



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_abbrev	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 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	<a href="http://www.sanjosecityne-wd.gov.ph">www.sanjosecityne-wd.gov.ph</a>	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
SJCWD	San Jose City (N.E.) Water District	Record of Property, Plant and Equipment	Record of Fixed Assets of water district	XLS, Hard copy	No	N/A	Internal	SJCWD	Finance Div.	Monthly	Monthly
SJCWD	San Jose City (N.E.) Water District	Employees Individual Accountability of Office Equipment	Record of office equipment issued to employees	XLS, Hard copy	No	N/A	Internal	SJCWD	Finance Div.	Monthly	Monthly
SJCWD	San Jose City (N.E.) Water District	Masterlist of Concessionaires	List of water consumers	XLS, Hard copy	No	N/A	Internal	SJCWD	Commercial Div.	Monthly	Monthly
SJCWD	San Jose City (N.E.) Water District	Plantilla of Personnel	Record of Employees with their position, salary and other personal informations	XLS, Hard copy	No	N/A	Internal	SJCWD	Admin. Div.	Annually	Annually



SJCWD	San Jose City (N.E.) Water District	Contract of Job Order Employees	Contract of Employees with their position, salary and other personal informations	XLS, Hard copy	No	N/A	Internal	SJCWD	Admin. Div.	Every 5 months	Every 5 months
SJCWD	San Jose City (N.E.) Water District	Deed of Donation	Deed of donation executed between the SJCWD and Sto. Niño 2nd. Elementary School for the Drinking Water Faucets and Lavatory donated by the district.	DOC; Hard copy	No	N/A	Internal	SJCWD	OGM	May 14, 2019	N/A
SJCWD	San Jose City (N.E.) Water District	Security Services Contract	Contract executed between SJCWD and Secutiry Servcies Co.	DOC; Hard copy	No	N/A	Internal	SJCWD	OGM	Annually	Annually
SJCWD	San Jose City (N.E.) Water District	Retainership Contract	Contract executed between SJCWD and Legal Counsel	DOC; Hard copy	No	N/A	Internal	SJCWD	OGM	Annually	Annually





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**FREEDOM OF INFORMATION REGISTRY**

Year-Quarter	Tracking Number	Request Type	Date Received	Title of Request	Extension?	Status	Date Finished	Days Lapsed	Cost	Appeal/s filed?	Remarks
<b>2019</b>											
2019-Q1	N/A	STANDARD	2019-21-01	Board Resolution : Authorizing the General Manager for the Issuance of the 2018 Financial Statements in Adopting Philippine Financial Reporting Standards (PFRS)	N/A	Successful	2019-21-01	1	FREE	No	
2019-Q1	N/A	STANDARD	2019-23-01	MEMO: Reaffirmation of flexible working time of Neil Aldrin Barangan, Data Controller	N/A	Successful	2019-23-01	1	FREE	No	
2019-Q1	N/A	STANDARD	2019-31-01	MEMO: To authorize Dominador Ramos to render flexible working time as Acting Cashier in lieu of official leave of Joyce May Ducay	N/A	Successful	2019-31-01	1	FREE	No	
2019-Q1	N/A	STANDARD	2019-06-02	Request to relocate water pipelines due to widening of permanent bridges at Panlasian, along San Jose - Lupao Road.	N/A	Successful	2019-10-02	3	FREE	No	Labor and materials charged to water district
2019-Q1	N/A	STANDARD	2019-11-02	Request for the re -installation of water service line, Re: Business Establishment of Barangay Captain Eway of Malasin in front of Friendship Supermarket, Inc.	N/A	Pending	2019-11-02	1	2,659.00	No	Consumer applied for water service connection but not yet paid. Estimated material cost is 2,659.00
2019-Q1	N/A	STANDARD	2019-07-03	MEMO: Designation of new assignment of field personnel	N/A	Successful	2019-07-03	1	FREE	No	
2019-Q1	N/A	STANDARD	2019-26-03	Board Resolution: To Authorize the General Manager of SJCWD to appoint Personnel of the District as mandated by PD 198	N/A	Successful	2019-26-03	1	FREE	No	
2019-Q2	N/A	STANDARD	2019-07-05	MEMO: Joint Venture Base Lining. Schedule of Interview of Personnel who will be transferring to the JV Company starting May 14 to 16, 2019	N/A	Successful	2019-16-05	3	FREE	No	
2019-Q2	N/A	STANDARD	2019-13-05	Request to support Brigada Eskwela 2019 of Culaylay Elementary School	N/A	Successful	2019-16-05	3	FREE	No	Labor cost charged to water district
2019-Q2	N/A	STANDARD	2019-14-05	Deed of Donation Executed between SJCWD and Sto. Niño 2nd Elementary School for the Drinking Water Faucets and Lavatory donated by the district	N/A	Successful	2019-14-05	1	FREE	No	
2019-Q2	N/A	STANDARD	2019-14-05	BOD Resolution - Allowing Officer In Charge to approve Petty Cash Vouchers	N/A	Successful	2019-14-05	1	FREE	No	



2019-Q2	N/A	STANDARD	2019-17-05	Request to support Brigada Eskwela 2019 of Calacacn Elementary School	N/A	Successful	2019-20-05	3	FREE	No	Labor cost charged to water district
2019-Q2	N/A	STANDARD	2019-01-06	BOD Resolution - Revoke Resolution No. 31, Series of 2016, Promo for New water service connection	N/A	Successful	2019-01-05	1	FREE	No	
2019-Q2	N/A	STANDARD	2019-04-06	BOD Resolution: To revoke Resolution No. 31, series of 2019, new water service connections fee	N/A	Successful	2019-04-05	1	FREE	No	
2019-Q2	N/A	STANDARD	2019-20-06	BOD Resolution: To approve the condonation of wholesale/bulk water losses caused by the damaged water mainline incurred during Wizard Trading Construction	N/A	Successful	2019-20-05	1	FREE	No	
2019-Q4	N/A	STANDARD	2019-13-11	Memo: mandatory signature on the receive portion of SJCWD Personnel Monthly Payroll prior to deposit of salary proceeds to ATM	N/A	Successful	2019-13-11	1	FREE	No	
2019-Q4	N/A	STANDARD	2019-13-12	BOD Resolution: To adopt and implement DBM Circular No. 2019-6 prescribing the guidelines on the grant of the One-time Service Recognition Incentive for CY 2019	N/A	Successful	2019-13-12	1	FREE	No	
2019-Q4	N/A	STANDARD	2019-20-12	Memo: Temporary suspension of new connection application due to the ongoing repair and maintenance of SJCWD-Villaramos Pumping Station	N/A	Successful	2019-20-12	1	FREE	No	
2020-Q1	N/A	STANDARD	2020-16-03	Letter Complaint of one consumer lodged before 8888 Citizen's Complaint Center regarding water service interruptions.	N/A	Successful	2020-30-10		FREE	No	Said complaint was not acted upon immediately due to pandemic. However, it was found out that there is a fair supply of water in his outlet.
2020-Q4	N/A	STANDARD	2020-01-10	Letter Request of Landbank: Tapping of existing waterlines to main line to boost supply of water.	N/A	Successful	2020-15-10	1	FREE	No	Finished the project within 1 week from Preparation of POW, purchase of materials and interconnection.
2020-Q4	N/A	STANDARD	2020-18-11	Letter Complaint of Ms. Johanna Abella concerning billing and collection system of water district supply of water.	N/A	Successful	2020-04-12		FREE	No	Furnished the complainant of COA letter regarding reading schedule.
2020-Q4	N/A	STANDARD	2020-10-11	Letter of Administrator Jeci A. Lapus on SJCWD Compliance with PNSDW	N/A	Successful	2020-07-12		FREE	No	SJCWD submitted the water quality report of 5 Pumping Stations.





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### FREEDOM OF INFORMATION SUMMARY

Parent Agency Name	Attached Agency Name	Agency Acronym	Agency Type	Year-Quarter	Request Type	STATUS OF PROCESSED REQUESTS										STATUS OF ONGOING REQUESTS				
						Total Processed Requests	Successful	Proactively Disclosed	Partially Successful	Info Under Exceptions	Info Not Maintained	Invalid Request	Closed	Total Number of Days Lapsed	Average Processing Time	Ongoing Requests	Pending	Accepted	Awaiting Clarification	Processing
San Jose City (N.E.) Water District	San Jose City (N.E.) Water District	SJCWD	GOCC	2019-Q1	STANDARD	7	6	0	1	0	0	0	0	0	0.00	N/A	N/A	N/A	N/A	N/A
San Jose City (N.E.) Water District	San Jose City (N.E.) Water District	SJCWD	GOCC	2019-Q2	STANDARD	7	7	0	0	0	0	0	0	0	0.00	N/A	N/A	N/A	N/A	N/A
San Jose City (N.E.) Water District	San Jose City (N.E.) Water District	SJCWD	GOCC	2019-Q3	STANDARD	0	0	0	0	0	0	0	0	0	0.00	N/A	N/A	N/A	N/A	N/A
San Jose City (N.E.) Water District	San Jose City (N.E.) Water District	SJCWD	GOCC	2019-Q4	STANDARD	3	3	0	0	0	0	0	0	0	0.00	N/A	N/A	N/A	N/A	N/A
San Jose City (N.E.) Water District	San Jose City (N.E.) Water District	SJCWD	GOCC	2020-Q1	STANDARD	1	1	0	0	0	0	0	0	0	0.00	N/A	N/A	N/A	N/A	N/A
San Jose City (N.E.) Water District	San Jose City (N.E.) Water District	SJCWD	GOCC	2020-Q4	STANDARD	3	3	0	0	0	0	0	0	0	0.00	N/A	N/A	N/A	N/A	N/A