

MKWD, GEARING TOWARDS ISO CERTIFICATION

By Rolan Sean U. Magaway, Kleia Jean Mae B. Viterbo, Brenn John G. Vigo



ISO COMMITTEE TEAM.

The ISO Committee team with the ISO Committee Chairman Engr. Wilesper Lisandro M. Alqueza and assigned Quality Management Representatives during one of their meetings for preparation for ISO compliance.

In preparation for the ISO Certification, MKWD has lined up several activities and started organizing its filing system and improving its work place and safety program. In connection to this, MKWD created the ISO committee headed by Engr. Wilesper Lisandro M. Alqueza to facilitate and ensure the smooth process in accomplishing the requirements and prerequisites of ISO Certification. Along with Engr. Alqueza is the ISO Deputy Manager, Myrna R. Victoria, and the Quality Management Representatives from each divisions and offices.

Since MKWD aims for Quality Management System, every office or division must comply to the standards of ISO in terms of file management, 5S and safety program. Headed by Engr. Alqueza, the ISO team conducted series of orientations regarding ISO and Workplace Improvement to MKWD employees. Subject to these orientations are the Department Managers, Division Managers, officers, frontliners, secretaries, tellers, security guards, utility workers, and other employees from different divisions.

During the orientation, the audience were introduced on the background and overview of the ISO and informed about MKWD's target concerning the certification, stages for ISO certification, ISO team roles and responsibilities, roles of individuals as employee of MKWD and benefits of being an ISO Certified Organization. They were also briefed about the 5S and its meaning.

Aside from the orientation activities, part of the program of the ISO team is the regular quality auditing and assessment. Headed by the ISO Deputy Manager, Myrna R. Victoria, the ISO team inspects each offices assessing if they are complying to the file management and 5s standards. Each inspection will be documented and recorded to be used as reference in Gap Analysis.

Also, as prerequisite to the ISO Certification, the

General Services Division was advised to create and revise the protocols and standards concerning office security and utility services. This is to ensure that everybody as well as the concessioners will be safe.

Another activity that the ISO team will be conducting is the Monthly Search for the Best in 5S Employee. This is to motivate each employee to do their part in implementation of 5S.

As a response to the action plan to obtain the certification for ISO 9001-2015, MKWD personnel conducted the 5S method in their respective areas which were duly monitored by the management representatives.

After the series of meetings and orientation of the management representatives, department managers, division managers, officers, utility workers, and the outsourced security guards, the Agency, as a whole, is now committed to the pursuance and sustainability of the required processes. The files and reports of the current year were maintained by the concerned personnel and properly labeled for easy retrieval, while the older files and reports will be endorsed to the records section. In line with the 5s program, each division planned the particular installation of needed cabinet and locker.

The 5s organizational method is one of the steps towards ISO 9001-2015 Certification. MKWD is now preparing for the enhancement of the core processes and strengthening of the internal control procedures to boost the quality services to its consumers.

We can expect more activities concerning ISO Certification for the upcoming months since we are still in the early stage of processing the requirements for the certification. There may be more orientations, seminars, and workshops to come concerning Quality Management System and Workplace Improvement. ♦

Editorial

GOOD HOUSEKEEPING

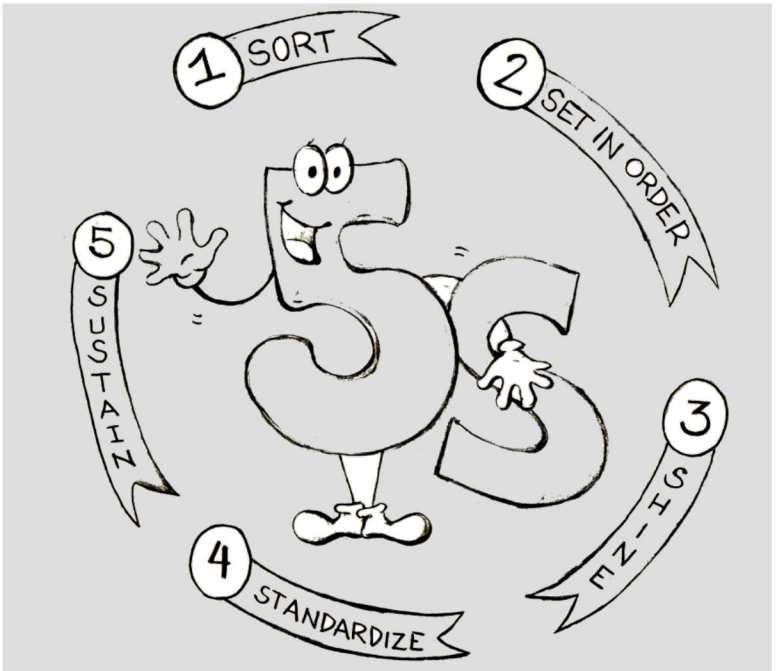
If you want to try and bring in new ideas on how to get your organization running more smoothly you could try to emulate the 5S approach. Seiri (Sort), Seiton (Set in Order), Seiso (Shine), Seiketsu (Standardize), and Shitsuke (Sustain), these five words are the phases of workplace organization method. In some quarters, 5S has become 6S, with Safety as the sixth element. According to Wikipedia the theory behind using 5S is "Dirty, cluttered, or damaged surfaces attract the eye, which spends a fraction of a second trying to pull useful information from them every time we glance past. Old equipment hides the new equipment from the eye and forces people to ask which to use"

The 5S method is a simple tool for organizing the workplace in a clean, efficient and safe manner to enhance productivity, visual management and to ensure the introduction of standardized working. The aim of 5S is the need to introduce standard operational practices to ensure efficient, repeatable, safe ways of working.

5s and standardization of processes goes hand in hand together in achieving ISO certification. That is why the ISO committee of MKWD encourages all personnel from top level management to its rank in file employees and even the outsourced security guards to perform 5s in all level of the organization.

5s is not just about housekeeping, but concentrating on maintaining the standards & discipline to manage the organization - all achieved by upholding & showing respect for the workplace every day. Achieving the 5 stages of good housekeeping is not going to be an easy task that is why a series of training and awareness sessions within the organization has been commenced to ensure that everyone knows what is 5S and how it fits into an overall QMS.

These activities among others are featured in this newsletter issue. As a public utility organization, MKWD never ceases in leveling up the improvement of its services to satisfy the needs of its clients. ♦



MKWD INVITED TO PLAY AT CMC INTRAMURALS

By Joan P. Camano

Last September 30, 2016, the MKWD Volleyball Women team was invited by the faculty of Central Mindanao Colleges (CMC) to play in an invitational game versus their women volleyball team as one of their highlights at their intramurals.

The team was composed of Maricel S. Belasa, Emma Concepcion N. Campoamor, Marian W. Dawa, Marian C. Belardino, Jessa B. Ratilla, Sheena Myla V. Refuila, Keziah Jemima R. Soriano and Chareon Kaye V. Saljay coached by the chairperson of the MKWD Sports Committee Jonathan C. Agbon. They played two rounds against the teachers and other staff of the faculty of CMC and the MKWD women volleyball players won both rounds.

The invitational game was a venue for the MKWD volleyball women players to show their skills and sportsmanship. Also, this shows MKWD's active participation in all manner of activities whether it be serving the concessionaires or playing sports. ♦



MKWD WOMEN VOLLEYBALL PLAYERS. The players with their coach Jonathan C. Agbon in a prayer before the start of the game led by Division Manager for Human Resources Merlie E. Avila.

TUBIG UPDATES

Gusto ko may tubig ka!

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MKWD Celebrates with CSC on its 116th Anniversary

By Jonah May M. Moires, Karen A. Dimaano, Jessa B. Ratilla and Shara Jean L. Chatto

Public Law No. 5, "An Act for the Establishment and Maintenance of Our Efficient and Honest Civil Service in the Philippine Islands," was enacted on September 19, 1900 marking this year as the 116th year. The celebration was spearheaded by the Civil Service Commission, as lead agency, encouraged all government agencies to conduct their own activities to celebrate 116th Philippine Civil Service Anniversary.

Metro Kidapawan Water District employees converged and actively participated this year's 116th Philippine Civil Service Anniversary (PCSA) with the theme, "*Sigaw ng Lingkod Bayani: Malasakit Para sa Taumbayan, Kapwa Kawani, at Kalikasan*". The activities to be conducted are meant to instill malasakit or compassion with action for our health, the environment, deserving public servants, and the Filipino public who are the clients of government service offices.

MKWD organized different activities in consonance to the celebration. One of these is the Clean and Green activity held last September 9, 2016 from 4:00 PM to 5:00 PM led by the Human Resource Unit and General Services Division. This covered the entire MKWD compound in its main office at Lanao, Kidapawan City. The different departments had designated areas to clean up. A&HRD and FSD were assigned at the flag pole area including the side of the Conference Hall, Admin and HR Office, General Services Office, RE Building and the stock rooms. The staff of the Office of the General Manager sweep up their way back to back the main building. On the other hand, Maintenance and Water Resources personnel worked at the Mini Gym, the Operations Building up to the Motorpool area. On their side was the Commercial Services personnel cleaning up around the guard house at Gate 3 along the sidelines of the fence and the Mini Park up to the guard house area at Gate 1. Lastly, the Engineering personnel (composed of Construction and Planning and Design personnel) labored in brushing off clean the entire front area of MKWD Main Office along the National Highway.

"All in all, the activity was a success. Despite getting sweaty and dirty, in the end, seeing the clean surroundings and knowing that we were part in attaining it was more than a reward. It is overwhelming that we get to be involved in something simple yet very worthwhile."



CLEAN AND GREEN ACTIVITY. All MKWD personnel was present during the activity. Shown above are personnel from Construction Division and Planning and Design Division.

As part of the observance of PCSA, MKWD employees conducted Bamboo Tree Planting Activity last September 23, 2016 at River Bank of Amapolon Spring Source which was spearheaded by MKWD Union of Employees.

#malasakitism

The activity was intended to instill compassion for the environment, for the public servants and customers of government service. The Civil Service Commission (CSC) even encourages the public, to take the PCSA publicity to social media by using the hashtag "#malasakitism" in all aspects of related celebration.



BAMBOO TREE PLANTING. One of the highlight of the 116th PCS Anniversary is the Bamboo Tree Planting in the riverbank of the Amapolon Spring Source.

Also, in view of the celebration to the Philippine Civil Service anniversary, MKWD held a sports activity last September 30, 2016 at MKWD covered court with Mixed Volleyball and Basketball men which was played between Operations Team and Admin & Finance Team.

The first activity was Mixed Volleyball followed by the Basketball men. Both teams gave their full effort in playing the events especially that they were cheered by their respective fellow employees. At the end the games, Operations Team won the Mixed Volleyball while Admin and Finance Team won the Basketball.



SPORTS ACTIVITY. The afternoon of September 30 was featured with sports activities such as Mixed Volleyball and Basketball Men between Operations and Admin & Finance personnel.

MKWD GAD PROJECT: SEPTAGE MANAGEMENT FACILITY

CONSTRUCTION OF BREASTFEEDING AREA

By Denver Lim D. Tabausaris

MKWD constructs a new edifice at the main building. With Purchase Requisition no. 0716-054 approved by the General Manager, Stella M. Gonzales, the construction of the Breastfeeding room was started on September 26, 2016. This project was one of the developments headed by the Gender and Development Committee (GAD) for the paying concessionaires of MKWD who are nursing mothers.

The Php 14,968.00 worth of construction located beside the Accounting and Budget Division office near the MKWD server room, was designed by Engr. Rolan U. Magaway and built with the supervision of Mr. Charlie P. Lumagod. The breastfeeding room will provide mothers a comfortable accommodation while waiting for their turn to pay their dues. ♦



MKWD BREASTFEEDING ROOM.

The MKWD Breastfeeding Room is located near the powder room in which mothers and children can rest during their wait in payment of their bills especially during due dates when throngs of people wait for their turn to pay.

The Republic Act No. 9275: Philippine Clean Water Act of 2004 is "An Act Providing for a Comprehensive Water Quality Management and for Other Purposes". It was signed into law by former President Gloria Macapagal-Arroyo on March 22, 2004 and took effect with its implementing Rules and Regulations (IRR) on May 6, 2004. This law is intended for the regulation of pollution to the water bodies through water quality management.

By virtue of RA 9275, MKWD management initiated steps for the implementation of Septage Management Facility to the service areas covered by the District. This system aims to reduce water pollution caused by untreated sludge from the household septic tanks. It involves enforcement of proper septic tank structuring and construction of septage facilities to treat waters.

"As a water utility industry, the District has the primary responsibility to provide safe and adequate water to the public."

The Proposed Septage Management System has been presented by MKWD to the Local Government Unit of Kidapawan City and Municipality of Makilala. The District believes that the success of this project will be achieved with the support of LGUs by formulating ordinances for its implementation.

As a water utility industry, the District has the primary responsibility to provide safe and adequate water to the public. The safe and clean waters are the means of its existence. Therefore, it is necessary to take actions and prepare for the worst that would possibly benefit the entire community in the long run. ♦

EXPANSION and DEVELOPMENT UPDATES: SEPTEMBER 2016

By Rolan Sean U. Magaway

Within the month of September 2016, Metro Kidapawan Water District has started the construction of the Gender and Development (GAD) Projects. This projects include the construction of covered pathway, the MKWD Stockroom, and the MKWD Breastfeeding room. The installation of Distribution Line at Purok 1 to Purok 5, Indangan, Kidapawan City is also part of the projects headed by GAD committee.

Aside from the GAD projects, there are also the on going installation, re-routing, and rehabilitation of Main Lines and Transmission Lines. The Main Line from Saguig Bridge to Malaang Bridge, Makilala, Cotabato is being re-routed due to road widening program of the DPWH. Meanwhile, the Transmission Line from SSS Building to Cathedral and the Main Line at Jose Abad Santos were being rehabilitated in order to improve the quality of service within the specific areas. We are also installing a Transmission Line from Balindog to Amas and another Booster pump at Amas Reservoir to reinforce and improve water distribution in the west part of Kidapawan.

This project was conceptualized to serve a long term solution to sustain water supply in Makilala System in response to the 4% growth service connections in the area.

For this month, we are able accomplish one the MKWD's major projects for 2016 which is the Installation of the Perez-Indangan-Nuangan Transmission Line. This project was completed last September 7, 2016. According to Planning and Design Division this project was conceptualized to serve a long term solution to sustain water supply in Makilala System in response to the 4% growth service connections in the area.

With the completion of this project, we will be able to increase water supply at the east part of Kidapawan City. We will also be able to supply water at the Makilala service areas since this project is a pre-requisite of the Nuangan-Makilala Transmission Line installation. In terms of production, MKWD will be able to generate additional 33Lps of water in our system with the completion of the project.

For the following months, we can expect more projects to be implemented. Most of this projects are from GAD program just like the installation of Distribution Line at Meohao, Kidapawan City, Distribution Line rehabilitation at Sulang Subdivision, Magpet, construction of MKWD Landmark, and Comfort Room for Differently Aabled Person. The installation of Nuangan-Makilala Transmission Line is also expected to be implemented. ♦