

**GOVERNMENT CORPORATION INFORMATION SHEET (GCIS)**

**FOR THE YEAR 2023**

**GENERAL INSTRUCTIONS:**

1. FOR GOVERNMENT CORPORATION: THIS GCIS SHOULD BE SUBMITTED WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF RELEASE OF MEMORANDUM CIRCULAR NO. 3 AND SUBSEQUENTLY THEREAFTER, 30 DAYS FROM THE DATE OF THE STOCKHOLDERS' MEETING. **DO NOT LEAVE ANY ITEM BLANK.** WRITE "N.A." IF THE INFORMATION REQUIRED IS NOT APPLICABLE TO THE GOVERNMENT CORPORATION OR "NONE" IF THE INFORMATION IS NON-EXISTENT.
2. IF NO MEETING IS HELD, THE CORPORATION SHALL SUBMIT THE GCIS TOGETHER WITH AN AFFIDAVIT OF NON-HOLDING OF MEETING WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THE SCHEDULED ANNUAL MEETING (AS PROVIDED IN THE BY-LAWS). HOWEVER, SHOULD AN ANNUAL STOCKHOLDERS' MEETING BE HELD THEREAFTER, A NEW GCIS SHALL BE SUBMITTED.
3. THIS GCIS SHALL BE ACCOMPLISHED IN ENGLISH AND CERTIFIED AND SWORN TO BY THE CORPORATE SECRETARY OF THE GOVERNMENT CORPORATION.
4. THE GCG SHOULD BE TIMELY APPRISED OF RELEVANT CHANGES IN THE SUBMITTED INFORMATION AS THEY ARISE. FOR CHANGES RESULTING FROM ACTIONS THAT AROSE BETWEEN THE ANNUAL MEETINGS, THE GOVERNMENT CORPORATION SHALL SUBMIT ONLY THE AFFECTED PAGE OF THE GCIS THAT RELATES TO THE NEW INFORMATION TOGETHER WITH A COVER LETTER SIGNED BY THE CORPORATE SECRETARY OF THE GOVERNMENT CORPORATION. THE PAGE OF THE GCIS AND COVER LETTER SHALL BE SUBMITTED WITHIN SEVEN (7) DAYS AFTER SUCH CHANGE OCCURRED OR BECAME EFFECTIVE.
5. SUBMIT A SOFT COPY IN **EXCEL FORMAT** SAVED IN A NON-REWRITABLE CD THE GCIS TO THE GCG SECRETARIAT, ROOM 479 MARINI HALL, MAI ALCANANG COMPOUND.
6. **ONLY THE GCIS ACCOMPLISHED IN ACCORDANCE WITH THESE INSTRUCTIONS SHALL BE CONSIDERED AS HAVING BEEN FILED.**
7. THIS GCIS MAY BE USED AS EVIDENCE AGAINST THE GOVERNMENT CORPORATION AND ITS RESPONSIBLE DIRECTORS/OFFICERS FOR ANY VIOLATION OF EXISTING LAWS, RULES AND REGULATIONS.

===== PLEASE PRINT LEGIBLY =====

<b>GOVERNMENT CORPORATION NAME:</b> METROPOLITAN WATERWORKS AND SEWERAGE SYSTEM (MWSS)		<b>DATE CREATED:</b> Under Republic Act No. 6234 dated 19 June 1971
<b>SECONDARY NAME, IF ANY.</b>		
<b>CHARTER, IF ANY.</b> Republic Act No 6234		<b>FISCAL YEAR END</b> 2022
<b>DATE OF ANNUAL MEETING PER BY-LAWS:</b> N/A		<b>CORPORATE TAX IDENTIFICATION NUMBER (TIN)</b> 000-719-756-000
<b>ACTUAL DATE OF ANNUAL MEETING:</b> N/A		<b>URL ADDRESS:</b> <a href="https://mwss.gov.ph">https://mwss.gov.ph</a>
<b>COMPLETE PRINCIPAL OFFICE ADDRESS:</b> 489 Katipunan Avenue, Balara, Quezon City 1105		<b>EMAIL ADDRESS</b> <a href="mailto:info@mwss.gov.ph">info@mwss.gov.ph</a>
<b>COMPLETE BUSINESS ADDRESS:</b> 489 Katipunan Avenue, Balara, Quezon City 1105		<b>FAX NUMBER:</b>
<b>NAME OF EXTERNAL AUDITOR &amp; ITS SIGNING PARTNER:</b> COMMISSION ON AUDIT	<b>ATTACHED AGENCY (if applicable):</b>	<b>TELEPHONE NUMBER(S):</b> +632-8922-3757
<b>PRIMARY PURPOSE/ACTIVITY/INDUSTRY PRESENTLY ENGAGED IN:</b> WATER UTILITY - WATER SECTOR		<b>GEOGRAPHICAL CODE:</b> 137404066

===== INTERCOMPANY AFFILIATIONS =====

PARENT COMPANY	ADDRESS
N/A	
SUBSIDIARY/AFFILIATE	ADDRESS
N/A	

NOTE: USE ADDITIONAL SHEET IF NECESSARY



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GOVERNMENT CORPORATION NAME: METROPOLITAN WATERWORKS AND SEWERAGE SYSTEM

### DIRECTORS / OFFICERS

NAME, NATIONALITY AND CURRENT RESIDENTIAL ADDRESS	PRESIDENTIAL APPOINTEE	BOARD	STOCK HOLDER	EX-Officio	EXEC. COMM.	TAX IDENTIFICATION NO. (TIN)	COMPENSATION PACKAGE/YR	DESIGNATION TO OTHER BOARDS OF AFFILIATES/SUBSIDIARIES
1. ELPIDIO J. VEGA Makati City	Y	C				Sensitive Information	Per Diem - P 864,000.00 Reimburseable - 264,000.00	
2. LEONOR C. CLEOFAS Malabon City	Y	M				Sensitive Information	Per Diem - 768,000.00 Reimburseable - 264,000.00	
3. MELCHIOR I. ACOSTA, JR. Cubao, Quezon City	Y	M				Sensitive Information	Per Diem - 768,000.00 Reimburseable - 264,000.00	
4. MERLY M. CRUZ Davao City	Y	M				Sensitive Information	Per Diem - 768,000.00 Reimburseable - 264,000.00	
5. JOSE R. HERNANDEZ Diliman, Quezon City	Y	M				Sensitive Information	Per Diem - 768,000.00 Reimburseable - 264,000.00	
6. MELANIE S. LAMBINO Banawe, Quezon City	Y	M				Sensitive Information	Per Diem - 768,000.00 Reimburseable - 264,000.00	
7. DALE BRIAN T. GO San Juan City	Y	M				Sensitive Information	Per Diem - 768,000.00 Reimburseable - 264,000.00	
8. MARIANO C. ALEGARDES Davao City (until 11 April 2023)	Y	M				Sensitive Information	Per Diem - 768,000.00 Reimburseable - 264,000.00	
9. DARLINA T. UY Lagro, Quezon City	Y	M				Sensitive Information	Per Diem - 768,000.00 Reimburseable - 264,000.00	
10. ROGELIO V. QUEVEDO	Y	M		EX-Officio OGCC				

#### INSTRUCTIONS:

FOR BOARD COLUMN, PUT "C" FOR CHAIRMAN, "M" FOR MEMBER, "I" FOR INDEPENDENT DIRECTOR.  
FOR PRESIDENTIAL APPOINTEE COLUMN, PUT "Y" IF A PRESIDENTIAL APPOINTEE "N" IF NOT.  
FOR STOCKHOLDER COLUMN, PUT "Y" IF A STOCKHOLDER, "N" IF NOT.  
FOR OFFICER COLUMN, INDICATE PARTICULAR POSITION IF AN OFFICER, FROM VP UP INCLUDING THE POSITION OF THE TREASURER.  
SECRETARY, COMPLIANCE OFFICER AND/OR ASSOCIATED PERSON.  
FOR EXECUTIVE COMMITTEE, INDICATE "C" IF MEMBER OF THE COMPENSATION COMMITTEE; "A" FOR AUDIT COMMITTEE; "N" FOR NOMINATION  
AND ELECTION COMMITTEE. ADDITIONALLY WRITE "C" AFTER SLASH IF CHAIRMAN AND "M" IF MEMBER.



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FOR THE YEAR 2023

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**GOVERNMENT CORPORATION NAME: METROPOLITAN WATERWORKS AND SEWERAGE SYSTEM**

BOARD COMMITTEES	FUNCTION	COMPOSITION
1. Executive and Governance Committee	<p>a)Overseeing the periodic performance evaluation of the Board and its committees and Management and also conducting an annual self-evaluation of their performance;</p> <p>b)Deciding whether or not a Trustee is able to and has been adequately carrying out his/her duties as Trustee bearing in mind the Trustee's contribution and performance (e.g. Competence, Candor, Attendance, Preparedness and Participation). Internal guidelines shall be adopted that address the competing time commitments that are faced when Trustees serve on multiple Boards;</p> <p>c)Recommending to the Board regarding the continuing education of the Trustees, assignment to Board committees, succession plan for the Executive Officers, and their remuneration commensurate with corporate and individual performance;</p> <p>d)Recommending the manner by which the Board's performance may be evaluated and proposing an objective performance criteria to be approved by the Board. Such performance indicators shall address how the Board will enhance long-term shareholder value; and</p> <p>e)Act on matters within the competence of the Board as may from time to timer be delegated to it.</p>	<p>Chairman - Elpidio J. Vega V-Chairman - Leonor C. Cleofas</p> <p>Members:</p> <p>Merly M. Cruz Jose R. Hernandez Melanie S. Lambino GCC Rogelio V. Quevedo</p>
2. Concession Monitoring Committee (CMC)	<p>a)Provide overall strategies and direction with regard to proper monitoring, supervision and implementation of the activities and projects of the Concessionaires, in such manner as to ensure that contractual obligations within the framework of the CA are diligently met with utmost consideration for the benefit and welfare of customers;</p> <p>b)Provide recommendations to the Board on how to improve regulatory functions of MWSS over its Concessionaires; and</p> <p>c)Acts on matters involving water purification, maintenance of sanitary standards, and proper operation of the sewerage system.</p>	<p>Chairman - Melchior I. Acosta Jr.</p> <p>Members :</p> <p>Leonor C. Cleofas GCC Rogelio V. Quevedo Jose R. Hernandez. Mariano C. Alegarbes (until 13 April 2023) Darlina T. Uy Dale Brian T. Go</p>



## GOVERNMENT CORPORATION INFORMATION SHEET

BOARD COMMITTEES	FUNCTION	COMPOSITION
3. Audit and Risk Management Committee (ARMC)	<p>a)Overseeing, monitoring and evaluating the adequacy and effectiveness of MWSS' internal control system, having oversight function over the latter's internal and external auditors;</p> <p>b)Reviewing and approving audit scope and frequency of the annual internal audit plan, quarterly, semi-annual and annual financial statements before submission to the Executive Committee, cognizant of accounting policies and practices, major judgmental areas, significant adjustments resulting from the audit, going concern assumptions, compliance with accounting standards, and compliance with tax, legal, regulatory and COA requirements;</p> <p>c)Receiving and reviewing reports of internal and external auditors and regulatory agencies, and ensuring that Management is taking appropriate corrective actions in a timely manner, in addressing control and compliance functions with regulatory agencies;</p> <p>d)Ensuring that internal auditors have free and full access to all records, properties and personnel of MWSS relevant to and required by its function, and that the internal audit activity shall be free from interference in determining its scope, performing its work, and communicating its results;</p> <p>e)Developing a transparent financial management system that will ensure the integrity of internal control activities throughout the MWSS through a handbook of procedures and policies that will be used by the entire organization;</p> <p>f)Performing oversight risk management functions specifically in the areas of managing credit, market, liquidity, operational, legal, reputational and other risks of the MWSS, and crisis management, which shall include receiving from Senior Management periodic information on risk exposures and risk management activities;</p> <p>g)Developing the Risk Management Policy of the MWSS, ensuring compliance with the same and that the risk management process and compliance are embedded throughout the operations of the MWSS, especially at the Board and Management levels;</p> <p>h)Providing quarterly reports and updating the Board on key risk management issues as well as ad hoc reporting and evaluation on investment proposals;</p>	<p>Chairman - Mariano C. Alegarbes (until 13 April 2023) Merly M. Cruz - (from 27 April 2023)</p> <p>Members: Melchior I. Acosta, Jr. Jose R. Hernandez Melanie S. Lambino Leonor C. Cleofas Darlina T. Uy Elpidio J. Vega Dale Brian T. Go</p>



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BOARD COMMITTEES	FUNCTION	COMPOSITION
4. Human Resource Committee (HRC)	<p>i) Acts on matters requiring technical and engineering knowledge such as project studies or extension of existing works, the acquisition of engineering materials, mechanical, electrical and chemical equipment, and the letting of construction contracts; and</p> <p>j) Acts on matters involving rates, receipt and disbursements or expenditures of funds, the incurring of obligations and indebtedness by the System, purchase of supplies and equipment as well as inventory control and sale or encumbrance of property.</p> <p>(a) Approve all human resources processes, such as, but not limited to:</p> <p>a. 1 Recruitment — attracting qualified people to man the various positions at MWSS;</p> <p>a. 2 Hiring and Selection — choosing the right candidate for a certain position at MWSS who will add value to the System;</p> <p>a. 3 Promotion — establishing the mechanism for elevating to a higher vacant position a deserving employee;</p> <p>a. 4 Succession Planning — establishing a plan for a smooth transition of responsibilities in case of retirement of employees ensuring a minimal disruption in operations;</p> <p>a. 5 Employee Orientation — providing new employees with the right set of skills and motivation to perform their jobs effectively;</p> <p>a. 6 Employee Development — training of employees aimed at improving personal, group or organizational effectiveness;</p> <p>a. 7 Performance Assessment and Evaluation — assessing and evaluating employee's performance over a period of time;</p> <p>(b) Provide oversight function over matters on human resources covering the processes in Section 19.2.4.</p> <p>(c) Develop the Human Resources policies of the System in accordance with the aforementioned human resources functions</p> <p>(d) Require the submission of appropriate reports from management regarding Human Resources updates on the System</p> <p>(e) Install and maintain a process to ensure that Officers to be nominated or appointed shall have the qualifications and none of the disqualifications mandated under the law, rules and regulations;</p> <p>(f) Review and evaluate the qualifications of all persons nominated to positions in the MWSS which require appointment by the Board;</p>	<p>Chairman - Melanie S. Lambino</p> <p>Members :</p> <p>Merly M. Cruz</p> <p>Elpidio J. Vega</p> <p>Darlina T. Uy</p> <p>Melchior I. Acosta, Jr.</p> <p>GCC Rogelio V. Quevedo</p> <p>Dale Brian T. Go</p>



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BOARD COMMITTEES	FUNCTION	COMPOSITION
	<p>(g) Evaluate and recommend to the Board, as the need arises, the hiring of consultants or staff /Contract of Service and the like possessing highly specialized and/or technical skills not available in the current organic manpower complement of MWSS;</p> <p>(h) Develops recommendations to the GCG for updating the CPCS and ensuring that the same continues to be consistent with MWSS' culture, strategy, control environment, as well as the pertinent laws, rules and regulations; and</p> <p>(l) Acts on matters involving personnel administration, including the design of a personnel program to cover job analysis, the recruitment, placement and training of employees, evaluation of work performance, transfer, promotion, demotion, separation of personnel, wage and salary administration, employees benefits and services and grievance.</p>	

NOTE: USE ADDITIONAL SHEET IF NECESSARY



I, **RENEE JOSEPHINE G. INTING**, BOARD SECRETARY OF THE **METROPOLITAN WATERWORKS AND SEWERAGE SYSTEM (MWSS)**, DECLARE UNDER THE PENALTY OF PERJURY, THAT ALL MATTERS SET FORTH IN THIS GOVERNMENT CORPORATION INFORMATION SHEET WHICH CONSIST OF (17) PAGES HAVE BEEN MADE IN GOOD FAITH, DULY VERIFIED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, ARE TRUE AND CORRECT.


I UNDERSTAND THAT THE FAILURE OF THE CORPORATION TO FILE THIS GIS FOR FIVE (5) CONSECUTIVE YEARS SHALL BE CONSTRUED AS NON-OPERATION OF THE CORPORATION AND A GROUND FOR REVOCATION OF THE CORPORATION'S CERTIFICATE OF INCORPORATION. IN THIS EVENTUALITY, THE CORPORATION HEREBY WAIVES ITS RIGHT TO A HEARING FOR THE SAID REVOCATION

DONE THIS MAR 18 2024 DAY OF QUEZON CITY 20 IN QUEZON CITY.

  
**RENEE JOSEPHINE G. INTING**  
(Name & Signature)

**SUBSCRIBED AND SWORN** TO BEFORE ME IN QUEZON CITY, PHILIPPINES ON MAR 18 2024 AFFIANT PERSONNALLY APPEARED BEFORE ME AND EXHIBITED TO ME HER DRIVER'S LICENSE NO. N02-00-434426 WHICH WILL EXPIRE ON 27 AUGUST 2032.

DOC. NO. 75 :  
PAGE NO. 15 :  
BOOK NO. VI :  
SERIES OF 2024 :

  
NOTARY PUBLIC ROLANDA ADRIANO-MONTENEGRO CITY/PROVINCE  
Notarial Commission No. NOTARY PUBLIC  
Commission expires on December 31, 2025  
Roll of Attorney Number Admip. Matter No. NP-067(2024-2025)  
PTR No. 5555358 01/03/2024-Q.C.  
IBP No. 397268 01/05/2024-Q.C.  
Office Address: ROLL No. 68465  
Compliance No. VII-0021672 Valid Until April 14, 2025