

BY-LAWS

Tandag City Water District



TANDAG CITY WATER DISTRICT BY-LAWS

RATIONALE

The Tandag City Water District (TCWD) establish a By-Law in order to clearly specify the rules of the district, guide the internal management in its operations, and foster a harmonious and progressive relationship between the board of directors, management and employees.

ARTICLE I PURPOSE AND FORMATION

Section 1. Purpose. The TCWD is formed for the purpose of (1) acquiring, installing, improving, maintaining and operating water supply and distribution systems for domestic, industrial, municipal and agricultural uses for residents and lands within Tandag City; (2) providing, maintaining and operating wastewater collection, treatment and disposal facilities; and (3) conducting such other functions and operations incidental to water resource development, utilization and power to form and maintain a district.

Section 2. Formation. The TCWD was formed, in accordance with Presidential Decree No. 198, thru SB Resolution No. 4, series of 1979 of the Municipal Government of Tandag under the administration of the late Mayor Adela Serra Ty.

ARTICLE II BOARD OF DIRECTORS

Section 1. Number and Qualifications. The Board of Directors of Tandag City Water District shall be composed of five (5) citizens of the Philippines who are of voting age and residents in the City of Tandag. One member in each clubs/associations/organizations/institution shall serve as the representative of the following: (1) Civic Sector; (2) Professional Sector; (3) Business, Commercial or Financial Sector; (4) Educational Sector; and (5) Women's Sector. However, if the district has availed the financial assistance of the Local Water Utilities Administration (LWUA), the LWUA may appoint any of its personnel to sit in the board of directors with all the rights and privileges appertaining to a regular member, for such a period as indebtedness remains unpaid, in which case the board shall be composed of six members.. No public Officials shall serve as director.

Section 2. Appointment. Board members shall be appointed by the appointing authority. In the case of TCWD, the City Mayor of Tandag is the appointing authority. Appointments shall be made from a list of nominees, if any, submitted pursuant to Article II, Section 3 hereof. In such a case that no nominations are submitted, the appointing authority shall appoint any qualified person of the category to the vacant position.

Section 3. Nominations. On or before October 1 of each even-numbered year, the secretary of the district shall contact each known organization, association or institution being represented by the director whose term will expire on December 31 and solicit nominations from these organizations to fill the position for the ensuing term. One nomination may be submitted in writing by each such organization to the secretary of district on or before November 1 of such year. This list of nominees shall be transmitted by the secretary of the district to the office of the appointing authority on or before November 15 of such year and he shall make his appointment from the list submitted on or before December 15. In the event the appointing authority fails to make his appointment on or before December 15, selection shall be made from said list of nominees by majority vote of the seated directors of the district constituting a quorum.

In selecting organizations, the hereunder criteria shall be followed:

- 1) The organization being represented should be duly registered with government registering agency like DOLE, SEC, CDA, etc.;
- 2) Nominee must be an active officer/member of the organization being represented, showing track record or accomplishments in the whole community;
- 3) Nominee utilizes the organization as a venue for information dissemination for the water district to reach out to residents of the locality;
- 4) Nominee must have potential skills in organizing, planning and capability-building that can be utilized in various developmental program of the water district;
- 5) Nominee can ably represent the water district in its collaborative and coordinative efforts with the Local Government Unit, National Government Agencies and the private sector.

Section 4. Term of Office. Regular term of office shall be for six (6) years commencing on January 1 of odd-numbered years. Directors may be removed for cause only, subject to review and approval of the LWUA.

Section 5. Vacancies. In the event of a vacancy in the board of directors occurring more than six months before expiration of any director's term, the remaining director shall, within 30 days, serve notice or request the secretary of the district for nominations and within 30 days thereafter a list of nominees shall be submitted to the appointing authority for his appointment of a replacement director from the list of nominees. In the absence of such nominations, the appointing authority shall make such appointment. If within 30 days after submission to him of a list of nominees the appointing authority fails to make an appointment, the vacancy shall be filled from such list by a majority vote of the remaining members of the Board of Directors constituting a quorum. Vacancies occurring within the last six months of an unexpired term shall also be filled by the Board in the above manner. The director thus appointed shall serve the unexpired term only.

Section 6. Compensation. The maximum per diem per regular or special board meeting actually attended by the board of directors shall be based on the classification stated below, however, in no case, shall it exceed the maximum annual amount as specified herein:

LWD Category	Maximum Per Diem per Meeting (P)	Maximum Per Diem per Year (P)
A	10,000	240,000
B	6,660	159,840
C	3,675	88,200
D	1,440	34,560

The Board Chairperson may receive not more than 20% over the amount set for the members of the Board of Directors.

Section 7. Person Liability. No director may be held to be personally liable for any action of the district.

ARTICLE III THE BOARD

Section 1. Organizational Meeting. The first meeting of each odd-numbered year, the board shall elect a chairman, a vice chairman, a secretary and a treasurer. Such secretary and treasurer may, but need not be members of the board, and the offices of secretary and treasurer may be held by the same person.

Section 2. Quorum. A majority of the board present in person shall constitute a quorum for the transaction of business; Provided, however, that no resolution or motion shall be adopted or become effective without

the affirmative vote of a majority of the authorized number of members of the board.

Section 3. Reportorial Obligations to the Board. The following reports shall be presented to the Board to Directors on a periodic basis:

	Report	Schedule	Unit/Person Responsible
1	Analytical Budget Report	Quarterly	Acctg. & Finance
2	Monthly Data Sheet	Monthly	Acctg. & Finance
3	Project Accomplishment Report	Monthly	Engineering
4	Board Resolutions Report	Semi-Annually	MAO-B

Section 4. Duty to respond to letters addressed to the Board. Letters of complaint/s or request/s addressed to the board shall be given preferential attention and must be replied within fifteen (15) calendar days after thorough deliberation during Board meetings.

ARTICLE IV POWERS AND DUTIES OF THE BOARD OF DIRECTORS

Section 1. Performance of District Powers. All powers, privileges, and duties of the district shall be exercised and performed by and through the board: Provided, however, that any executive, administrative or ministerial power shall be delegated and re-delegated by the board to officers or agents designated for such purpose by the board.

Section 2. Functions Limited to Policy-Making. The function of the board shall be to establish policy. The board shall not engage in the detailed management of the district.

Section 3. By-Laws. The board shall adopt, and may from time to time amend by-laws for the operation of business and affairs of the board and the district. By-Laws may not be amended without 30 days public notice to that effect, and a public hearing held.

Section 4. System of Business Administration. The Board shall, as soon as practicable, prescribe and define by resolution a system of business administration and accounting for the district, which shall be patterned upon and conform to the standards established by the LWUA. Auditing shall be performed by the Commission on Audit. The LWUA may, however, conduct annual audits of the fiscal operations of the district to be performed by an auditor retained by the LWUA. Expenses incurred in connection therewith shall be borne equally by TCWD and LWUA.

Section 5. Depository. The district's depository shall be the Land Bank of the Philippines and/or Development Bank of the Philippines, provided

that any and all reserves accumulated for capital improvements may be deposited with LWUA.

Section 6. Contracts. All contracts of the district shall be entered into by or pursuant to the authority of the board, provided, that the board shall make a resolution delegating and redelegating to officers or agents of the districts, under such conditions and restrictions as shall be fixed by the board, the power to bind the district by contract.

ARTICLE V OFFICERS AND EMPLOYEES

Section 1. General Manager. The board shall appoint, by a majority vote, a general manager and shall define his duties and fix his compensation. Said officer shall not be removed from the office, except for cause and after due process.

Section 2. Duties. The duties of the General Manager and other officers shall be determined and specified from time to time by the board. The general manager, who shall not be a director, shall have full supervision and control of the maintenance and operation of TCWD facilities, with power and authority to appoint all personnel of the district, provided, that the appointment of personnel in the supervisory level shall be subject to approval by the board.

ARTICLE VI POWERS OF TCWD

Section 1. Authorization. The TCWD may exercise all the powers which are expressly granted by Title II of PD 198 or which are necessarily implied from, or incidental to the powers and purposes therein stated. The TCWD is granted the power of eminent domain, the exercise thereof shall, however, be subject to review by the LWUA.

Section 2. Acquisition of Waterworks. The district may purchase, construct, or otherwise acquire works, water, water rights, land, rights and privileges useful or necessary to convey, supply, store, collect, treat, dispose of or make other use of water for any purpose authorized by PD 198. In the acquisition of water or water rights, the district shall cooperate with existing agencies of the government of the Philippines such as NWRB and the like.

Section 3. Sale of Water. The district shall have the power to sell water, pursuant to generally applicable rules and regulations, to any person for use within the district. As a condition of such sale, the district may require the filing of a written application for service, payment of established charges or deposits and execution of a water service contract.

The district may provide service to public faucets or hydrants provided that it shall first have executed an application and service contract with the Government entity to establish or maintain such faucets or hydrants within the district. The district will be paid for such service in the same manner as regular domestic service and pursuant to the adopted rules and regulations of the district. Any district holding a valid Certificate of Conformance or a Conditional Certificate of Conformance from the Administration shall be exempt from regulation by the Public Service Commission or its successor.

Section 4. Sewerage. A district may require, construct, operate and furnish facilities and services, within or without the district, for the collection, treatment and disposal of sewerage, waste, and storm water. The district may only furnish such services outside the district by means of facilities designed primarily to serve inside the district. Upon providing a sewer system in any area of the district, the district may require all buildings used by human beings to be connected to the sewer system within such reasonable time as may be prescribed by the district, provided that the property upon which such building to be connected stands is located within 35 meters of an existing main of the district's sewer system. After due notice thereof and refusal on the part of the property owner to so connect with the district's sewer system, the district may declare the further maintenance or use of cesspools, septic tanks, or other local means of sewerage disposal in such area to be a public nuisance and, after notice in writing of at least 10 days, deprive said property owner of any and all services provided by the district, which sanction may be co-extensive with the period during which the property owner persists in refusing to connect with the district's sewer system.

Section 5. Right of Way. The right of way is hereby granted to locate, construct and maintain works of the district on any land which is now, or hereafter may be, owned by the Government of the Philippines or by any of its political subdivisions, and/or instrumentalities. A district may construct any works along, under or across any street, watercourse, railway, or conduit in any manner which will afford security for life and property: Provided, that in planning any such works, the environmental aspects shall also be considered.

Section 6. Contracts. A district shall have the power to enter into contracts with any person for the purpose of performing any functions of the district: Provided, that the Board of Directors may not by contract delegate any of the discretionary powers vested in the board by this Title. Specifically, but without limiting said general power, a district may enter into the following contracts:

(a) Cooperation. - Agreement with the Government of the Philippines or any of its agencies or political subdivisions for the cooperative or joint performance of any function of the district.

(b) In-Lieu Share. – As an incident to the acquisition of the existing water system of a city, municipality, or province, a district may enter into a contract to pay in-lieu share for such utility plant, an annual amount not exceeding three percent (3%) of the district's gross receipts from water sales in any year: Provided, however, That no contract of this nature shall be executed during the first five years of the existence of the district; and Provided, further, That the Board of Directors shall determine that such contract will not adversely affect or impair the fiscal position and operations of the district as verified by the Administration.

(c) MWSS Agreement. - In the event the city, municipality or province has not reached agreement with the Metropolitan Waterworks and Sewerage System pursuant to Section 15 and 17 of R. A. 6234, a district may, with the consent of the local government, act for and in behalf of the local interests in negotiating and executing such contract for final settlement of the consequences of MWSS involvement in the operation of the water system.

Section 7. Protection of Waters and Facilities. A district shall have the right to:

(a) Commence, maintain, intervene in, defend and compromise actions or proceedings to prevent interference with or deterioration of water quality or the natural flow of any surface, stream or ground water supply which may be used or useful for any purpose of the district or be a common benefit to the lands or its inhabitants. The ground water within a district is necessary to the performance of the district's powers and such district is hereby authorized to adopt rules and regulations subject to the approval of the National Water Resources Council governing the drilling, maintenance and operation of wells within its boundaries for purposes other than a single family domestic use on overlying land. Any well operated in violation of such regulations shall be deemed in interference with the waters of the district.

(b) Require a developer or builder of any structure within the service areas of the district to extend or connect its pipeline facilities to the district facilities whenever such development or structure is within one hundred meters of existing district facilities or whenever the district is willing to extend its facilities within one hundred meters of said development or structure. For the purpose of this section, development shall include the subdivision of land for any purpose other than agricultural purpose, and structure shall mean any building or facility to be used for residential, commercial or industrial purposes.

(c) Prohibit any person, firm or corporation from vending, selling, or otherwise disposing of water for public purposes within the

service area of the district where district facilities are available to provide such service, or fix terms and conditions by permit for such sale or disposition of water.

(d) Safeguard and protect the use of its waters. For this purpose, any person who installs any water connection without the previous authority from the water district established under this Decree; tampers water meters or uses jumpers or other devices whereby water is stolen; steals or pilfers water or water meters; knowingly possesses stolen or pilfered water or water meters shall, upon conviction, be punished by prison correccional in its minimum period or a fine ranging from two thousand pesos to six thousand pesos, or both. If the violation is committed with the connivance or permission of an employee or officer of the water district, an employee or officer shall, upon conviction, be punished by a penalty one degree lower than prison correccional in its minimum period and forthwith be dismissed and perpetually disqualified from employment in any utility or service company owned or controlled by the government.

(e) Take over the management, administration, operation and maintenance of all watersheds within its territorial boundaries.

Section 8. Fire Protection Capacity. The district may install and maintain pipeline capacity and additional hydrants for fire protection purposes: Provided, That prior agreement has been executed with the public entity having principal fire protection responsibility within the district whereby the district will be reimbursed over the reasonable life of said facilities for the cost of installation and operation of such fire protection capacity and facilities.

ARTICLE VII FINANCIAL PROVISIONS

Section 1. Receipt, Deposit and Payment of TCWD funds. The treasurer shall receive, to the credit of the district and in trust for its use and benefit, all monies belonging to the district. All monies belonging to the District shall, where practicable, be deposited by the treasurer in the Development Bank of the Philippines or Land Bank of the Philippines.

Section 2. Bonds or Other Evidence of Indebtedness. A district may borrow money to raise funds to pay all cost of any public improvements authorized by this Title and may issue negotiable or non-negotiable bonds, promissory notes or other evidence of indebtedness to support such borrowings. These obligations may be secured by a mortgage, pledge, deed of trust of or any other encumbrance upon any of its then owned or after-acquired real or personal property, assets or revenues and the same shall constitute

a lien as to the principal and interest thereon, on all such property, assets or revenues. The interests on such bonds or notes are exempt from all taxes, duties, fees, imposts, or other charges of the national or local governments.

Section 3. Authority for Subsequent Borrowings. Where a water district has borrowed money from the Administration, the district shall not borrow money or incur further obligations from other sources without the prior written consent of the Administration.

Section 4. Default. In the event of the default by the district in the payment of principal or interest on its outstanding bonds or other obligations, any bondholder or creditor shall have the right to bring an action before the appropriate court to compel the payment of such obligation. If the bondholder or creditor concerned is the Administration, it may, without the necessity of judicial process, take over and operate the entire facilities, systems or properties of the district. For the purpose, the Administration may designate its employees or any person or organization to assume all powers of policy-decision and the powers of management and administration, including but not limited to the establishment of water rates and charges, the dismissal and hiring of personnel, the purchase of supplies, equipment and materials and such other actions as may be necessary to operate the utility efficiently.

ARTICLE VIII REVENUES

Section 1. Rates and Charges. Water. - A district may sell water under its control, under schedules of rates and charges as may be determined by the Board, to any and all water users within the district. Said schedule may provide for differential rates for different categories of use and different quantity blocks. The district, as far as practicable, shall fix such rates and charges for water as will result in revenues which will: “(a) Provide for reimbursement from all new water customers for the cost of installation of new services and meters; “(b) Provide for revenue from all water deliveries and services performed by the district; “(c) Pay the operating expenses of the district; “(d) Provide for the maintenance and repairs of the works; “(e) Provide a reasonable surplus for replacement, extension and improvements; and “(f) Pay the interest and principal and provide a sinking fund for the payment of debts of the district as they become due and establish a fund for reasonable reserves.

Section 2. Service and Stand-By Charges. Sewer. - A district may prescribe and collect rates and other charges for sewer services furnished. A district may also fix, levy and collect a sewerage and wastewater service stand-by or availability charge in the event sewer service is available and no connection is made. Such rates and

charges may be collected with the water charges of the district. In the event of failure to pay the whole or any part thereof, district may discontinue any and all services for which such bill is rendered, including water, shall not be construed to prohibit the district from collecting rates and other charges in any other lawful manner.

Section 3. Production Assessment. In the event the board of a district finds, after notice and hearing, that production of groundwater by other entities within the district for commercial or industrial uses in injuring or reducing the district's financial condition, the board may adopt and levy a groundwater production assessment to compensate for such loss. In connection therewith, the district may require necessary reports by the operator of any commercial or industrial well. Failure to pay said assessment shall constitute an invasion of the waters of the district and shall entitle this district to an injunction and damages pursuant to Section 32 of this Title.

Section 4. Assessment and Stand-By Charges. In order to obtain capital to finance installation of sanitary sewerage, a district shall have the power to establish by resolution of the board of directors the area to be benefited from such facilities. After a hearing and upon notice to all parties affected, the district may levy and collect assessment, or stand-by charges based upon available capacities or upon selected characteristics of property benefited by said improvements, as determined by the board. Said characteristics may include, but not limited to, the effective length of property fronting upon the proposed improvement or in terms of the area contained within the boundary of said property. Said assessment, if unpaid, shall be and constitute a lien on the land assessed.

Section 5. Disposition of Income. The income of the district shall be disposed of according to the following priorities: "First, to pay its contractual and statutory obligations and to meet its essential current operating expenses. "Second, to allocate at least fifty percent (50%) of the balance exclusively as a reserve for debt service and operating and maintenance, to be used for such purposes only during periods of calamities, force majeure or unforeseen events. "Third, to allocate the residue as a reserve exclusively for expansion and improvement of its physical facilities.

ARTICLE IX CHANGES IN ORGANIZATION

Section 1. Exclusion of a Territory. Any territory within the boundary of district may be excluded by resolution of the board of directors after notice to land owners within the territory proposed to be excluded, and upon a finding that said lands do not and will not benefit by reason of their inclusion within the district. A certified copy of said resolution of exclusion shall be filed in the same manner and

become effective in accordance with the provisions applicable to the resolution forming the district.

Section 2. Annexations and Deannexations. The Administration may, after notice to property owners within the territory proposed for annexation or deannexation, and following a hearing, make findings of benefit or potential benefit, and thereafter, require annexation or deannexation shall be accomplished by adoption and filing of an appropriate resolution in the same manner as the filing of the resolution forming a district or of exclusion, as the case may be.

Section 3. Consolidation and Joint Operation. The Administration may require the merger or consolidation of the facilities or operations of two or more districts formed pursuant to the levy, in the event that the Administration shall have determined, following a hearing, that such merger or consolidation is in the best interest of the residents in the districts involved.

Section 4. Dissolution. A district may be dissolved by resolution of its board of directors filed in the manner of filing the resolution forming the district: Provided, however, That prior to the adoption of any such resolution: (1) another public entity has acquired the assets of the district and has assumed all obligations and liabilities attached thereto; (2) all bondholders and other creditors have been notified and they consent to said transfer and dissolution; and (3) a court of competent jurisdiction has found that said transfer and dissolution are in the best interest of the public.

ARTICLE X PROTECTION TO DISTRICTS

Section 1. Exemptions from Taxes. A district shall (1) be exempt from paying income taxes, and (2) shall be exempt from the payment of (a) all National Government, local government and municipal taxes and fees, including any franchise, filing, recordation, license or permit fees or taxes and any fees, charges or costs involved in any court of administrative proceeding in which it may be a party and (b) all duties or imposts on imported machinery, equipment and materials required for its operations.

Section 2. Exclusive Franchise. No franchise shall be granted to any other person or agency for domestic, industrial or commercial water service within the district or any portion thereof unless and except to the extent that the board of directors of said district consents thereto by resolution duly adopted, such resolution, however, shall be subject to review by the Administration.

ARTICLE XI

CONNECTION, DISCONNECTION, RECONNECTION AND PENALTIES

Section 1. Connection. Application for new service connection must be personally applied by the applicant. A duly accomplished application form, contract and Barangay Certificate must be required and submitted by the applicant to the office. Orientation for new service connection must also be made to the applicant, either individually or by group. Once contract is approved, a registration fee must be collected either in full or with a down payment of One Thousand Pesos (P1,000.00), remaining balance shall be subject to the terms and conditions stipulated by TCWD. Cost of materials for connection shall be charged to the customer.

The customer shall maintain the installed connection in proper condition while it is connected with the distribution line of TCWD. No unauthorized tapping and sub-connection shall be allowed on service pipes.

In-house installation can either be conducted by a TCWD or private plumber, provided, that the latter is accredited in TCWD.

The transfer of inactive/disconnected service connections may be allowed provided on the following grounds: that the (1) connection is already inactive for more than one (1) year; (2) owner waives his right to the same service connection; and (3) the transferee shall pay the remaining balance.

Section 2. Disconnection. Disconnection for water service connection shall be made due to the following reasons: (1) for repair; (2) for unpaid water bill of more than Five Hundred Pesos (P500.00); and (3) for fraudulent practice in relation to the use of water.

The water meters of customers with two months arrears on water bill upon disconnection shall be pulled out for security purposes.

Disconnection dates shall be scheduled from the 23rd to the 29th day of the succeeding month.

Section 3. Reconnection. Request for reconnection must be made at TCWD Office. Payment of the amount due and a reconnection fee of One Hundred Pesos (P100.00) must be paid prior to reconnection.

Section 4. Penalties. The TCWD shall impose penalties on any person or customer caught with the following: (1) Meter tampering; (2) Installation of outlets not passing through the water meter; (3) Unauthorized reopening of closed connection; (4) Flying connection; (5) Unauthorized alterations of the existing service line without; and (6) Selling water to anybody.

For the first offense, the person/customer caught shall pay a (1) penalty charge of One Thousand Pesos (P1,000.00); (2) reconnection fee of One Hundred Pesos (P100.00); and (3) average water consumption.

For the second offense, the person/customer shall also pay the above penalties stated in the first offense plus a court case, per PD198 or RA8041, will be filed against him.

ARTICLE XII READING AND BILLING, BILLING ADJUSTMENTS, DISCOUNTS AND COLLECTION

Section 1. Reading and Billing. Water whether consumed or wasted that passes through the meter shall be the responsibility of the customer. The Meter readers shall read the water consumption per account according to zoning and schedule. The schedule for reading and billing shall be from the 1st to the 7th day of the succeeding month. The meter reader shall issue a notice of collection to each customer within the reading day. Reading results shall be submitted to the Billing Unit for checking and uploading to the ERP system.

Section 2. Billing Adjustment. Customer shall file a complaint to the Customer Service Complaints and Assistance Desk due to the following reasons (1) Sudden high consumption; (2) Withholding tax of government offices; and (3) Erroneous reading. A billing adjustment of 50% due to sudden high consumption can only be availed once.

Section 3. Change in Billing Name. Change in billing name shall be requested by the customer to the office.

Section 4. Discount. A 5% discount shall be granted to the monthly utilization of water by households with senior citizen provided that accounts shall be registered under the name of the senior citizen and monthly consumption does not exceed thirty (30) cu.m. Said discount shall be granted per household regardless of the number of senior citizens residing therein.

Section 5. Payment. Payment of water bills shall be made to the tellers at the TCWD Office. Advance payment of water bills shall be accepted but payments made thru personal checks shall not be accepted. All employees are prohibited from acting as guarantor of their water bill payments of customer/s.

Section 6. Collection. Collections shall be deposited to government depository banks within the cut-off time for pick-up. The cut-off time of all cash collection/receipts shall be at 11:00AM. All cash collections/receipts after 11:00AM of the same day to 11:00AM of

the following day shall be deposited intact before bank closing time of the same day.

ARTICLE XIII ACQUISITION OF GOVERNMENT PROPERTY

Section 1. Procurement. In order to promote good governance and to adhere to the principles of transparency, accountability, equity, efficiency, and economy, the district shall follow the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184, otherwise known as the Government Procurement Reform Act, and amendments thereat.

Section 2. Other Modes of Acquisition. The other modes of acquiring government property are: (1) Transfer; (2) Donation; (3) Confiscation, Attachment or Seizure and Foreclosure; (4) Production and Manufacture; and (5) Construction. Such acquisitions must be recorded in the book of accounts.

Section 3. Delivery of Items. Regardless of the mode of procurement resorted to, the deliveries of supplies, materials and equipment being requisitioned must be made by the supplier/contractor in accordance with the specification, terms and conditions provided in the Contract or Purchase Order.

Section 4. Inspection and Acceptance. All inspection and acceptance of supplies and services by the district shall be conducted in the most economical and expeditious manner consistent with the best interest of the government and, shall conform to the provision of applicable regulations and standards, sampling procedures (statistical) quality control procedures, policies relating to interchange of services and uniform method of interpreting specifications.

Inspection shall be conducted in all cases prior to acceptance. Inspection shall be accomplished by the Inspectorate Committee/Team.

Section 5. Payment. To effect disbursements of public funds for the settlement of government obligations, all necessary and required documents must be complied and completed.

ARTICLE XIV PROPERTY AND SUPPLY

Section 1. Property. All insurable assets, contracts, rights of actions and other insurable risks to protect the government against property losses shall be insured under the Property Insurance Fund administered by the GSIS.

All properties of the district shall be given due diligence by the custodian.

Section 2. Storage and Warehousing. All supplies and materials shall be safe-kept in a way that it is protected against theft, fire and deterioration but the same shall be easily accessible when needed.

All materials and supplies inside the storage/warehouse area shall be in accordance to the storage plan set forth by the designated, Property Officer using the right materials handling equipment.

Section 3. Inventory. There shall be proper physical stock-taking and labeling of equipment and supplies in the district. It shall include thereat the products of the soil owned by TCWD.

There shall also be physical inventory-taking to be conducted by the inventory committee and witnessed by a representative from the COA.

All discrepancies between physical and book inventories must be investigated and cleared immediately. If necessary, written explanations shall be required from person/s responsible.

Report on the physical count of inventory shall be prepared and submitted semi-annually while report on the physical count of Property, Plant and Equipment shall be prepared and submitted annually.

Section 4. Repair and Maintenance. A repair and maintenance program shall be formulated by the district for the purpose of attaining and/or extending the established standard economical and useful life of an equipment/property and serves as a sound basis for scheduling its replacement. It shall include policies on how government property shall be maintained. It shall also provide a system to retain properties/equipment in serviceable condition or to restore them to serviceability when they are economically repairable.

Section 5. Disposal. To economize in maintaining property that are no longer needed, the agency head shall make sure that they are disposed off through five(5) modes: sale, transfer, destruction, donation and barter. But prior to disposal, said properties shall be inspected and appraised first to determine the best mode to follow. A disposal committee shall be constituted to administer and manage the disposal process.

ARTICLE XV
RECORDS MANAGEMENT AND ARCHIVES ADMINISTRATION

Section 1. Records Management. The district shall establish and maintain an active continuing program directed to the application of efficient and economical records management methods relating to the creation, utilization, maintenance, retention, preservation and disposal of public records.

Section 2. Records Creation. The district shall have an integrated program in the creation of necessary records and copies thereof, including reports, forms and issuances of the absolute minimum in the most effective way consistent with efficiency and economy. It shall keep and preserve a logbook in which shall be recorded in chronological order all final official acts, decisions, transactions or contract, pertaining to their functions. The logbook shall be open to the public for inspection.

Section 3. Records Maintenance and Control. The district shall have a centralized receiving and releasing unit of all communications for proper recording and routing procedures.

The district shall develop a File classification Guide or Scheme for a uniform filing system. Retention Code shall also be effected by the district based on the General Records Schedule and the Records Disposition Schedule before the records are filed.

The Records Officer or his duly authorized personnel shall have the sole access to the office files and shall be responsible for the security of records at all times. Confidential records shall be kept separately from the general files in secured file containers.

The district shall also adopt requisition and charge-out procedure in issuing files. A follow-up device shall be developed on charge out records.

Section 4. Records Disposition. The district shall prepare an inventory and appraisal of records in the prescribed form as an initial step in developing the Records Disposition Schedule and for whatever purpose the agency may deem necessary.

The district shall establish a Records Disposition Schedule. It shall observe the General Records Schedules of the National Archives of the Philippines in determining the disposal of valueless records. The district shall not dispose the records earlier than the period indicated for each records series. However, it may be retained for longer period of there is a need to do so.

Section 4. Records Archives. The district shall maintain and operate records storage or mini archives of non-current archives.

ARTICLE XVI FREEDOM OF INFORMATION

Section 1. Access to Information. Every Filipino shall have access to information, official records, public records, and documents and papers pertaining to official acts, transactions or decisions, as well as to government research data used as basis for policy development.

Section 2. Exception. Access to information shall be denied when the information falls under any of the exceptions enshrined in the Constitution, existing laws or jurisprudence.

Section 3. Protection of Privacy. While providing access to information, public records and official records, the district shall give full protection to an individual's right to privacy.

ARTICLE XVII RECRUITMENT, SELECTION AND PLACEMENT

Section 1. Recruitment. Vacant positions in the career service, including vacant executive/managerial positions in the second level that are authorized to be filled, together with their corresponding qualification standards and plantilla item numbers, shall be published and posted in three (3) conspicuous places for a period of at least ten (10) calendar days.

Any incorrect information in the publication of vacant positions shall be a ground for the disapproval/invalidation of appointments.

The publication of vacant position shall be valid until filled but not to extend beyond nine (9) months reckoned from the date the vacant position was published. Should no appointment be issued within the nine-month period, the district has to cause the re-publication and re-posting of vacant position.

Anticipated vacancies may be published in case of retirement, resignation or transfer. The publication should not be earlier than 30 days prior to retirement, resignation or transfer.

The following positions are exempted from the publication and posting requirements:

- (a) Primarily confidential;
- (b) Policy-determining;
- (c) Highly technical and scientific positions;
- (d) Coterminal with the appointing officer/authority, including other non-career positions such as contractual and casual identified under Section 9, Subtitle A, Title I, Book V of EO No. 292;

- (e) Reappointment (change of status to permanent) of those appointed on temporary status for Category II positions under CSC MC No. 11, S. 1996, as amended; or
- (f) Those to be filled by existing regular employees in the agency in case of reorganization/rationalization; provided, the approved staffing pattern is posted in the agency bulletin boards and other conspicuous places in its central and regional/field offices.

All positions occupied by holders of temporary appointments, except position under Category II of CSC MC No. 11, S. 1996, as amended, shall be continuously posted in 3 conspicuous places in the district and published in the CSC Bulletin of Vacant Position until filled by permanent appointees.

Section 2. Selection and Placement. The District shall ensure and promote the constitutional mandate that appointments in the Civil Service shall be made only according to merit and fitness. Merit and fitness shall be determined, as far as practicable, by competitive examinations. This does not apply to appointments to positions which are policy determining, primarily confidential, or highly technical.

The District shall develop a Merit Selection Plan. The Merit Selection Plan shall (MSP) cover positions in the first and second level and shall also include original appointments and other related human resource actions. The MSP signed by the General Manager shall be considered as a valid contract binding among the General Manager, the employees and CSC.

The District shall create a Human Resource Merit Promotion and Selection Board (HRMPSB). The HRMPSB shall assist the appointing officer/authority in the judicious and objective selection of candidates for appointment in accordance with the Approved MSP. They shall submit to the appointing officer/authority the top five (5) ranking candidates deemed most qualified for appointment to the vacant position. They shall maintain fairness and impartiality in the assessment of candidates for appointment.

The HRMPSB shall be represented by at least the majority of its members during the deliberation of candidates for appointment. The deliberation shall not be made earlier than ten (10) calendar days from the date of publication and posting of vacant positions. An appointment issued in violation of this rule shall be disapproved/invalidated.

Appointments to casual, contractual, coterminous and other non-career positions as identified under Section 9, Subtitle A, Title I, Book V of EO 292 shall no longer be subject to the screening of the HRMPSB.

There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.

The General Manager shall, as far as practicable, ensure equal opportunity for men and women to be represented in the HRMPSB for all levels of positions.

The appointing officer/authority shall be guided by the report of the HRMPSB's assessment of candidates and in the exercise of sound discretion, select, insofar as practicable, from among the top five (5) candidates or less, deemed most qualified for appointment to the vacant position, depending on the number of candidates. He/she may appoint an applicant who is ranked higher than those next-in-rank to the vacant position based on the assessment of qualification/competence evidenced by the comparative ranking.

ARTICLE XVIII SEPARATION

Section 1. Separation. An employee may be separated from the office through the following modes:

- (a) Resignation – an act of an official or employee by which he/she voluntarily relinquishes resignation in writing his/her position effective on a specific date which shall not be less than thirty (30) days from the date of such notice or earlier as mutually agreed upon by the employee and the appointing officer/authority. To constitute a complete and operative resignation of an official or employee, there must be a written intention to relinquish the office, the acceptance by the appointing officer/authority and a written notice of such acceptance duly served to the official or employee concerned.
- (b) Dismissal - is the termination or the act of being discharged from employment or service for cause. It is the definite severance of an officer or employee from government service on the initiative of the district, CSC, Ombudsman, or regular courts.
- (c) Other Modes - Dropping from the rolls, termination/expiration of temporary, coterminous, contractual or casual appointment, retirement, or death.

ARTICLE XIX CODE OF CONDUCT AND ETHICAL STANDARDS FOR EMPLOYEES

Section 1. Norms of Conduct. It is the policy of the State to promote a high standard of ethics in public service. Public officials and employees

shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest.

TCWD employee shall observe the following as standards of personal conduct in the discharge and execution of official duties:

(a) Commitment to public interest. - employees shall always uphold the public interest over and above personal interest. All government resources and powers of their respective offices must be employed and used efficiently, effectively, honestly and economically, particularly to avoid wastage in public funds and revenues.

(b) Professionalism. - employees shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence and skill. They shall enter public service with utmost devotion and dedication to duty. They shall endeavor to discourage wrong perceptions of their roles as dispensers or peddlers of undue patronage.

(c) Justness and sincerity. - employees shall remain true to the people at all times. They must act with justness and sincerity and shall not discriminate against anyone, especially the poor and the underprivileged. They shall at all times respect the rights of others, and shall refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety and public interest. They shall not dispense or extend undue favors on account of their office to their relatives whether by consanguinity or affinity except with respect to appointments of such relatives to positions considered strictly confidential or as members of their personal staff whose terms are coterminous with theirs.

(d) Political neutrality. - employees shall provide service to everyone without unfair discrimination and regardless of party affiliation or preference.

(e) Responsiveness to the public. - employees shall extend prompt, courteous, and adequate service to the public. Unless otherwise provided by law or when required by the public interest, public officials and employees shall provide information of their policies and procedures in clear and understandable language, ensure openness of information, public consultations and hearings whenever appropriate, encourage suggestions, simplify and systematize policy, rules and procedures, avoid red tape and develop an understanding and appreciation of the socio-economic conditions prevailing in the country, especially in the depressed rural and urban areas.

(f) Nationalism and patriotism. - employees shall at all times be loyal to the Republic and to the Filipino people, promote the use of locally

produced goods, resources and technology and encourage appreciation and pride of country and people. They shall endeavor to maintain and defend Philippine sovereignty against foreign intrusion.

(g) Commitment to democracy. - employees shall commit themselves to the democratic way of life and values, maintain the principle of public accountability, and manifest by deeds the supremacy of civilian authority over the military. They shall at all times uphold the Constitution and put loyalty to country above loyalty to persons or party.

(h) Simple living. - employees and their families shall lead modest lives appropriate to their positions and income. They shall not indulge in extravagant or ostentatious display of wealth in any form.

Section 2. Duties of Employees. In the performance of their duties, all employees are under obligation to:

- (a) Act promptly on letters and requests;
- (b) Submit performance reports;
- (c) Process documents and papers expeditiously;
- (d) Act immediately on the public's personal transactions;
- (e) Make documents accessible to the public.

Section 3. Prohibited Acts and Transactions. In addition to acts and omissions of public officials and employees now prescribed in the Constitution and existing laws, the following shall constitute prohibited acts and transactions of any employee in the district:

(a) Financial and material interest. - Employees shall not, directly or indirectly, have any financial or material interest in any transaction requiring the approval of their office.

(b) Outside employment and other activities related thereto. - Employees during their incumbency shall not:

(1) Own, control, manage or accept employment as officer, employee, consultant, counsel, broker, agent, trustee or nominee in any private enterprise regulated, supervised or licensed by their office unless expressly allowed by law;

(2) Engage in the private practice of their profession unless authorized by the Constitution or law, provided, that such practice will not conflict or tend to conflict with their official functions; or

(3) Recommend any person to any position in a private enterprise which has a regular or pending official transaction with their office. These prohibitions shall continue to apply for a period of one (1) year after resignation, retirement, or

separation from public office, except in the case of subparagraph (b) (2) above, but the professional concerned cannot practice his profession in connection with any matter before the office he used to be with, in which case the one-year prohibition shall likewise apply.

(c) Disclosure and/or misuse of confidential information. - Employees shall not use or divulge, confidential or classified information officially known to them by reason of their office and not made available to the public, either: (1) To further their private interests, or give undue advantage to anyone; or (2) To prejudice the public interest.

(d) Solicitation or acceptance of gifts. - Employees shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value from any person in the course of their official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their office.

As to gifts or grants from foreign governments, the Congress consents to: (i) The acceptance and retention by a public official or employee of a gift of nominal value tendered and received as a souvenir or mark of courtesy; (ii) The acceptance by a public official or employee of a gift in the nature of a scholarship or fellowship grant or medical treatment; or (iii) The acceptance by a public official or employee of travel grants or expenses for travel taking place entirely outside the Philippine (such as allowances, transportation, food, and lodging) of more than nominal value if such acceptance is appropriate or consistent with the interests of the Philippines, and permitted by the head of office, branch or agency to which he belongs. Nothing in this By-Laws shall be construed to restrict or prohibit any educational, scientific or cultural exchange programs subject to national security requirements.

Section 4. Statements and Disclosure. Employees, except those who serve in an honorary capacity, laborers and casual or temporary workers, shall file under oath their Statement of Assets, Liabilities and Net Worth and a Disclosure of Business Interests and Financial Connections and those of their spouses and unmarried children under eighteen (18) years of age living in their households

Section 5. Divestment. Employees shall avoid conflicts of interest at all times. When a conflict of interest arises, he shall resign from his position in any private business enterprise within thirty (30) days from his assumption of office and/or divest himself of his shareholdings or interest within sixty (60) days from such assumption. The same rule shall apply where the employee is a partner in a partnership. The requirement of divestment shall not apply to those who serve the Government in an honorary capacity nor to laborers and casual or temporary workers.

ARTICLE XX
ADMINISTRATIVE OFFENSES AND PENALTIES

Section 1. Grave Offenses. The following grave offenses shall be punishable by dismissal from the service:

- 1) Serious dishonesty;
- 2) Gross neglect of duty;
- 3) Grave misconduct;
- 4) Being notoriously undesirable;
- 5) Conviction of a crime involving moral turpitude;
- 6) Falsification of official document;
- 7) Physical or mental incapacity or disability due to immoral or vicious habits;
- 8) Receiving for personal use of a fee, gift or other valuable thing in the course of official duties or in connection therewith when such fee, gift or other valuable thing is given by any person in the hope or expectation of receiving a favor or better treatment than that accorded to other persons, or committing acts punishable under the anti-graft laws;
- 9) Contracting loans of money or other property from persons with whom the office of the employee has business relations;
- 10) Soliciting or accepting directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value which in the course of his/her official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of his/her office. The propriety or impropriety of the foregoing shall be determined by its value, kinship, or relationship between giver and receiver and the motivation. A thing of monetary value is one which is evidently or manifestly excessive by its very nature;
- 11) Nepotism; and
- 12) Disloyalty to the Republic of the Philippines and to the Filipino people.

The following grave offenses shall be punishable by suspension of six (6) months and one (1) day to one (1) year for the first offense and dismissal from the service for the second offense:

- 1) Less serious dishonesty;
- 2) Oppression;
- 3) Disgraceful and immoral conduct;
- 4) Inefficiency and incompetence in the performance of official duties;
- 5) Frequent unauthorized absences, or tardiness in reporting for duty, loafing from duty during regular office hours;
- 6) Refusal to perform official duty;
- 7) Gross Insubordination;
- 8) Conduct prejudicial to the best interest of the service;

- 9) Directly or indirectly having financial and material interest in any transaction requiring the approval of his/her office. Financial and material interest is defined as pecuniary or proprietary interest by which a person will gain or lose something;
- 10) Owning, controlling, managing or accepting employment as officer, employee, consultant, counsel, broker, agent, trustee, or nominee in any private enterprise regulated, supervised or licensed by his/her office, unless expressly allowed by law;
- 11) Disclosing or misusing confidential or classified information officially known to him/her by reason of his/her office and not made available to the public, to further his/her private interests or give undue advantage to anyone, or to prejudice the public interest;
- 12) Obtaining or using any statement filed under the Code of Conduct and Ethical Standards for Public Officials and Employees for any purpose contrary to morals or public policy or any commercial purpose other than by news and communications media for dissemination to the general public; and
- 13) Recommending any person to any position in a private enterprise which has a regular or pending official transaction with his/her office, unless such recommendation or referral is mandated by (1) law, or (2) international agreements, commitment and obligation, or as part of the function of his/her office.

C. The grave offense of Inefficiency and Incompetence in the performance of official duties is punishable by Demotion. In this case, the guilty person shall be appointed to the next lower position to which he/she is qualified in the plantilla of the agency. In case there is no such next lower position available, he/she shall suffer diminution in salary corresponding to the next lower salary grade.

D. The following less grave offenses are punishable by suspension of one (1) month and one (1) day suspension to six (6) months for the first offense; and dismissal from the service for the second offense:

1. Simple Neglect of Duty;
2. Simple Misconduct;
3. Discourtesy in the course of official duties;
4. Violation of existing Civil Service Law and rules of serious nature;
5. Insubordination;
6. Habitual Drunkenness;
7. Unfair discrimination in rendering public service due to party affiliation or preference;

8. Failure to file sworn statements of assets, liabilities and net worth, and disclosure of business interest and financial connections including those of their spouses and unmarried children under eighteen (18) years of age living in their households;
 9. Failure to resign from his/her position in the private business enterprise within thirty (30) days from assumption of public office when conflict of interest arises, and/or failure to divest himself/herself of his/her shareholdings or interest in private business enterprise within sixty (60) days from assumption of public office when conflict of interest arises; Provided, however, that for those who are already in the service and conflict of interest arises, the official or employee must either resign or divest himself/herself of said interest within the periods hereinabove provided, reckoned from the date when the conflict of interest had arisen; and
 10. Engaging directly or indirectly in partisan political activities by one holding non-political office.
- E. The less grave offense of Simple Dishonesty is punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense; six (6) months and one (1) day to one (1) year for the second offense; and dismissal for the third offense.
- F. The following light offenses are punishable by reprimand for the first offense; suspension of one (1) to thirty (30) days for the second offense; and dismissal from the service for the third offense:
1. Simple discourtesy in the course of official duties;
 2. Improper or unauthorized solicitation of contributions from subordinate employees;
 3. Violation of reasonable office rules and regulations;
 4. Frequent unauthorized tardiness (Habitual Tardiness);
 5. Gambling prohibited by law;
 6. Refusal to render overtime service;
 7. Disgraceful, immoral or dishonest conduct prior to entering the service;
 8. Borrowing money by superior officers from subordinates;
 9. Willful failure to pay just debts or willful failure to pay taxes due to the government; The term "just debts" shall apply only to: a. Claims adjudicated by a court of law, or b. Claims the existence and justness of which are admitted by the debtor.
 10. Lobbying for personal interest or gain in legislative halls and offices without authority;
 11. Promoting the sale of tickets in behalf of private enterprises that are not intended for charitable or public welfare purposes and even in the latter cases, if there is no prior authority;

12. Failure to act promptly on letters and request within fifteen (15) working days from receipt, except as otherwise provided in the rules implementing the Code of Conduct and Ethical Standards for Public Officials and Employees;
13. Failure to process documents and complete action on documents and papers within a reasonable time from preparation thereof, except as otherwise provided in the rules implementing the Code of Conduct and Ethical Standards for Public Officials and Employees;
14. Failure to attend to anyone who wants to avail himself/herself of the services of the office, or act promptly and expeditiously on public transactions;
15. Engaging in private practice of his/her profession unless authorized by the Constitution, law or regulation, provided that such practice will not conflict with his/her official functions; and
16. Pursuit of private business, vocation or profession without the permission required by Civil Service rules and regulations.

**ARTICLE XXI
EXPENSES AND ALLOWANCES
FOR OFFICIAL LOCAL AND FOREIGN TRAVELS**

Section 1. Authorized Official Travel. Official local or foreign travels and assignments shall cover only those which meets the following criteria: (1) it is essential to the effective performance of an official or employee's mandates or functions; (2) it is required to meet the needs of the district; (3) the presence of the official or employee is critical to the outcome of the meeting, conference, seminar, consultation or any official activity to be attended; and (4) the projected expenses are not excessive or involve minimum expenditure.

The official authorized to approve local or overseas travel are required, as far as practicable, to minimize travel cost. Hence, all forms of communications, such as, but not limited to teleconferencing and videoconferencing or submission of briefs and position papers, as alternative to travels, must be explored, provided, these do not compromise national security and confidentiality of official communications.

Section 2. Rates of Expenses and Allowance. Rates of expenses and allowances for official local and foreign travels shall be in pursuant to Executive Order No. 77, series of 2019 by the President of the Philippines.

Section 3. Rendition of Account on Cash Advances. Within two (2) calendar month after the return of an official or employee to the Philippines, in the case of official travel abroad,, or within one (1)

calendar month of his return to permanent official station in the case of official local travel, such official or employee shall render an account of the cash advance received in accordance with existing applicable rules and regulations.

Refund of cash advance shall be made in Philippine Currency.

No employee who has unliquidated cash advance shall be allowed to avail additional cash advance.

Section 4. Reportorial Obligations. Within One (1) calendar month after returning to the permanent official station, the personnel authorized to travel shall submit a report with recommendation, if any, on the conference or seminar attended, examination or investigation conducted, or mission undertaken to the General Manager for local travels or to LWUA Administrator for foreign travels.

ARTICLE XXII OTHER WORKPLACE POLICY

Section 1. Drug Free Workplace. The TCWD shall implement a drug free workplace program pursuant to the Dangerous Drug Board, CSC, DOH and COA rules and regulations.

Section 2. Office Diary. An office diary that logs all activities and incidents inside the TCWD premises shall be maintained by the designated Officer of the Day.

Section 3. Conflict of Interest. No employee shall engage in any private practice of his profession unless authorized by the Constitution or law, provided, that such practice will not conflict or tend to conflict with his official function.

No officer or employee, whether in a permanent or regular capacity, temporary, casual, or hold-over, shall engage directly or indirectly in any private business or practice of profession. Exemptions may be allowed subject to the limitations provided under RA No. 6713 and other special laws. Provided, further that the following requirements/conditions are met: (a) written permission from head of agency must be secured and renewed annually; (b) time devoted outside of office hours shall not impair in any way the efficiency of the officer or employee nor pose a conflict or tend to conflict with the official functions and must be fixed by the head of agency; and (c) government facilities, equipment and supplies shall not be used while engaged in private business or practice of profession.

Likewise, there shall absolutely be no employee engage, directly or indirectly, in any private business or private practice of profession (a)

during office hours, and (b) who have any financial and material interest in any transaction requiring the approval of the district.

Employees applying for permission to engage in private business or private practice his profession must be physically fit so as not to prejudice the performance of his official duties.

Violation of the above prescribed conditions shall be grounds for revocation of permission, if applicable, without prejudice to administrative disciplinary action for violations and in case of misrepresentations on the part of the applicant.

Section 4. Project Implementation. All programs/activities/projects shall be meticulously and judiciously planned before implementation. In no case shall projects be implemented without an approved Program of Work.

**ARTICLE XXIII
EFFECTIVITY**

Section 1. Effectivity. This By-Laws shall take effect upon adoption.

Adopted this 4th of November 2020 at the Board Room Office, Tandag City Water District, Purok Palmera, Barangay Mabua, Tandag City, Surigao del Sur, by the members of the Board of Directors appearing below, together with their signatures.

WINIFREDA A. DAMIAO (sgd.)
Board of Director

REV. MSGR. ISIDRO H. IRIZARI (sgd.)
Board of Director

DR. JOSEFINA O. PRADO (sgd.)
Board of Director

ENGR. WALDERICO R. BONIFACIO, JR. (sgd.)
Board of Director

ENGR. RODULFO R. UY (sgd.)
Board of Director

SUBSCRIBE AND SWORN TO BEFORE ME this 4th day of November 2020 at Tandag City.

Doc. No. _____

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Book No. _____

Series of 2020