Form no: QMS 18 December 2016 Rev. 00



CONTEXT OF THE ORGANIZATION

Date prepared: January 05, 2017 Date updated:

INTERESTED PARTIES	NEEDS/EXPECTATIONS	ISSUES INTERNAL/EXTERNAL	RISK/ OPPORTUNITY
CONCESSIONERS	Timeliness and accurate reading	Meter is hard to read due : - Moist meter glass - Broken mete glass - Inside premises - Buried meter - Due to high tide - Stolen meter Absent or sick meter reader	RISK / OPPORTUNITY
	Timeliness and proper distribution of bill statement	Late bill tending due ; - Weather condition - High or low consumption / same reading Billing statement not received due to no attending person Or no mail box	RISK
	Prompt and proper action on request	No water / leakages/ dirty water Reopening and temporary disconnection	Risk / opportunity
	Correctness and ease in paying	Long lines of paying customers during due dates	risk
	Correct information on rules and regulation of water district	Lack awareness of WD rules and regulation	risk

DIVISION/SECTION: Commercial

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INTERESTED PARTIES	NEEDS/EXPECTATIONS	ISSUES INTERNAL/EXTERNAL	RISK/ OPPORTUNITY
EMPLOYEES	Management support	 Lack of medical insurance and other benefits Lack of supplies and transportation maintenance Lack of tools / equipment for disconnection Lack of plumber for basic repair and maintenance Lack of manpower for disconnection Lack information and seminars 	- RISK / - OPPORTUNITY
ENGINEERIN DIVISION	- Prompt submission of service request and maintenance Orders	- Prompt action of service request	- RISK
ADMIN. DIVISION	- Prompt submission of reports	- Prompt submission of reports	- risk
BARANGAY OFFICIALS	- Requirements and permits		
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DIVISION/SECTION: Commercial