



Republic of the Philippines
SAN JOSE CITY (N.E.) WATER DISTRICT

2675 Maharlika Road, Abar 1st, San Jose City, Nueva Ecija

Tel/Fax. No. 044-958-2086

INFORMATION INVENTORY

agency_abbrv	agency_name	title	description	file_format	online_publication	location_or_url	disclosure	original_data_owner	data_maintainer	date_released (or coverage)	frequency_of_update
SJCWD	San Jose City (N.E.) Water District	SJCWD's Citizen Charter	It features the improvements in the internal structure of the SJCWD that were engineered to streamline the agency's operations and enhance public service.	PDF & Printout	Yes	www.sanjosecitynewd.gov.ph	Public	SJCWD	Commercial Div.	Year 2009	Annually
SJCWD	San Jose City (N.E.) Water District	Certificate of Registration to BIR	It features the tax type and line of business of SJCWD	DOC	No	N/A	Internal	SJCWD	Admin.Div.	Updated year 2000	As needed
SJCWD	San Jose City (N.E.) Water District	Conditional Certificate of Conformance	LWUA recognized the commitment of SJCWD for domestic water service	DOC	No	N/A	Internal	SJCWD	OGM	Date granted March 10, 1977	N/A
SJCWD	San Jose City (N.E.) Water District	SJCWD Operations Manual	To equip the personnel concerned the guide in delivering services to its consumers and to simplify its operations.	PDF & Printout	Yes	www.sanjosecitynewd.gov.ph	Public	SJCWD	OGM	Year 2015	Annually
SJCWD	San Jose City (N.E.) Water District	SJCWD Water Safety Plan	The SJCWD WSP helps the district the ensure the safeness of drinking water they provide for the consumers.	PDF & Printout	Yes	N/A	Public	SJCWD	OGM	Year 2017	Annually
SJCWD	San Jose City (N.E.) Water District	Attendance Records	Record of Employee's daily log attendance in reporting to work	XLS, Hard copy	No	N/A	Internal	SJCWD	Admin.Div.	Monthly	Monthly
SJCWD	San Jose City (N.E.) Water District	Attendance Records (Authorized Leave of Absence)	Record of Employee's authorized leave of absence approved by the immediate supervisor and the General Manager	XLS, Hard copy	No	N/A	Internal	SJCWD	Admin. Div.	Monthly	Monthly
SJCWD	San Jose City (N.E.) Water District	Availed Monetization Records	Record of Employee's monetization of earned leave credits	XLS, Hard copy	No	N/A	Internal	SJCWD	Admin. Div.	Monthly	Monthly
SJCWD	San Jose City (N.E.) Water District	Employee 201 File	Records of employees containing personal information, employment records and other credentials prescribed by CSC MC No. 7 s 2007	XLS, Hard copy	No	N/A	Internal	SJCWD	Admin. Div.	N/A	Active
SJCWD	San Jose City (N.E.) Water District	Leave Credit Records	Record of Employee's Earned Leave Credits	XLS, Hard copy	No	N/A	Internal	SJCWD	Admin. Div.	Monthly	Monthly
SJCWD	San Jose City (N.E.) Water District	Presentation of Approved Plans, Programs and Budget	SJCWD's Major Programs and Projects including Budget for the Year	XLS, Hard copy	No	N/A	Internal	SJCWD	Engineering Div.	N/A	As needed
SJCWD	San Jose City (N.E.) Water District	SJCWD Annual Report pursuant to R.A. 10026	Contains several statistical indicators s required by R.A. 10026	XLS, Hard copy	No	www.sanjosecitynewd.gov.ph	Public	SJCWD	Finance Div.	Annually	Annual
SJCWD	San Jose City (N.E.) Water District	Inventory and Inspection Report	Document containing unserviceable items for disposal due for COA appraisal	XLS, Hard copy	No	N/A	Internal	SJCWD	Admin. Div.	As needed	As the need arises

SJCWD	San Jose City (N.E.) Water District	Requirements to Avail San Jose City Water District's Frontline Services	Shows the requirements for availing the frontline services of SJCWD	DOC; Hard copy	No	N/A	Public	SJCWD	Commercial Div.	As needed	As needed
SJCWD	San Jose City (N.E.) Water District	Water Rates for all Types of Water Connection	Shows the SJCWD's water rates for residential and commercial types of water connection	DOC; Hard copy	No	N/A	Public	SJCWD	OGM	Per Board Resolution	Per Board Resolution
SJCWD	San Jose City (N.E.) Water District	District Metered Area Location Map	Shows the location and boundaries of each district metered area in the service area coverage of SJCWD	JPEG, Hard copy	No	N/A	Exception	SJCWD	Engineering Div.	As needed	As needed
SJCWD	San Jose City (N.E.) Water District	Fire Hydrant Location Map	Shows the location of each fire hydrant in the service area coverage of SJCWD	JPEG, Hard copy	No	N/A	Exception	SJCWD	Engineering Div.	N/A	As needed
SJCWD	San Jose City (N.E.) Water District	Location Map of SJCWD water facilities	Shows the locations of SJCWD Water Facilities	JPEG, Hard copy	No	N/A	Exception	SJCWD	Engineering Div.	Monthly	Monthly
SJCWD	San Jose City (N.E.) Water District	Leak Detection Operational Reports	Shows the tabulated results of the leak detection activity conducted in terms of length of pipeline surveyed and number of leaks detected.	.XLS, Hard copy	No	N/A	Internal	SJCWD	Engineering Div.	Monthly	Monthly