

BOARD OF DIRECTORS

Policy-making

GENERAL MANAGER

Policy implementation
General Supervision
Fund Custodian/Cashier

BOOKKEEPER

Maintains the Books of Accounts, General and Subsidiary Ledgers

Prepares the Monthly financial Reports:

1. Income Statement
2. Balance Sheet
3. Cash Flow Statement

Maintains Customer Ledger Cards

1. Posts Billings
2. Posts Payments
3. Posts Adjustments/penalties

Prepares Payroll

Maintains Personnel Files

1. Employees 201 file
2. Earned Leaves Record
3. Other Relevant Records

Performs Customer-related activities:

1. Attends to Registration of New concessionaires
2. Attends to complaints
3. Prepares Disconnection Notices

Maintains Master list of Service connections

BILLING AND COLLECTION CLERK

Prepares Water Bills:

1. Pre-addressing of Bills
2. Posting of consumptions and billed amount to the Water Bills

Prepares Reports:

1. Daily Billing Report
2. Daily Collector's Report

Maintains Meter Reading Books

Performs Cashiering Functions:

Accepts Collection for the ff:

1. Water Bills
2. Customers' Deposits
3. Misc. Fees and Charges

Makes Deposit and Withdrawals from the Banks

Prepares Daily Cash Position Report

**PUMP OPERATOR/
PLUMBER/
(METER READER)**

Reads Meter

Distributes accomplished Water Bills

Do field collection if necessary

Serves disconnection notices to delinquent consumers

Implement disconnection

In-charged of Pumping operation

Do Plumbing Works

Do Field Maint. Jobs.