



Bocaue Water District

CONTEXT OF THE ORGANIZATION

Date prepared: January 05, 2017
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INTERESTED PARTIES	NEEDS/EXPECTATIONS	ISSUES INTERNAL/EXTERNAL	RISK/ OPPORTUNITY
1. Statutory Agencies (R/O) (GSIS, PHIC, Pag-Ibig, BIR, DBM, LWUA, CSC, RD, NWRB, BIT, Office of the Ombudsman, DPWH, NIA, LGU, COA, LTO, Senate, PWC, DENR/ENRO)	<ul style="list-style-type: none"> - On-time payment - Remittance list - Mandatory forms - Appointments, Plantilla, IPCR, DPCR, OPCR, Career Systems, SALN, Fidelity Bond - Authority to purchase vehicle (Vios 1.5) - Water Permit - Financial Statements, Inventory Report - Annual Reports - GAD Plan & Budget - LTO Registration Permit - Annual Budget 	<p style="text-align: center;"><u>INTERNAL</u></p> <ul style="list-style-type: none"> - Availability of Funds <p style="text-align: center;"><u>EXTERNAL</u></p> <ul style="list-style-type: none"> - Internet Connection - Late posting - Late action on appointment - Delayed response/action - COA restriction/regulations 	Opportunity
2. Organization (PAWD, CLAWD, BAWD, CPO)	<ul style="list-style-type: none"> - Annual/ Monthly Dues 		Opportunity

<p>3. Suppliers of Goods & Services (SMWD, Matten, Meralco, Globe, PLDT, Cable Contractors, Mechanic Technician, Web Developer</p>	<ul style="list-style-type: none"> - On-time payment 	<p style="text-align: center;"><u>INTERNAL</u></p> <ul style="list-style-type: none"> - Expensive - Monthly of construction materials and office supplies <p style="text-align: center;"><u>EXTERNAL</u></p> <ul style="list-style-type: none"> - Meralco & PLDT Late billing, poor service, erroneous charging of withholding tax. - Globe Cable Unposted withholding taxes. - Technician Time constraint PhilGeps Registration Procurement Regulations (RA 9184) 	<p>Risk & Opportunity</p> <p>Risk & Opportunity</p>
<p>4. Banking Institution (DBP, Landbank, RCBC)</p>	<ul style="list-style-type: none"> - Savings, Checking, Trust Fund, Time Deposit, Loans - Daily/Monthly Statement of Accounts 	<p style="text-align: center;"><u>INTERNAL</u></p> <ul style="list-style-type: none"> - Time Consuming <p style="text-align: center;"><u>EXTERNAL</u></p> <ul style="list-style-type: none"> - Lack of Personnel - Depository bank should be only the government bank 	<p>Risk</p>

5. Employees	<ul style="list-style-type: none"> - Salary, PERA, Statutory contributions withholding taxes, Allowances, 13th month pay, Mid Year Bonus, PEI, PBB, YEFA, Cash gift, Step Increment, Longevity/Loyalty Incentive, Promotion, Monetization, Leave Benefits, Seminars, Training, Performance Evaluation, Family Day, Health and Wellness, GAD Livelihood Program, Attendance 	<p style="text-align: center;"><u>INTERNAL</u></p> <ul style="list-style-type: none"> - Qualifications Standards - Delayed cascading of targets - Delayed submission of IPCR - Lack of venue to conduct - Tardiness, absence without notice - Training – which are applicable to WD employees <p style="text-align: center;"><u>EXTERNAL</u></p> <ul style="list-style-type: none"> - Mandatory requirements - Unavailability of training programs for some positions - Regulated by PCW - Notice of Disallowances 	Opportunity
6. Concessioners	<ul style="list-style-type: none"> - Refund, Medical Mission, Feeding Program, GAD 	<p style="text-align: center;"><u>INTERNAL</u></p> <ul style="list-style-type: none"> - Preparation/Organizing and Coordination <p style="text-align: center;"><u>EXTERNAL</u></p> <ul style="list-style-type: none"> - Selection of beneficiaries 	Opportunity
7. Charitable Institutions	<ul style="list-style-type: none"> - Donation, feeding Program, Medical, Mission, GAD 	<p style="text-align: center;"><u>INTERNAL</u></p> <ul style="list-style-type: none"> - Preparation, Organizing and Coordination <p style="text-align: center;"><u>EXTERNAL</u></p> <ul style="list-style-type: none"> - Selection of beneficiaries. 	Opportunity

DIVISION/SECTION: Admin. and Finance

