

COLLECTIVE NEGOTIATION AGREEMENT

THE PUBLIC IS INFORMED:

This COLLECTIVE NEGOTIATION AGREEMENT is made and entered into by and between:

The METROPOLITAN WATERWORKS AND SEWERAGE SYSTEM REGULATORY OFFICE, was created in August 1997 by virtue of the Concession Agreements signed between the MWSS and the two Concessionaires: Manila Water Company, Inc. for the East Zone and Maynilad Water Services, Inc. for the West Zone and further strengthened by Executive Order No. 149, series of 2021, "Transferring the Metropolitan Waterworks and Sewerage System from the Department of Public Works and Highways to the Office of the President " dated 27 September 2021, holding office at Katipunan Road cor. H. Ventura St, Brgy. Pansol, Balara, Quezon City, hereinafter represented by its Chief Regulator, PATRICK LESTER N. TY herein referred to as "MWSS RO"

-and-

The MWSS RO Towards Unity and Betterment In Government, a duly organized and existing legitimate labor organization with Certificate of Registration No. 1376 issued on June 15, 2004 duly certified by the Department of Labor and Employment (DOLE) and the Civil Service Commission Chairman, (CSC), holding office at Katipunan Road cor. H. Ventura St, Brgy. Pansol, Balara, Quezon City, hereinafter represented by its President, ALAN D. CHUEGAN, herein referred to as " RO TUBIG";

ANTECEDENTS:

The 1987 Constitution and Executive Order No. 180 recognize and guarantee, among others, the rights of government employees to self-organization and collective negotiations.

The MWSS RO recognizes and supports the right of employees to self-organization and collective negotiations.

Certificate of Accreditation No. 1515 dated 5 October 2022 recognizes the RO TUBIG as the sole and exclusive bargaining agent for all the rank and file employees in the MWSS RO to represent and bind said employees in any negotiation affecting employment.

The MWSS RO and the RO TUBIG desire to enter into a Collective Negotiation Agreement for purposes of establishing, maintaining and regulating the terms and conditions of employment of the employees of the MWSS RO through the proper observance of democratic practices pursuant to Executive Order No. 180 and its

Implementing Rules and Regulations with the view of facilitating peaceful settlement of differences and grievances that may arise between the parties and promote harmony, efficiency and productivity to the end that the MWSS RO, the RO TUBIG and the general public may all mutually benefit, and finally to promote and guarantee peace and harmony in the bureaucracy in the spirit of cooperation.

ACCORDINGLY, for and in consideration of the foregoing premises, the parties hereby agree and bind themselves as follows:

ARTICLE I DECLARATION OF PRINCIPLES

SECTION 1. The MWSS RO and the RO TUBIG recognize the basic rights of all workers to living wage, security of tenure, career development and humane conditions of work.

SECTION 2. The RO TUBIG recognizes and respects the authority of the MWSS RO in the implementation of existing laws governing terms and conditions of employment, establishment of policies, guidelines, rules and regulations on personnel actions, and the provision and maintenance of employees' welfare and benefits allowed under the law.

SECTION 3. The RO TUBIG shall be a partner in the formulation of policies, plans and programs affecting the rights, career development, welfare and benefits of employees.

SECTION 4. The RO TUBIG shall observe existing laws and rules in the exercise of the employees' right to concerted activities.

SECTION 5. The MWSS RO shall not interfere in the administration of the RO TUBIG through acts that may tend to control the RO TUBIG.

SECTION 6. Both Parties agree to maintain progressive and harmonious labor-management relations.

ARTICLE II DEFINITION OF TERMS

SECTION 1. **Collective Negotiating Unit (CNU)** - this shall comprise all rank-and-file employees holding positions of up to Job Grade 12 or equivalent rank without regard to their appointment, except those specifically excluded by PSLMC Resolution No. 2 series of 2004¹, or those whose functions are normally considered as policy

¹ Reference: PSLMC Resolution No. 2, series of 2004 "Approving and Adopting the Amended Rules and Regulations Governing the Right of Government Employees to Organize"

determining, managerial, or confidential in nature. Unless otherwise qualified, the term "employee" refers only to those within the scope of the CNA.

SECTION 2. MWSS RO - refers to Metropolitan Waterworks and Sewerage System Regulatory Office.

SECTION 3. Membership Fee - refers to one-time payment upon admission as members in the RO TUBIG pursuant to its by-laws, unless waived by the RO TUBIG.

SECTION 4. Association Dues- refers to regular monthly contributions of association members consistent with the RO TUBIG by-laws.

SECTION 5. Agency Fees - refers to the amounts assessed and collected from rank-and-file employees of the MWSS RO both member and non-members of the RO TUBIG who enjoy the benefits provided under the collective negotiation agreement.

ARTICLE III RECOGNITION

SECTION 1. The MWSS RO recognizes the RO TUBIG as the sole and exclusive negotiating representative of all the MWSS RO rank-and-file employees.

SECTION 2. The MWSS RO shall guarantee that there shall be no discrimination, in any manner or form, against any employee due to membership in the RO TUBIG.

SECTION 3. The MWSS RO and the RO TUBIG shall cooperate with each other on matters and issues affecting the rights, benefits and interest of the MWSS RO employees during the effectivity of the Agreement.

SECTION 4. Within 15 days from election/designation, the RO TUBIG shall inform, the MWSS RO, in writing, the names of its officers duly elected/designated in accordance with its by-laws. Such notice shall contain their functions and duties as defined under the RO TUBIG rules.

SECTION 5. The MWSS RO shall provide the RO TUBIG a respectable office space, furniture, communications equipment, computer with printer, and supplies and materials necessary for the RO TUBIG's operations, subject to the availability of funds. The MWSS RO shall also provide bulletin board space at a strategic location within the MWSS RO office building for the RO TUBIG's utilization. The RO TUBIG shall have the privilege to use available conference or function rooms of the MWSS RO for the RO TUBIG meetings, undertakings, and other activities of the association as may be provided in the RO TUBIG plans and programs with prior consent from the MWSS RO.

SECTION 6. Consistent with existing office policies on the utilization of the MWSS RO vehicles, the MWSS RO shall, whenever possible, provide the RO TUBIG, service vehicles for the use of its representatives when attending meetings called by any government agency or any duly accredited organization on matters concerning the welfare of the employees.

SECTION 7. Subject to pertinent rules and regulations, upon prior approval, the RO TUBIG, may be allowed to use the corporate facilities of the MWSS RO for the RO TUBIG-Management-related functions.

SECTION 8. The RO TUBIG representative may be allowed to participate during Management meetings where matters affecting employees' welfare and status are discussed.

ARTICLE IV CHECK-OFF

SECTION 1. The MWSS RO agrees to collect or deduct in behalf of the RO TUBIG payments for monthly, association dues and other fees from the salaries of the RO TUBIG member-employees which authorization to deduct is deemed affirmed upon ratification of this Agreement in accordance with the RO TUBIG by-laws. Such deduction shall include 10% of the CNA Incentive that may be due to the member-employees.

SECTION 2. The MWSS RO agrees to collect or deduct Ten Percent (10%) AGENCY FEE from non-member rank and file employees from their CNA Incentive Bonus pursuant to PSLMC Resolution No. 15 series of 2013. In the event that it was not deducted therefrom, it shall be deducted from their other receivables from the MWSS RO.

SECTION 3. The RO TUBIG may accept and collect monetary contributions made voluntarily by the Management employees to raise the fund of the RO TUBIG and for other purposes relative to this Agreement. The Management Employees agree to authorize the MWSS RO to collect or payroll deduct from their salaries any voluntary contributions made by the Management Employees; Provided, that a written consent or authorization is obtained by the MWSS RO from the concerned Management Employee.

SECTION 4. The collections provided under the preceding paragraphs shall be remitted to RO TUBIG within a reasonable period of time provided it shall not go beyond the next succeeding month.

ARTICLE V
MANAGEMENT PREROGATIVE AND SHARED RESPONSIBILITY
AND ACCOUNTABILITY

SECTION 1. The RO TUBIG shall be a partner of the MWSS RO in promoting teamwork and discipline to attain harmony, professionalism, productivity and efficiency. It shall enjoin all its members to render and perform to the best of their abilities the duties and responsibilities expected of them in accordance with existing laws, rules and regulations.

ARTICLE VI
RECRUITMENT, PLACEMENT AND PROFESSIONAL
GROWTH AND DEVELOPMENT

SECTION 1. The MWSS RO shall endeavor to implement a continuing Career Development and Training Program for its officials and employees that includes attendance to conferences, seminars, training workshop, fellowships, study grants not only for college education and postgraduate studies, but to include vocational training and to appropriate funds therefore, subject to existing rules and regulations and availability of funds. The equitable distribution of career development opportunities shall be observed pursuant to existing rules and regulations.

SECTION 2. The MWSS RO shall review and formulate its human resource development and training programs to make the same responsive to the organizational needs, personal advancement, and manpower requirements of the MWSS RO and the need to train personnel in appropriate skills and attitudes. Such human resource development and training programs shall include measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy as well as nationalism and patriotism in the civil service.

SECTION 3. The MWSS RO shall continue to conduct at least one Leadership Learning and Development Training / Workshop and other meetings as may be required to formulate plans/programs/targets for the coming year

SECTION 4. The MWSS RO shall continue to grant Study Leave Privileges to qualified employees/officials enrolled in masteral/doctoral degree, including thesis writing requirements or in preparation for the board/bar examination, subject to existing rules and regulations.

SECTION 5. Subject to existing rules and regulations, the MWSS RO shall involve the RO TUBIG in the design, planning, and implementation of Government Reorganization, Rationalization, Merging, and Restructuring.

SECTION 6. Designation in acting capacity or as Officer-In-Charge (OIC) to vacant positions shall, as far as practicable, be rotated among qualified next in rank

employees; Provided that, in the interest of service, the discretion of the appointing authority shall prevail.

ARTICLE VII LABOR EDUCATION, SEMINARS, CONFERENCES AND TRAINING PROGRAMS

SECTION 1. The MWSS RO shall provide support to the RO TUBIG in the conduct at no cost to RO-TUBIG an annual training or seminar for all / selected MWSS RO employees within the negotiating unit for the purpose of enlightening them of their rights, obligations and responsibilities under the law and this Agreement. Subject to approval of the Chief Regulator, attendance in such training or seminar shall be on official time.

SECTION 2. Prior to the conduct of any labor education program, the RO TUBIG shall submit to the MWSS RO the design and course description of such program.

SECTION 3. The RO TUBIG members shall be allowed to attend, on official time with provision for service vehicle, workers' programs, seminars, general assemblies, conferences, conventions, symposia, fora and other capability-building programs and activities conducted by government agencies and non-government organizations for public sector union at no cost to the RO TUBIG, subject to the exigency of the service.

ARTICLE VIII PROMOTING GENDER EQUALITY

SECTION 1. The MWSS RO shall fully implement the Gender and Development Program (GAD) to include gender sensitivity trainings/seminars for all employees and shall support activities to be undertaken by the RO TUBIG, in accordance with government and non-government agencies, to promote better understanding and awareness on gender equality concerns among the MWSS RO employees.

SECTION 2. The MWSS RO shall ensure that employees enjoy benefits, privileges and other programs and services provided by relevant laws and issuances, including but not limited to the following:

- | | | |
|-------------|---|--|
| a. RA 11861 | - | The Expanded Solo Parents Welfare Act |
| b. RA 9710 | - | Magna Carta of Women |
| c. RA 7600 | - | The Rooming-in and Breastfeeding Act as amended by RA 10028 (the Expanded Breastfeeding Promotion Act) |
| d. RA 7277 | - | Magna Carta for Persons with Disabilities (PWD) Act as amended by PD 9442 |
| e. RA 8187 | - | Paternity Leave Act of 1996 |
| f. RA 9994 | - | Expanded Senior Citizens Act of 2010 |

SECTION 3. The MWSS RO and the RO TUBIG shall endeavor to formulate and design training, programs, and projects for livelihood and personal development to the economically marginalized spouse that ensures the promotion of gender equality and empower spouse.

ARTICLE IX SPORTS, RECREATION, CULTURE AND SOCIAL INTEGRATION

SECTION 1. Subject to existing rules and regulations and availability of funds, the MWSS RO shall continue to support and sponsor regular sports and cultural programs. The cost should not breach the existing GAA rate.

SECTION 2. The MWSS RO shall continue to provide fitness gym facilities which includes complete gym equipment within the MWSS RO premises.

SECTION 3. The MWSS RO shall continue to provide opportunities for social integration/immersion activities for all the MWSS RO officials and employees such as annual Anniversary Celebrations, Family Days, and Year-End Assessment subject to availability of funds.

ARTICLE X SAFE, HEALTHY AND CONDUCTIVE WORK ENVIRONMENT

SECTION 1. The MWSS RO shall provide annual medical and physical examinations² to all employees of the MWSS RO from a reputable health institution within the proximity of the MWSS RO. Each employee shall be furnished the results of any medical examination.

SECTION 2. The MWSS RO shall endeavor to provide assistance during emergency medical cases. The MWSS RO shall provide emergency transport to the appropriate medical institution.

SECTION 3. Pending the implementation of premium-based health insurance to be offered by PhilHealth under the Universal Health Care Law, the MWSS RO shall endeavor to provide premium-based health insurance for its regular employees.

SECTION 4. The MWSS RO shall conform to and comply with applicable regulations requiring safe, healthy and sanitary working conditions prescribed by law whenever applicable, such as the standards set under the Occupational Safety and Health Standards (OSHS). The MWSS RO must conduct regular information drive on illness prevention and control, disaster and calamity preparedness, and it shall do everything possible to provide healthy and safe working conditions for all employees.

² Reference: Administrative Order No. 402 Series of 1998 and CSC Memorandum Circular No. 17, Series of 1989 and Section 2, Rule 13 of the Amended Rules and Regulations of Executive Order No. 180.

SECTION 5. Subject to applicable rules and regulations, the **MWSS RO** shall endeavor to provide the following vaccines in coordination with Department of Health, Local Government Unit Health Center;

- a) TB and Hepatitis A & B Screenings;
- b) Vaccines against Flu, Pneumonia, Covid and Anti-Cervical Cancer, and;
- c) Other vaccines that may be provided.

SECTION 6. The **MWSS RO** shall provide, based on the nature of work, free protective clothing and gears, equipment and tools for employees who require such protection. The nature of work and positions of employees covered by this provision shall be identified by the parties in the implementation of this Agreement.

SECTION 7. The **MWSS RO** shall provide first aid kit and grab-and-go bag for the **MWSS RO** employees and within the **MWSS RO** premises where no medical clinic is located. The prescribed NDRRMC standard for the FIRST AID and DISASTER KIT shall be followed. For this purpose, teams of employees shall be formed and trained in first aid and disaster response³.

SECTION 8. The **MWSS RO** shall provide hazard pay to its employees, subject to Governance Commission for Government Owned and Controlled Corporations (GCG) approval and existing accounting and auditing rules and regulations.

ARTICLE XI OTHER EMPLOYEE PRIVILEGES

SECTION 1. To enable retiring employees to transact, facilitate, and process the release of their clearances and claims from other government agencies, the **MWSS RO** shall allow all employees who are about to retire, to be relieved from their official duties at least one (1) month prior to their last day of service subject to available leave credits.

SECTION 2. The **MWSS RO** shall consider government transactions of all employees on official time, subject to the exigencies of the service and the usual approval requirements. For this purpose, the **MWSS RO** may allow the use of service vehicles, subject to availability and existing policies thereon.

SECTION 3. The **MWSS RO** shall continue to implement Gliding Flexible Working Hours within the **MWSS RO** which shall start from 7:00 AM and close at 6:00 PM, without incurring tardy or under-time, provided an employee had rendered eight (8) hours work in a day from Monday to Friday. It is understood that Mondays shall start between 7:00 AM to 8:00 AM and ends between 4:00 PM to 5:00 PM to enable all employees to attend the flag ceremony. However, flexi-time may be suspended or cancelled by Management in the exigency of the service.

³ Reference: Administrative Order No. 33 Series of 1997 providing for Occupational Safety and Health Standards (OSHS) in government offices.

SECTION 4. Subject to existing rules and regulations and applicable laws, the **MWSS RO** shall endeavor to explore adopting flexible/alternative work arrangements subject to existing CSC rules and regulations.

SECTION 5. The **MWSS RO** shall provide legal services and representation to an employee who is:

- a) Sued for acts committed arising from his/her employment and within the scope of his/her official duties and responsibilities;
- b) Required to appear in court on matters arising from or in the course of his/her employment and within the scope of his/her official duties and responsibilities.; and
- c) As may be provided by law.

However, nothing in this provision shall be construed to mean that the **MWSS RO** shall provide legal assistance and representation where the employee is sued in his/her personal capacity, for acts beyond the scope of his/her official duties and responsibilities, or in criminal cases or civil suits for damages arising from felony.

ARTICLE XII EMPLOYEES BENEFITS PROGRAM

SECTION 1. Program on Awards and Incentives for Service Excellence (PRAISE) shall be implemented, independent of this CNA, in accordance with existing PRAISE guidelines as approved by CSC and consistent with PSLMC issuances.

SECTION 2. Pursuant to Executive Order No. 641, series of 2007 and its Implementing Rules and Regulations as established under DBM Circular No. 2008-3 dated 20 June 2008 and EO No. 150 series of 2021, the **MWSS RO** together with the **RO TUBIG** shall endeavor to establish a Provident Fund as a savings and loans credit facility to cater to all **MWSS RO** employees. The Provident Fund shall be sourced from members' and agency contributions.

SECTION 3. The three (3) days Special Leave Privileges granted under the CSC Omnibus Rules on Leave, the **MWSS RO** shall grant all employees, non-cumulative, non-commutable leave privileges every year, subject to the conditions hereunder stated:

- a) Parental obligations such as attendance in school programs, PTA meetings, graduations, first communion, medical needs, among others, where a child of the **MWSS RO** employee is involved.
- b) Filial obligations towards parents and siblings arising from their medical conditions e.g.: dialysis sessions; neuro-development therapy, physical rehabilitation and other similar conditions.

- c) Domestic crisis arising from force majeure events that will endanger the life, limb, and property of the employee or his immediate family.
- d) Relocation Leave.
- e) Wedding and Honeymoon Leave.

SECTION 4. The MWSS RO shall endeavor to secure the approval of CSC of Rewards and Recognition Manual and implement the same.

SECTION 5. Pursuant to Memorandum Circular No. 174 dated 13 May 2009 issued by the Office of the President, the MWSS RO shall endeavor to provide:

- a) Shuttle services for MWSS RO employees;
- b) Financial subsidy and other heeded support to make the Botika ng Bayan more accessible to MWSS RO employees;
- c) Scholarships programs for their children with siblings, and;
- d) PX mart that sell affordable commodities and the provision of its seed fund.

SECTION 6. The MWSS RO shall endeavor to comply with the implementation of laws, rules, regulations and other issuances for the generation of savings from MOOE to fund the provision of rice subsidy to each of the employees covered by this agreement. The rice subsidy shall be prioritized, subject to the availability of funds and all applicable government accounting and auditing rules and regulations.

ARTICLE XIII CNA INCENTIVE

SECTION 1. In recognition of the joint effort of labor and management to attain more efficient and viable operation, a CNA Incentive shall be granted to employees, pursuant to PSLMC Resolution No. 2, series of 2003 entitled "Grant of Collective Negotiation Agreement Incentive for Government Owned or Controlled Corporations and Government Financial Institutions". For this purpose, the payment of CNA Incentive shall be granted as defined in PSLMC Resolution No. 2, series of 2003, charged to the savings, wherein the savings referred herein shall always be computed under the MWSS RO financial report. The parties herein shall work together to generate savings in accordance with the said PSLMC upon approval of this CNA. The CNA incentive shall be granted and every year thereafter and during the life of this agreement, depending on the savings subject to DBM guidelines issued for this purpose.

ARTICLE XIV COST CUTTING MEASURES

SECTION 1. In order to generate the savings needed for the grant of CNA incentive pursuant to PSLMC Resolution No. 2 S. 2003 and DBM Budget Circular No. 2022-3 s.2022 prescribing the guidelines on the grant of the CNA Incentive, the parties agreed to collectively undertake the cost-cutting and system improvement measures

to achieve agency targets at lesser costs. The savings as a result of the collective undertaking shall be the source funding for the grant CNA Incentive from the identified MOOE budgetary line items, attached as "*Annex A*", subject to continuous improvement.

SECTION 2. The results of the cost-cutting and system improvement measures shall be reviewed by the MWSS RO Employees Organization-Management Consultative Committee to determine the amount of available balances of the allowable MOOE budgetary line items for the grant CNA incentive and shall submit its recommendation to the MWSS RO en banc not later than 15 December of each year.

ARTICLE XV GRIEVANCE MACHINERY

SECTION 1. Grievance Machinery. The Parties shall exert diligent efforts to resolve issues amicably thru mutual consultations. Issues not resolved despite diligent efforts shall be referred to a Grievance Committee in accordance with existing CSC rules and regulations.

ARTICLE XVI EFFECTIVITY

SECTION 1. This Agreement shall become effective immediately after signing by the parties and ratification by majority of the rank-and-file employees of the negotiating unit. This Agreement shall remain in force and effect for a period of three (3) years.

SECTION 2. Both parties agree to meet not later than sixty (60) calendar days prior to the expiration of this Agreement for the purpose of negotiating a new agreement to govern the parties. Subject to the observance of the other party's right during the freedom period the provisions of this Agreement, including modifications or amendments thereof, shall remain in force and in effect until a new collection negotiation agreement shall have been concluded and executed by the parties.

The MWSS RO and the RO TUBIG agree to renegotiate after three (3) years for the economic benefits of the employees.

ARTICLE XVII MISCELLANEOUS PROVISIONS

SECTION 1. For purposes of considering specific proposals, amendments or negotiations for new terms and conditions, the proposing party shall provide the other party with a written notice at least sixty (60) days prior to the date of the intended meeting for the purpose of discussing or considering such proposed amendments. In all instances, such amendments or re-negotiation proposals shall only be undertaken after twenty-four (24) months from the effectivity of this Agreement.

SECTION 2. In the event that any provision of this Agreement is declared not valid by any competent court or authority, or amended by any pertinent law or by legislation, the remaining provisions not affected thereby shall remain valid and continue to be in full force and effect. The parties shall meet not later than thirty (30) days after declaration of invalidity, for the purpose of amending or revising the affected provisions of this Agreement.

SECTION 3. In case no new Agreement is entered into upon expiration thereof because there was failure of negotiation, this Agreement shall remain in full force and for a reasonable period so as to give opportunity to the parties to conclude negotiations for a new or renewal agreement.

IN WITNESS WHEREOF, the parties, by their authorized representatives, have hereunto signed this Agreement this 13th day of March 2023 in Quezon City, Metro Manila, Philippines.

FOR THE MWSS RO:


PATRICK LESTER N. TY
Chief Regulator

FOR THE RO TUBIG:


ALAN D. CHUEGAN
President

Signed in the presence of the Consultative Committee


CRESCENCIANO B. MINAS JR.


RAMON A. JAVIER


RAY KARLO M. BONITA


MELCHOR S. CORDOVA


CHARMAINE SHEILA A. ADEVA


MA. CARLA N. BENITO

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
QUEZON CITY, METRO MANILA).S.


BEFORE ME, a Notary Public, for and in the City of Quezon City, Metro Manila, this MAY 02 2023, personally appeared:

Name	Valid Government ID #	Date and Place of Issue
PATRICK LESTER N. TY		
ALAN D. CHUEGAN		

Known to me and to me known to the same persons who executed the foregoing COLLECTIVE NEGOTIATION AGREEMENT and acknowledged to me that the same is their free and voluntary act and deed and of the organizations they duly represent.

In witness whereof, I have hereunto set my hand and affixed my Notarial Seal on the date and at the place first above written.

Doc. No. 434 :
Page No. 88 :
Book No. IV :
Series of 2023 :


Socorro Maricel N. Nepomuceno
Notary Public for Quezon City
A.M. No. 049 (2023-2024) until December 31, 2024
Roll No. 50756
IBP No. 249988 - 1/17/2023
PTR No. 4030518 - 1/3/2023 QC
MCLE VII-0025787; 01.23.2023
35 Matalino Street Barangay Central
Quezon City Metro Manila 11QC
Contact Number 09985510287 / 09297047772

"Annex A"

MOOE Account	Cost – Cutting and System Improvement Measures
a.) Communication (Postage/ Courier Deliveries; Telephone (Landline and Mobile; Internet Services; Webhosting; Cloud Subscriptions and other similar Expenses)	<ul style="list-style-type: none"> • Prioritize the use of electronic mail transmission over postage delivery or courier services; • Maximize the use of internet based communication platforms for verbal communications; • Use of Landline for NDD/IDD and mobile cellphone calls must be limited to official calls, subject to prior approval and properly accounted; • Prioritize cloud subscriptions with direct impact in achieving scorecard targets; • Continually search for emerging new technologies, applications and software that are more effective and cost efficient for the MWSS RO.
b.) Repairs and Maintenance. (Office Building, facilities, Equipment, Furniture, IT hardware, Motor Vehicles and Other similar expenses)	<ul style="list-style-type: none"> • Implement the Preventive Maintenance Plan in accordance with the established QMS Manual to avoid unexpected costly repairs; • Comply with RA 9184 and its RIRR in the procurement of maintenance parts and services; • Engage the services of reputable suppliers and service providers for cost efficient repairs and maintenance program.
c.) Supplies and Materials. (Common-use and Non-Common-Use Supplies, Consumables, Semi Expendable Supplies and Other Similar Expenses)	<ul style="list-style-type: none"> • Implement the Annual Procurement Plan in accordance with RA 9184 and its RIRR in the procurement of supplies not available in the DBM PS Virtual Store; • Prioritize procurement supplies thru DBM PS Virtual Store; • Prioritize procurement according to operational requirement at optimal levels of inventory as approved in the APP; • Judiciously manage the issuance, utilization and timely re-ordering of supplies to avoid wastage and pilferage; • Adopt a policy of a paperless office environment as practicable and migrate to the use of digital/electronic means of Documentation, Printing and Recording of Transactions, Reports, Correspondence and Communications; • Use recycled bond papers for internal communications, if electronic means is unavailable and limit the number copies to the bare minimum; • Reduce the number of contracted photo copying machines; and

MOOE Account	Cost – Cutting and System Improvement Measures
d.) Transportation and Delivery Expenses	<ul style="list-style-type: none"> • Disseminate or circularize communications through the electronic media platforms. • Monitor and comply with the required monthly Fuel Consumption Report per vehicle; • Implement the Preventive Maintenance Plan in accordance with the established QMS Manual to maintain all service vehicles at optimum mileage efficiency per liter of fuel consumption; • Re-orient/train all drivers and dispatchers to adhere with the fuel conservation measures that maybe implemented, such as; <ul style="list-style-type: none"> ➤ Comply with the mileage interval for the schedule preventive maintenance activities, (i.e. change oil, replacement of parts, alignments, etc.); ➤ Optimize to at least 90% passenger load of shuttle services and rationalize the routes; ➤ Reduce vehicle trips through planning, carpooling and combine requested trips as practicable; ➤ Implement the no-idling policy; ➤ Avoid overloading; ➤ Maintain proper tire pressure; ➤ Avoid quick acceleration; and ➤ Plan regular daily trips ahead of the scheduled date to avoid unnecessary trips. • Ensure awareness of drivers on the rules and regulations pertaining to the use government vehicles.
e.) Travelling Expenses. (Per diems for Local and Foreign Travels)	<ul style="list-style-type: none"> • Prioritize attendance to learning and development seminars and conferences within Metro Manila; • Minimize attendance to out-of-town conferences that are not related to the mandate of the MWSS RO; • Limit the number of attendees to out-of-town seminars, trainings, conferences, and study tours; • Use of MWSS RO own service vehicles for travels outside Metro Manila instead of vehicle rentals.
f.) Utilities. (Water and Electricity)	<p><u>Water</u></p> <ul style="list-style-type: none"> • Implementation of the Facility Preventive Maintenance Plan to avoid leaks etc.; • Use the collected rain water for car washing or limit car washing once a week or as needed; • Use collected rainwater for watering plants;

MOOE Account	Cost - Cutting and System Improvement Measures
	<ul style="list-style-type: none"> • Remind everyone to properly close faucets after use, immediately report defective faucets and water closets, and leaking pipe; • Enjoin everyone to promote and practice water “tipid-tips” of the MWSS RO to avoid wasteful water use practices. <p><u>Electricity / Power</u></p> <ul style="list-style-type: none"> • Establish procedural guidelines pursuant to the provisions of the Office of the President Administrative Order No. 228 s.2009 entitled “Addressing the Rising Cost of Energy”; • Implement applicable provisions of the DOE Circular No. DC2019-11-0014 IRR of R.A. 11285 otherwise known as the “Energy Efficiency and Conservation Act” of 2019; • Adopt practical energy saving practices, such as; <ul style="list-style-type: none"> ➤ Turning off the lights from 12:00 noon to 1:00PM); ➤ Use LED Lights and replace LED Lights from 9w to 7w on common areas; ➤ Procure and install inverter type air conditioning units; ➤ Switch on Air conditioning unit at 8:00 AM and switched off at 5:00 PM; ➤ Assign one employee per area to monitor and set all air-conditioning units to temperature not lower than 24°C; ➤ Limit the use of elevators to PWDs, Senior Citizens and heavy supplies; ➤ Explore the use of Solar Panels; ➤ Prioritize procurement of equipment with low power consumption and inverter type appliances; ➤ Unplug idle equipment; ➤ Shut down computers at the end of each working day; ➤ Prohibit the use personal electrical devices in the office; ➤ Minimize re-heating of food and cooking of raw food shall be strictly prohibited; ➤ Playing games, watching movies, videos in using office computers is strictly prohibited except for official purposes; ➤ Security Guards on duty shall be tasked to check rooms/offices for electrical devices or

MOOE Account	Cost – Cutting and System Improvement Measures
	<p>lighting left open or un-plugged, except those at the data center of the MIS to prevent the possible fire; and</p> <p>➤ Set rules and regulation in the use of appliances or electronic equipment.</p>
<p>g.) Other Measures that may be mutually agreed upon by the parties.</p>	<ul style="list-style-type: none"> • Continue the policy of compensatory time-off scheme for payment of overtime; • Promote volunteerism in rendering extra-time services; • Encourage punctuality in reporting to work; • Promptly attend to office activities, meetings and assembly to optimize office man hours.