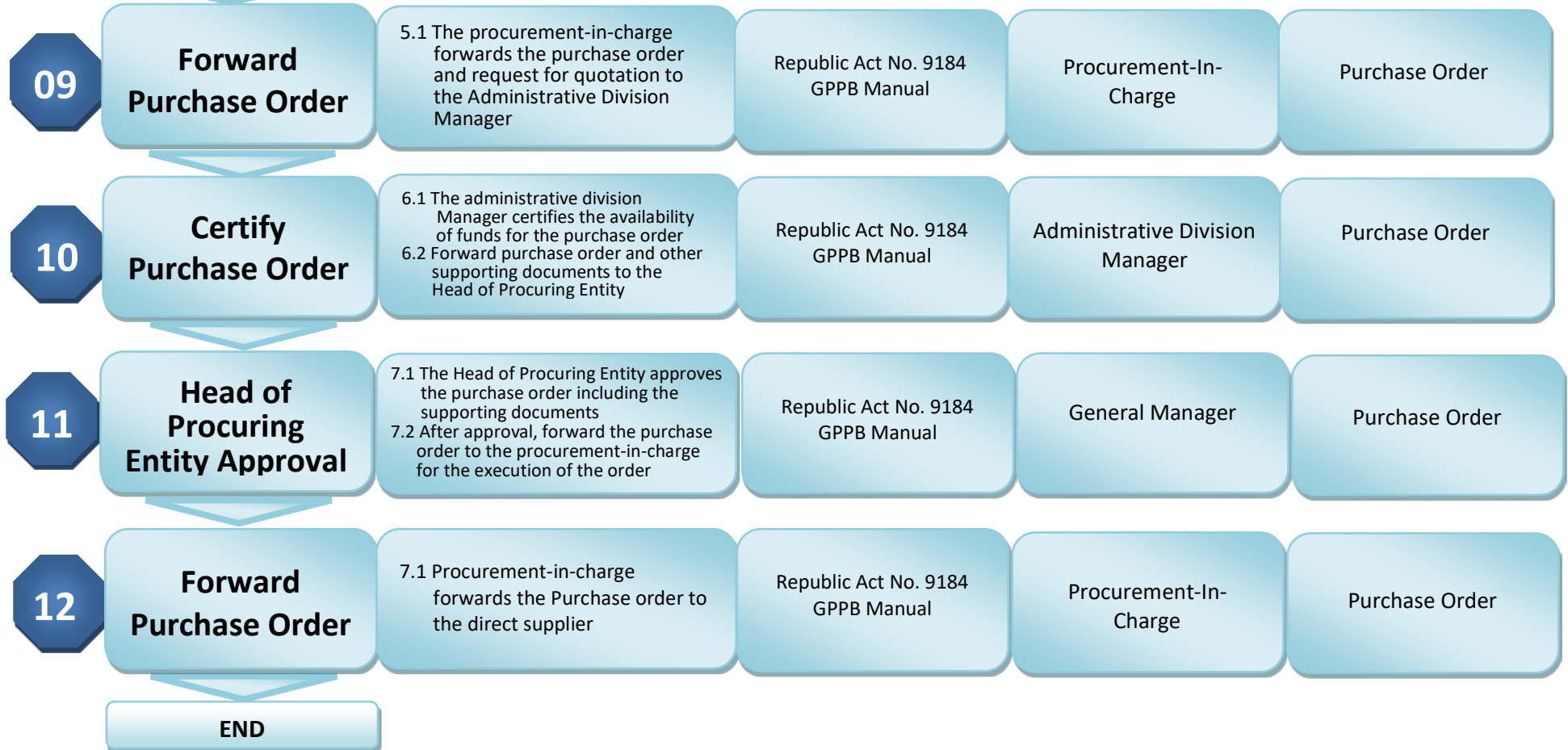


# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### Direct Contracting

**B**





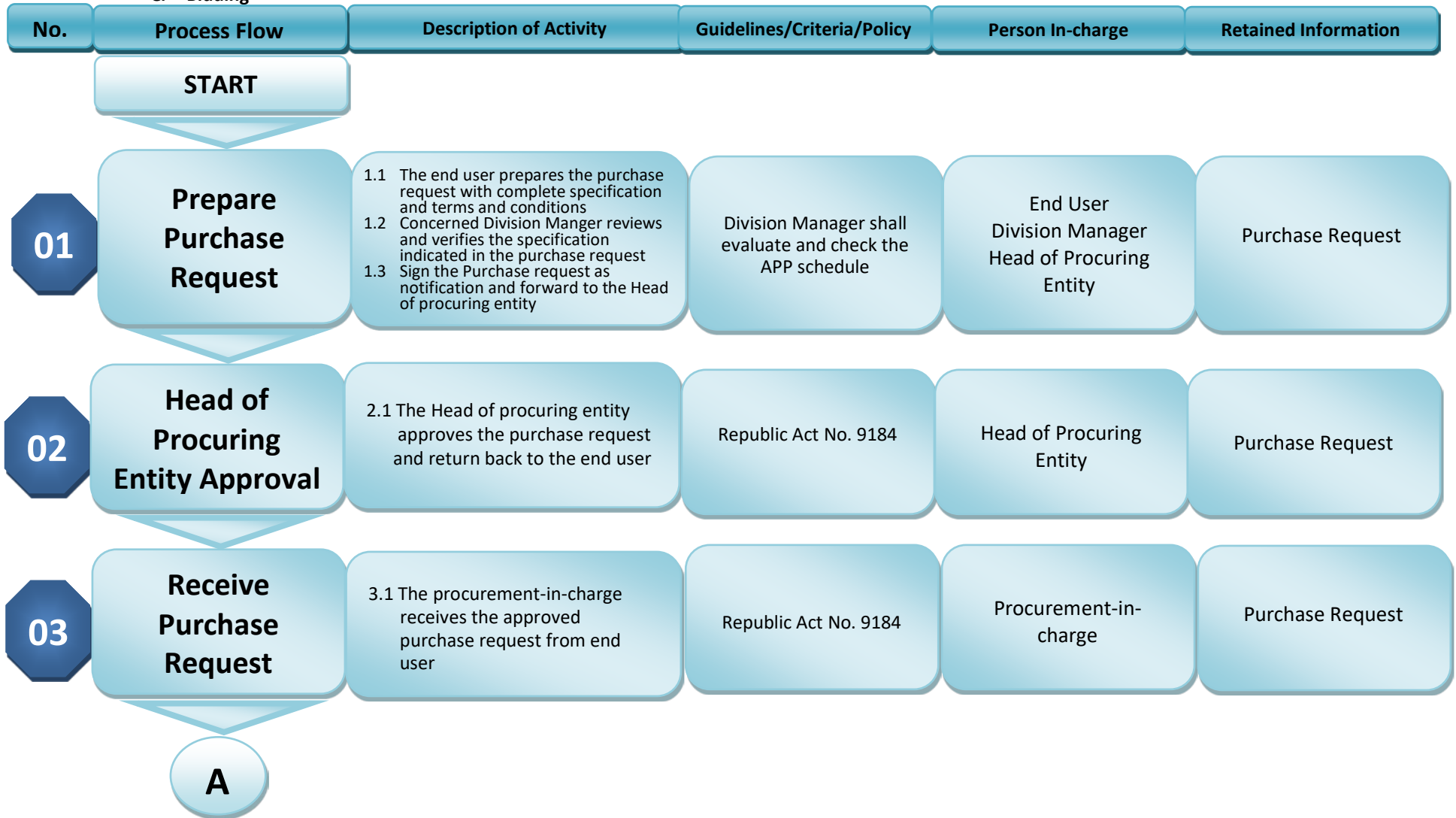


# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### BIDDING

#### C. Bidding



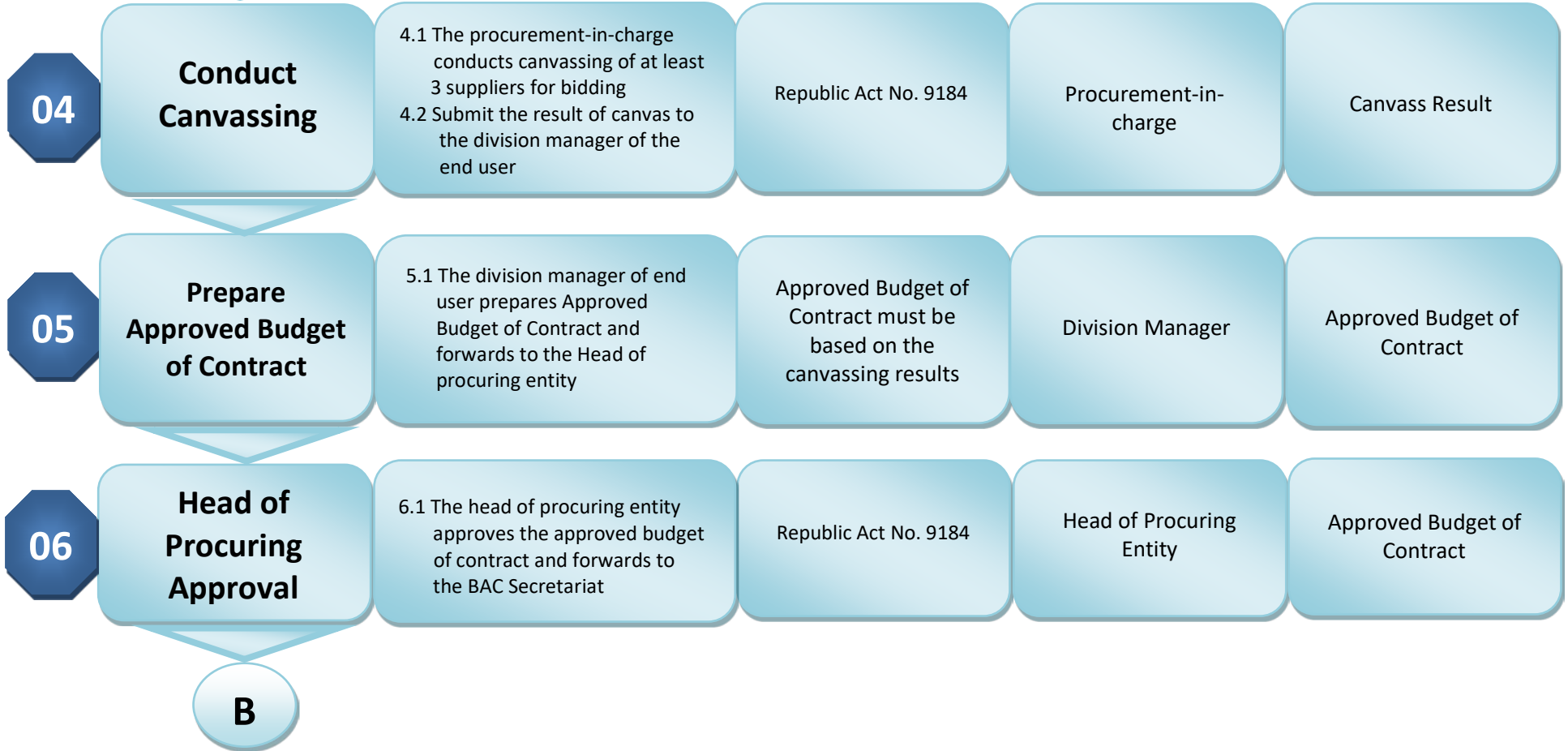


# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### BIDDING

**A**



**B**

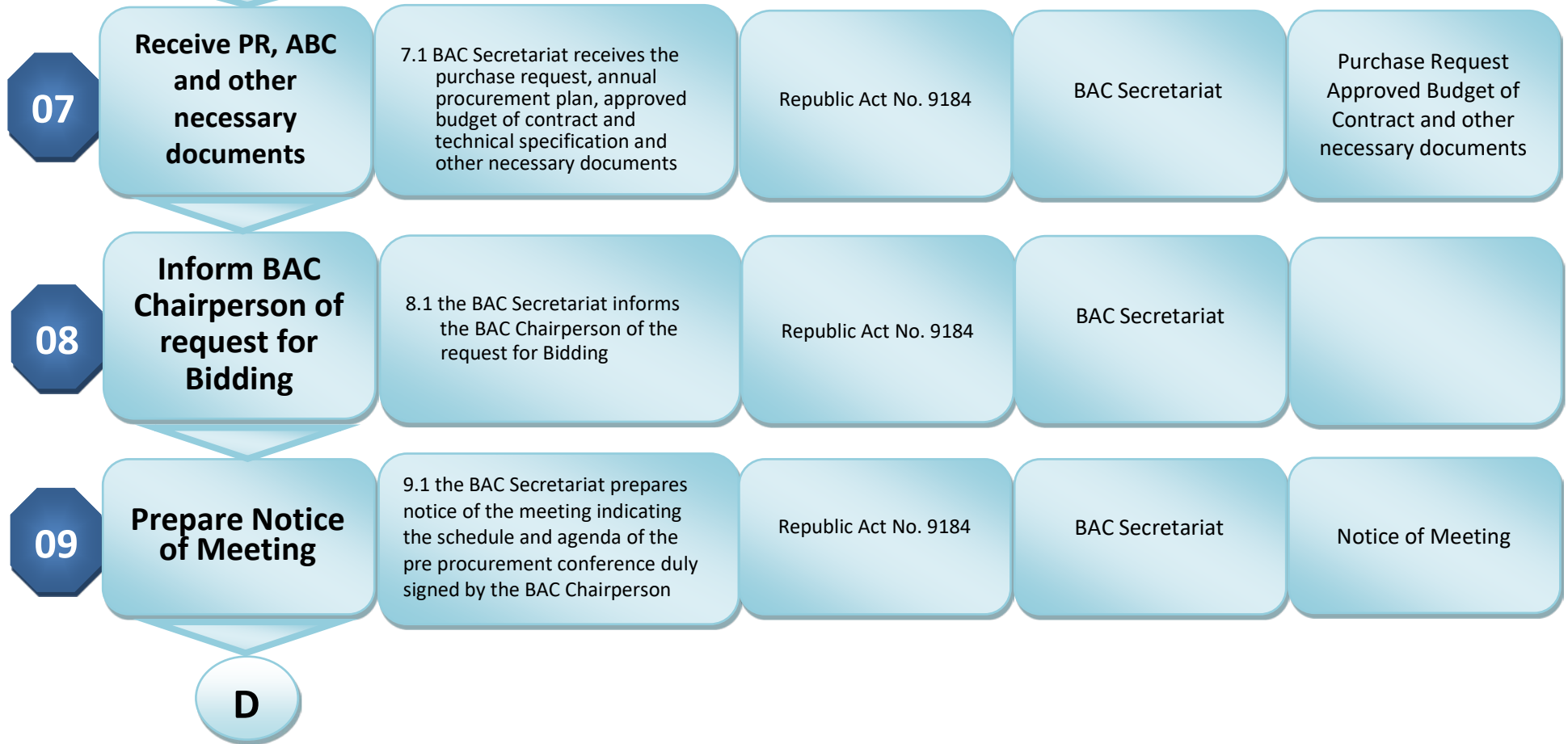


# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### BIDDING

C



D

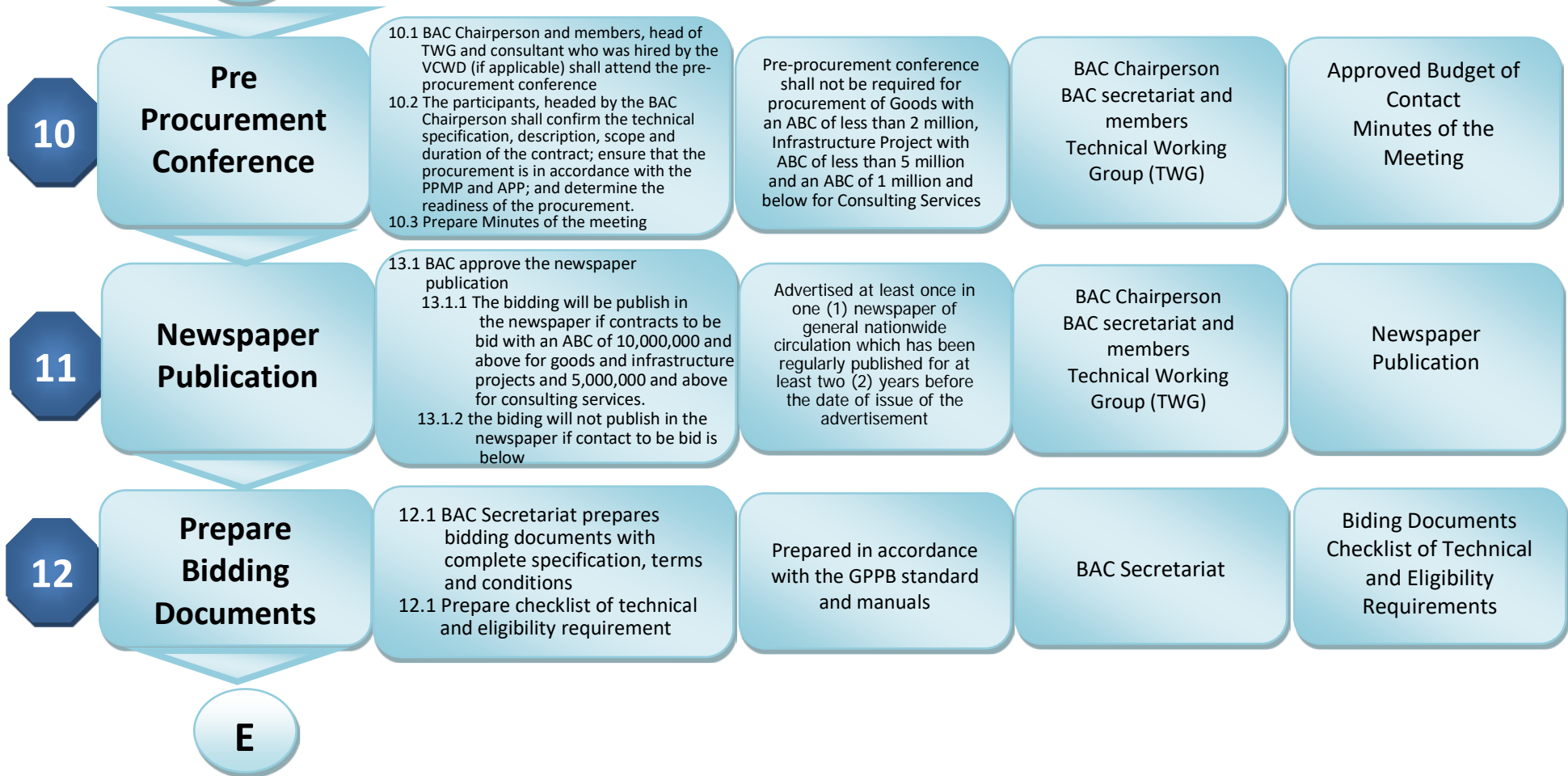


# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### BIDDING

**D**



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# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### BIDDING

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### Prepare and Send Letters to Observers

- 13.1 BAC Secretariat prepares and sends letter to at least two (2) Observers through courier
- 13.2 The Observers shall come from a duly recognized private group relevant to the procurement and from a non-government organization (NGO)
- 13.3 Both observers must be registered with the SEC's, meet the criteria for observers and do not have direct or indirect interest in the bidding

Invitation for Observers shall be sent at least five (5) calendar days before the start of the procurement activity

BAC Secretariat

Letters to Observers

**14**

### Post Invitation to Bid

- 14.1 The BAC Secretariat post Invitation to Bid in the PhilGeps website, VCWD website and conspicuous places
- 14.2 Invitation to Bid must be certified and duly signed by the Head of Procuring Entity

Posted in the PhilGeps, VCWD website and any conspicuous places in the premises of VCWD for Seven (7) days starting on the date of advertisement

BAC Secretariat

Invitation to Bid Bidding Documents

**15**

### Sell Bid Docs

- 15.1 The BAC Secretariat sells Bid Docs to the interested Bidders
- 15.2 Prospective Bidders may purchase Bid Docs from the BAC Secretariat or download from the website provided that upon submission of their bid, the bidders shall pay the corresponding amount for the bid docs.
- 15.3 BAC shall ensure equal access to Bid Docs for all prospective bidders

Must issued an Official Request upon receiving the payment

BAC Secretariat

Bidding Documents Official Receipt

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16.1 Conduct at least one (1) pre-bid conference if the ABC is 1 million or more; at the discretion of BAC if the less than 1 million or upon written request of prospective bidders.  
 16.2 Discuss and explain the eligibility requirements and the technical and financial components of the contract to be bid including the questions and clarifications raised by the prospective bidders

Pre-bid conference shall be held at least twelve (12) calendar days before the deadline for the submission and receipt of bids, but not earlier than seven (7) calendar days from the PhilGEPS posting of the Invitation to Bid

BAC Secretariat  
 BAC Chairperson  
 BAC member  
 TWG Head

Minutes of the Meeting

17

17.1 The BAC Secretariat prepares Supplemental/Bid Bulletin for the amendments made during the pre-bid conference  
 17.1 Supplemental/Bid Bulletin must be duly signed by the BAC Chairperson and shall be available to those interested bidders who purchased the Bid Docs

Supplemental/Bid Bulletin shall be posted in the PhilGEPS, VWCD website and any conspicuous places at least seven (7) calendar days before the deadline of the submission of Bids.

BAC Secretariat

Supplemental/Bid Bulletin

18

18.1 The BAC Secretariat receives Bids from the interested Bidders on or before the deadline  
 18.2 Prospective bidders must sign in the logbook of submitted Bids

Unmarked, unsealed and late bids shall not be accepted

BAC Secretariat

Bid

G



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19.1 The BAC open the bid envelopes and evaluate the submitted bids of each bidders against the checklist of technical and financial requirement using the pass/fail criterion  
 19.2 Fill up the Abstract of Bids as read/Calculated  
 19.2 The bidders or their duly authorized representatives may attend the opening of bids.

Held in accordance to the time, date and location stated in the Bidding Documents

BAC Chairperson  
BAC Secretariat  
BAC Members  
Bidders

Checklist of Technical and Financial Requirements  
Abstract of Bids as read/Calculated

20

20.1 The BAC rank the bidders in descending order based on the numerical ratings of bidders technical proposals  
 20.2 Identify the lowest calculated bid/highest rated bid and submit the bid evaluation result to the Head of Procuring Entity

The Lowest Calculated Bid/Highest Rated Bid must pass the minimum score specified in the Invitation to Bids

BAC

Bid Evaluation Result

21

21. The head of procuring entity approves the bid evaluation result

Approved within two (2) days after the receipt of bid evaluation results

Head of Procuring Entity

Bid Evaluation Result

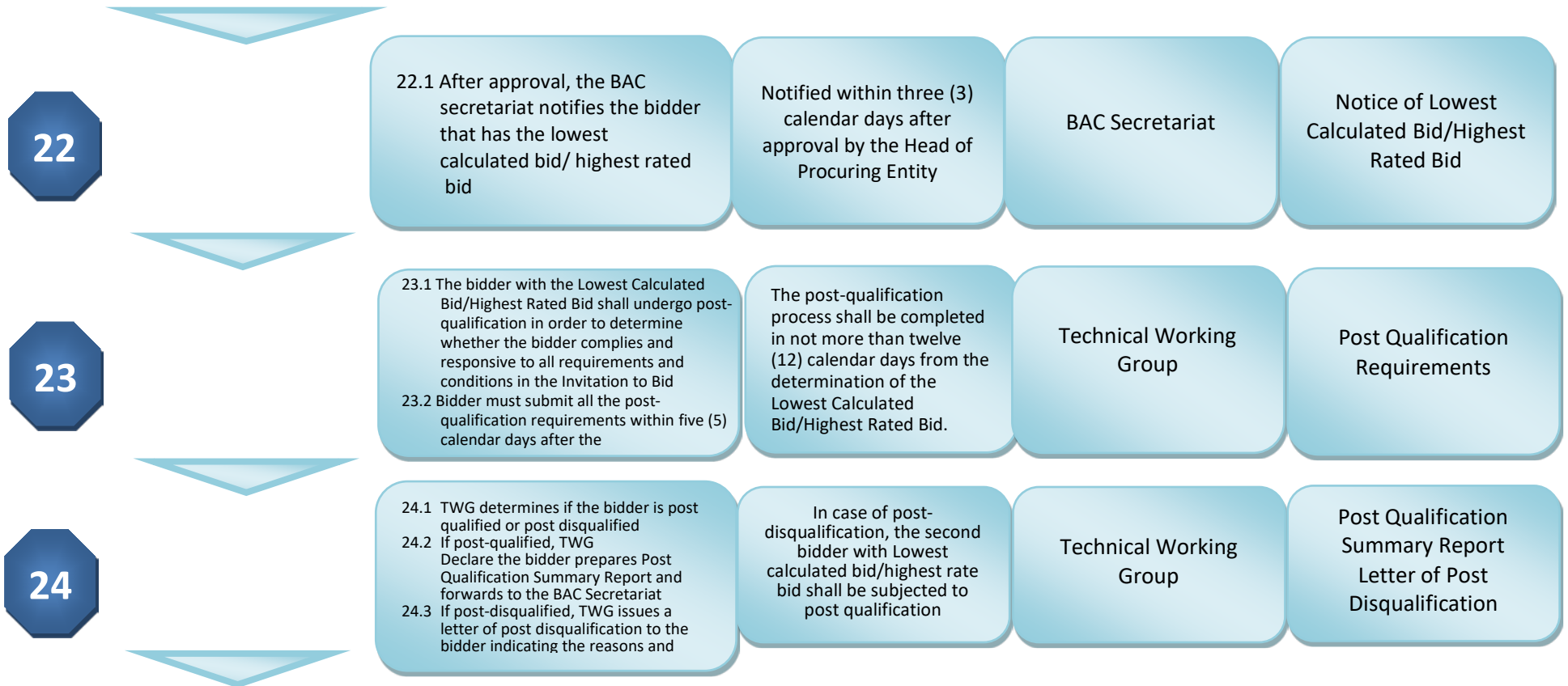




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Head of Procuring Entity shall approved or disapproved the BAC Resolution within the period not more than fifteen (15) calendar days from the determination of Lowest Calculated and Highest Rated Bid

Document No.: PM-ADM-07

Revision No.:

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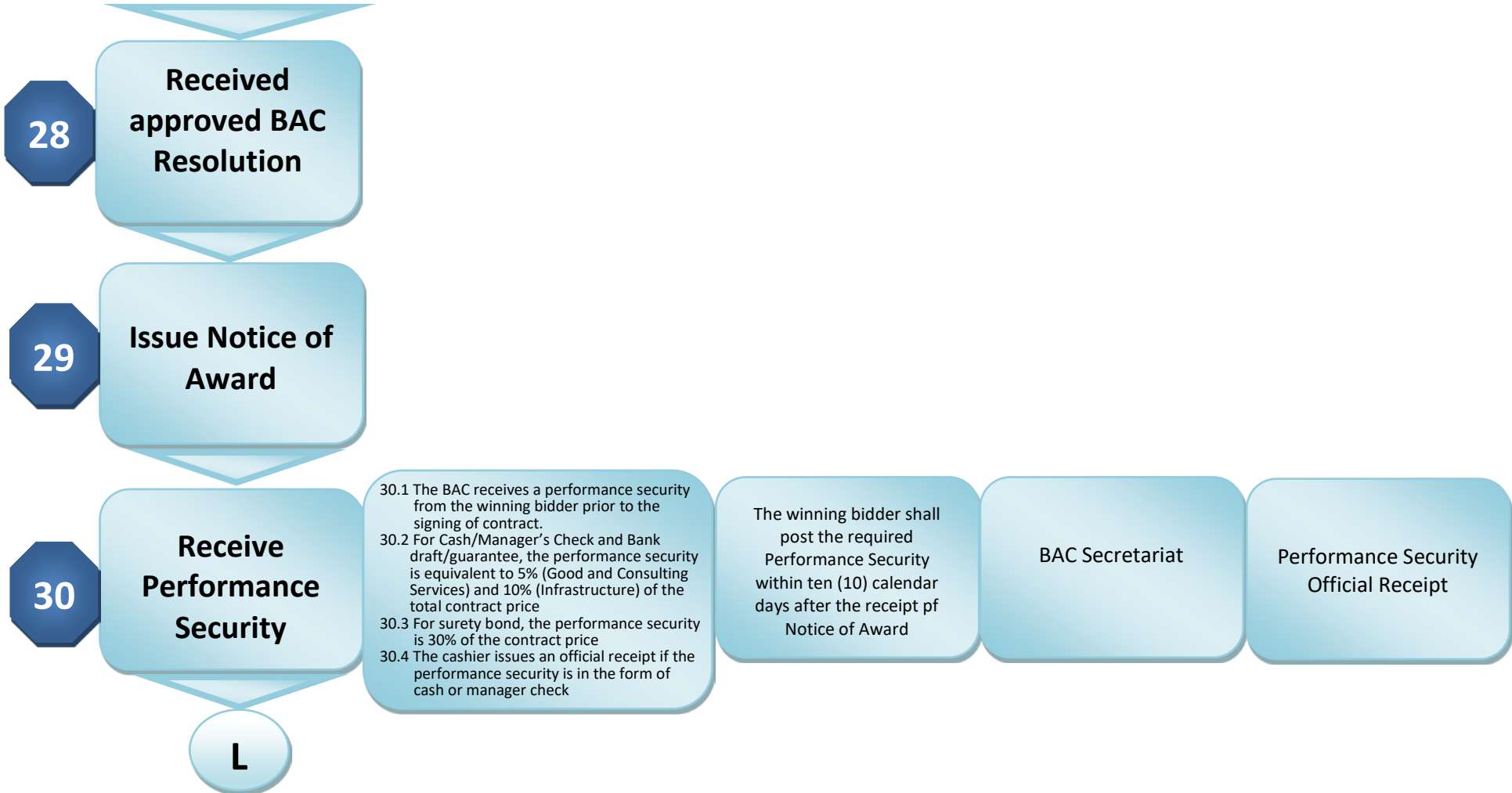
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## Procedures Manual

### BIDDING



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Revision No.:

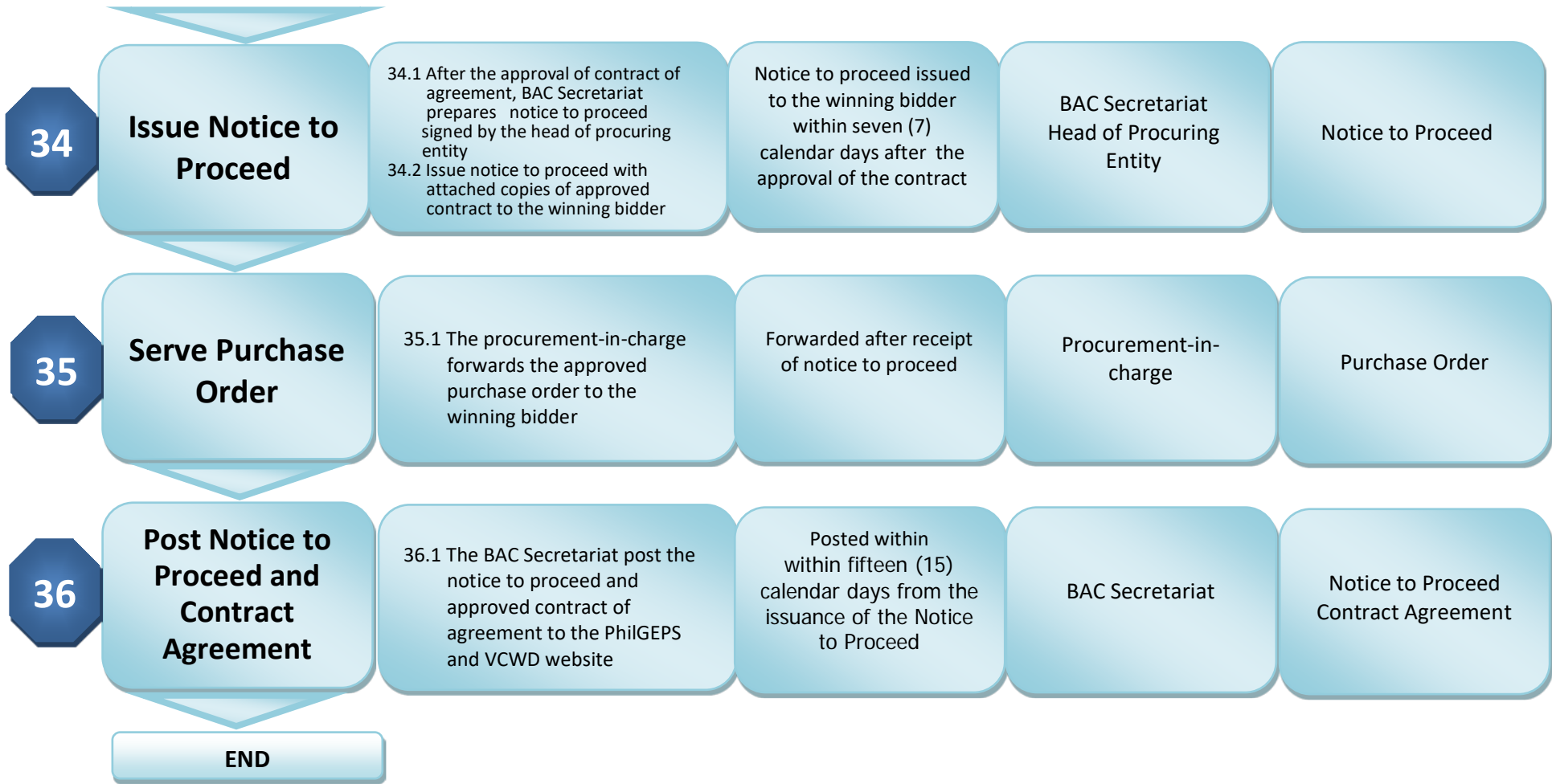
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# VICTORIAS CITY WATER DISTRICT

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### WAREHOUSING

Document No. : PM-ADM-08

Effectivity Date :

Revision No. :

Pages : 1 of 3

#### I. OBJECTIVE

This procedure describes the proper storage and issuance of Inventory items of the Victorias City Water District.

#### II. SCOPE

The scope involves all common used inventory items and supplies.

#### III. RESPONSIBILITY AND RESOURCES

Storekeeper  
Administrative Division Manager  
General Manager  
Requester

#### IV. DEFINITION OF TERMS

Warehousing – is the action or process of storing supplies, tools and goods in a warehouse or stockroom.  
Purchase Request – a form generated by the end user to notify the storekeeper or the personnel in charge in procurement, the list of items, supplies and materials needed to be purchased.  
Inspection and Acceptance Report (IAR) – a documents which states the received items are inspected and accepted by the intended personnel.  
Return to Supplier Report (RSR) – a report which states that the received item will be sent back to the suppliers due to a valid reason such as defective, substandard or incorrect specifications.  
Requisition and Issuance Slip (RIS) – form used by the requisitioner to request and order materials from stockroom  
Return Materials Slip – a form used in returning the unused or excess materials or supplies to the stockroom.  
Stock Card – form filled up by the Storekeeper in updating the in and out of the items from the warehouse.  
Bin Card – is used to record a running balance of stock on hand, in addition to information about stock received and notes about problems associated with that stock item.

#### V. REFERENCE DOCUMENTS

New Government Accounting System (NGAS) Manual Volume 1

#### VI. RECORDS GENERATE

Purchase Request  
Inspection and Acceptance Report  
Return to Supplier Report  
Requisition Issuance Slip  
Bin Card  
Return Materials Slip  
Stock Card

Prepared by:

Approved by:

**ALINA AGRAVIADOR**

Process Owner

**ENGR. ABRAHAM J. DE DIOS, JR.**

General Manager

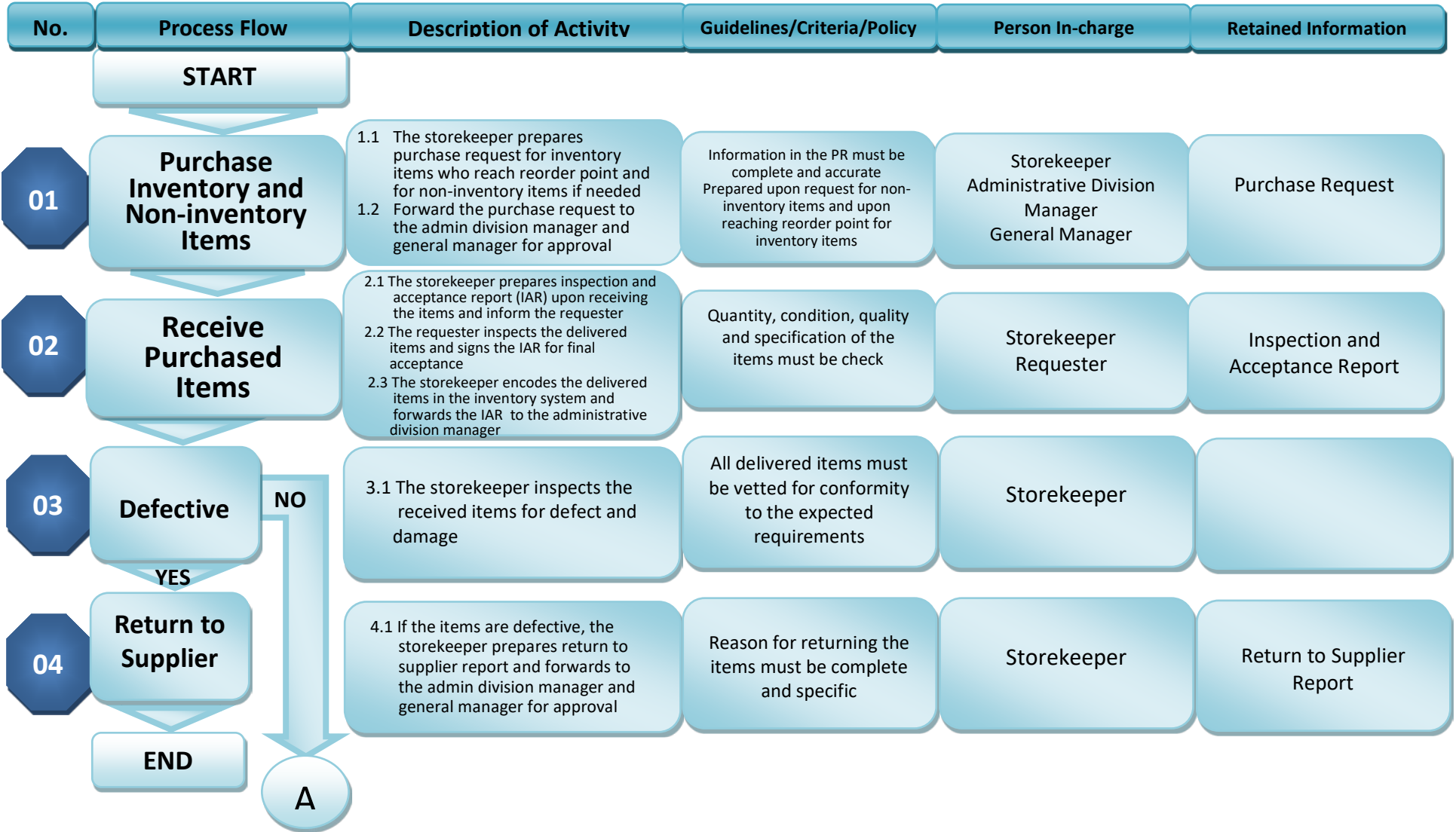


# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### WAREHOUSING

#### VII. PROCEDURE DETAILS AND FLOW



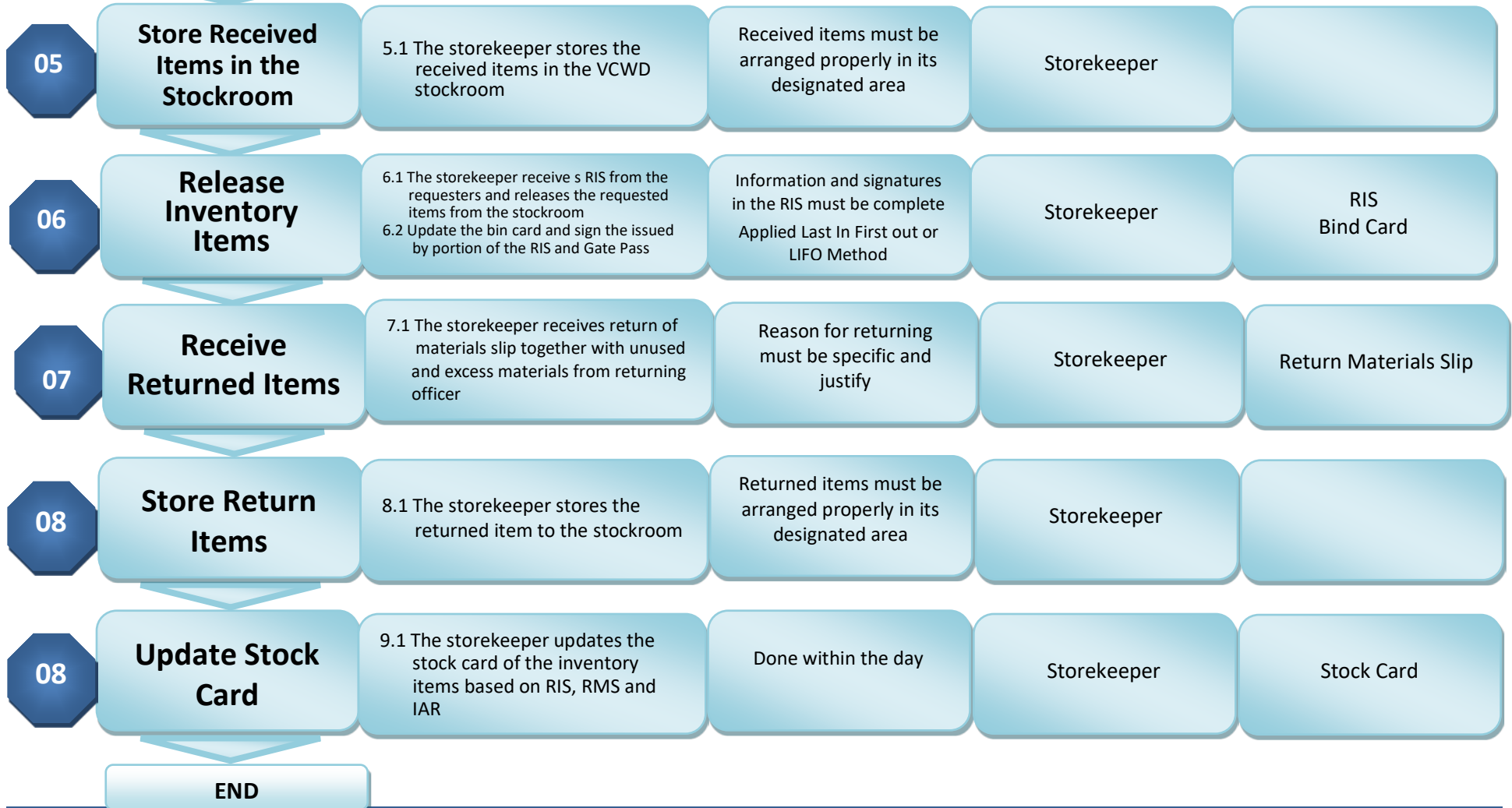


# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### WAREHOUSING

**A**







# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### INVENTORY

Document No. : PM-ADM-09

Effectivity Date :

Revision No. :

Pages : 1 of 3

#### I. OBJECTIVE

This procedure describes the effective and efficient management of office supplies, maintenance equipment and other inventory and non-inventory items of Victorias City Water District.

#### II. SCOPE

The scope involves the process of reconciling list of inventory and non-inventory items against the physical count and preparing an inventory report.

#### III. RESPONSIBILITY AND RESOURCES

Storekeeper

#### IV. DEFINITION OF TERMS

Inventory – a current asset of the organization in a form of raw materials, work in process and finished products that are waiting to be sold or use in production.

#### V. REFERENCE DOCUMENTS

New Government Accounting System (NGAS) Manual Volume 1

#### VI. RECORDS GENERATED

List of Inventory Materials and Supplies  
List of Tools Issued  
List of UPIS Items  
Inventory Report of Tools Issued, UPIS and Materials and Supplies

Prepared by:

Approved by:

**ALINA AGRAVIADOR**

Process Owner

**ENGR. ABRAHAM J. DE DIOS, JR.**

General Manager

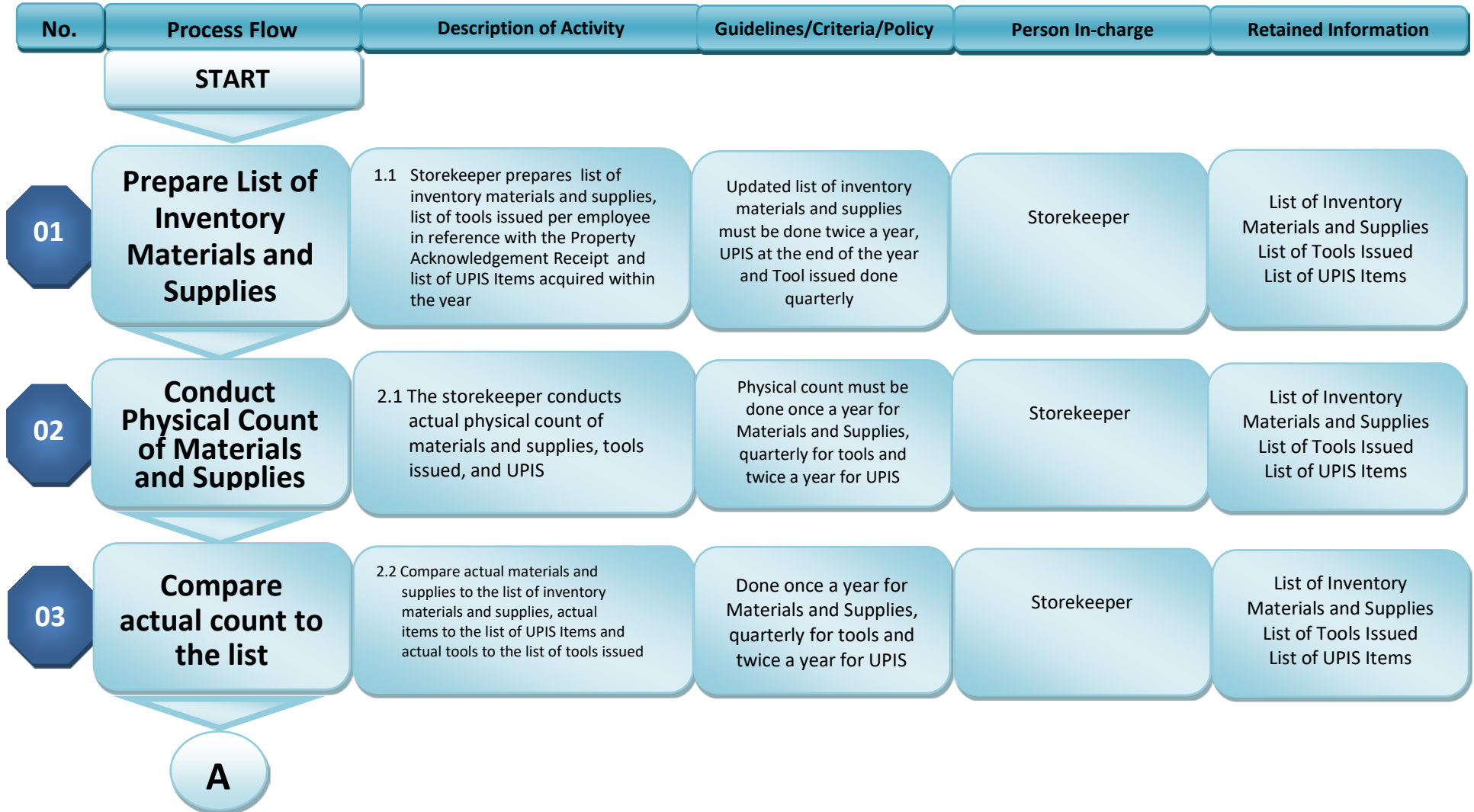


# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### INVENTORY

#### VII. PROCEDURE DETAILS AND FLOW



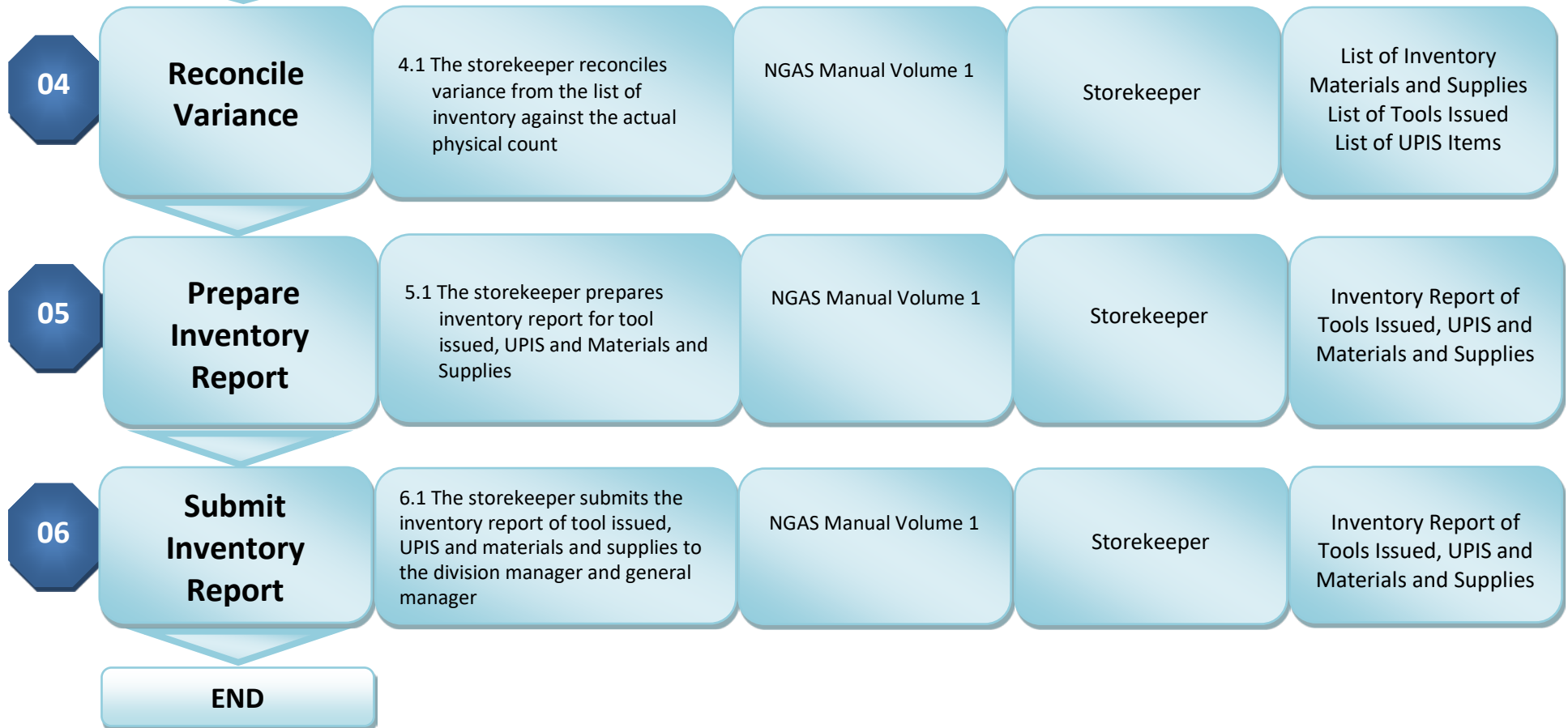


# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### INVENTORY

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# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### STORAGE OF DISCONNECTED WATER METER

Document No. : PM-ADM-10

Effectivity Date :

Revision No. :

Pages : 1 of 3

#### I. OBJECTIVE

This procedure describes the proper storage and arrangement of disconnected water meter in the stockroom of Victorias City Water District.

#### II. SCOPE

The scope involves the flow of organizing the disconnected water meter for easy access.

#### III. RESPONSIBILITY AND RESOURCES

Storekeeper  
Disconnection Team

#### IV. DEFINITION OF TERMS

Disconnected Water Meter – refers to the water meter of the concessionaire that are pulled out due to failure to settle water bill.

Maintenance Order (MO) - a type of request issued for a particular activity that requires maintenance action to address the said requests.

#### V. REFERENCE DOCUMENTS

#### VI. RECORDS GENERATED

Disconnection Logbook  
Maintenance Order

Prepared by:

Approved by:

**ALINA AGRAVIADOR**

Process Owner

**ENGR. ABRAHAM J. DE DIOS, JR.**

General Manager

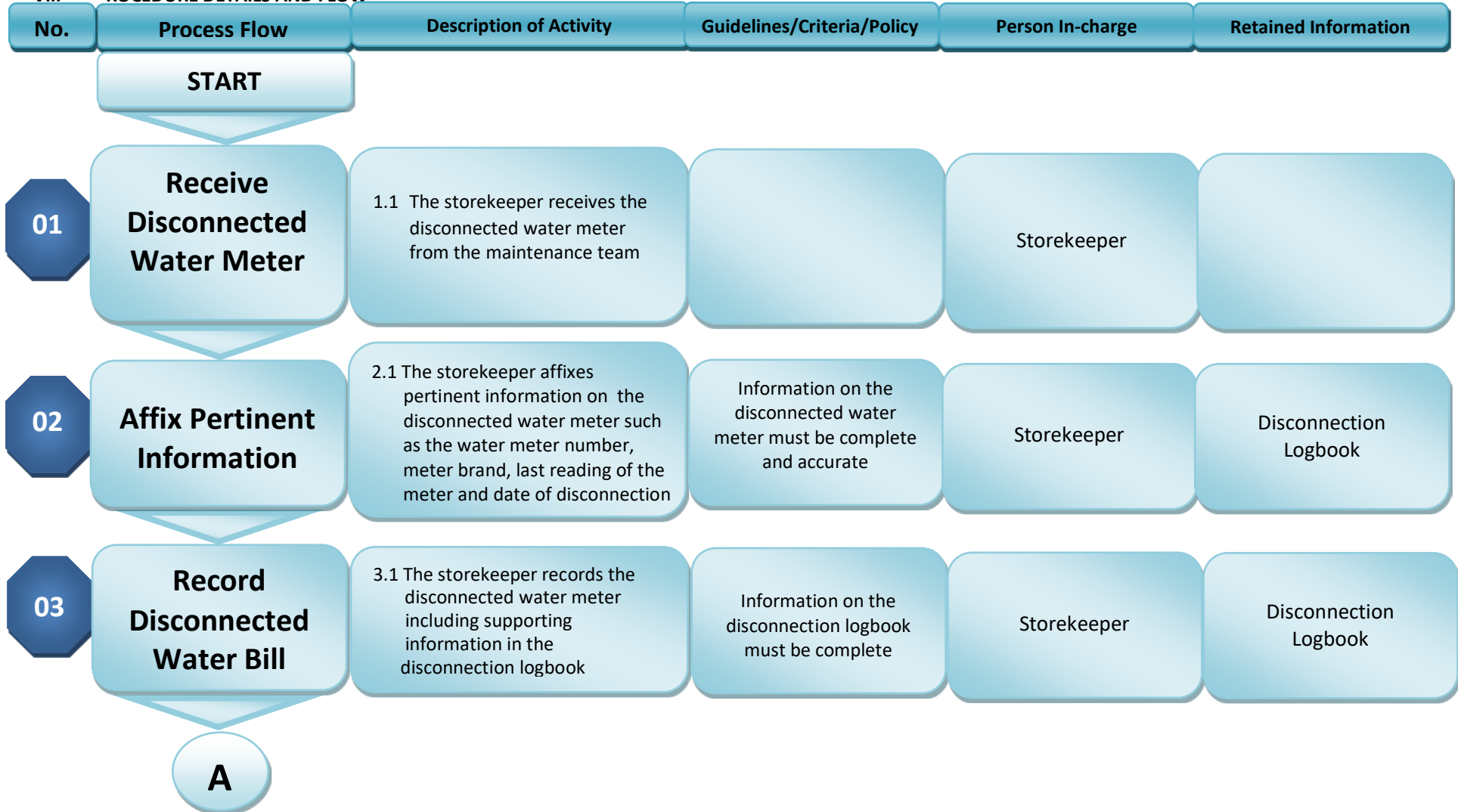


# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### STORAGE OF DISCONNECTED WATER METER

#### VII. PROCEDURE DETAILS AND FLOW







# VICTORIAS CITY WATER DISTRICT

## Procedures Manual

### STORAGE OF DISCONNECTED WATER METER



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