



Republic of the Philippines  
**CATARMAN WATER DISTRICT**  
 Catarman, Northern Samar

**STATEMENT OF FINANCIAL POSITION**  
**AS AT FEBRUARY 28, 2019**

**ASSETS**

**Current Assets**

<b>Cash and Cash Equivalents</b>		<u>356,976.55</u>
<b>Cash on Hand</b>		<u>6,490.71</u>
Cash - Collecting Officers		1,490.71
Petty Cash Fund		5,000.00
<b>Cash In Bank - Local Currency</b>		<u>350,485.84</u>
Cash In Bank-Local Currency Current Account		233,377.81
LBP	189,472.89	
DBP	43,904.92	
Cash In Bank - Local Currency Savings Account		<u>117,108.03</u>
<b>Receivables</b>		<u>4,520,215.36</u>
Accounts Receivable		<u>1,474,100.24</u>
Accounts Receivable - Dormant		3,050,560.93
Allowance for Impairment-Accounts Receivable		(135,599.64)
Net Value-Accounts Receivable - Dormant		<u>2,914,961.29</u>
Other Receivables		<u>131,153.83</u>
Receivable - Disallowances/Charges		85,000.00
Due from Officers & Employees		-
Other Receivables		<u>46,153.83</u>
<b>Inventories</b>		<u>804,474.69</u>
Accountable Forms Inventory		10,000.00
Chemical & Filtering Supplies Inventory		-
Merchandise Inventory		-
Semi-Expendable IT Equipment		132,194.55
Semi-Expendable Other Machinery Equipment		5,800.00
Semi Expendable Furniture, Fixtures & Books		121,215.00
Other Supplies & Merchandise Inventory		<u>535,265.14</u>
<b>Other Current Assets</b>		<u>104,779.00</u>
Advances to Payroll		-
Advances to Officers & Employees		80,779.00
Prepaid Rent		<u>24,000.00</u>
<b>Total Current Assets</b>		<u>5,786,445.60</u>

**Non-Current Assets**

<b>Property Plant and Equipment</b>		<u>18,844,241.99</u>
Land		<u>120,999.76</u>
<b>Infrastructure Assets</b>		<u>16,125,137.44</u>
<b>Waterways Supply Systems</b>		<u>24,147,725.05</u>
<b>Accumulated Depreciation-Waterways Supply Systems</b>		(8,022,587.61)
<b>Buildings and Other Structures</b>		<u>34,000.00</u>
Water Plant, Structures & Improvements		340,460.48
Accumulated Depreciation - Water Plant Structures & Improvement		(306,460.48)
Net Value-Water Plant Structures & Improvement		<u>34,000.00</u>
<b>Machineries and Equipment</b>		<u>2,463,169.79</u>
Office Equipment		238,000.00
Accumulated Depreciation - Office Equipment		(214,200.00)
Net Value-Office Equipment		<u>23,800.00</u>
IT Equipment		217,149.10
Accumulated Depreciation - Information & Com. Technology		(80,015.20)
Net Value-IT Equipment		<u>137,133.90</u>
Electrical Equipment		5,860,081.50
Accumulated Depreciation - Electrical Equipment		(3,579,844.61)
Net Value - Electrical Equipment		<u>2,280,236.89</u>
Other Machinery and Equipment		<u>116,555.00</u>



Republic of the Philippines  
**CATARMAN WATER DISTRICT**  
Catarman, Northern Samar


**STATEMENT OF FINANCIAL POSITION**  
**AS AT FEBRUARY 28, 2019**

<b>Transportation Equipment</b>	97,765.00
Motor Vehicles	480,305.00
Accumulated Depreciation - Motor Vehicles	(382,540.00)
Net Value - Motor Vehicles	97,765.00
<b>Furniture , Fixtures and Books</b>	3,170.00
Furniture & Fixtures	31,699.25
Accumulated Depreciation - Furniture & Fixtures	(28,529.25)
Net Value-Furniture, Fixtures & Books	3,170.00
<b>Intangible Assets</b>	49,600.00
Computer Software	116,200.00
Accumulated Depreciation - Computer Software	(66,600.00)
Net Value - Computer Software	49,600.00
<b>Total Non-Current Assets</b>	18,893,841.99
<b>Total Assets</b>	<b>24,680,287.59</b>
<b>LIABILITIES</b>	
<b>Current Liabilities</b>	
<b>Financial Liabilities</b>	539,662.40
Accounts Payable	539,510.40
Due to Officers & Employees	152.00
<b>Inter Agency Payables</b>	289,764.25
Due to BIR	83,358.45
Due to GSIS	172,566.74
Due to Pag-ibig	23,268.55
Due to Philhealth	10,570.51
<b>Other Payables</b>	-
<b>Total Current Liabilities</b>	829,426.65
<b>Non-Current Liabilities</b>	
<b>Financial Liabilities</b>	15,719,935.11
Loans Payable - Domestic	15,719,935.11
<b>Total Non-Current Liabilities</b>	15,719,935.11
<b>Total Liabilities</b>	16,549,361.76
<b>EQUITY</b>	
Government Equity	2,577,950.89
Retained Earnings	5,552,974.94
<b>Total Equity</b>	8,130,925.83
<b>Total Liabilities and Equity</b>	<b>24,680,287.59</b>

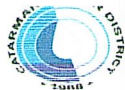
Prepared By:

  
MARISSA F. BANDAL  
Division Manager C

Approved by:

  
GUIDO A. MOLLEJON  
General Manager





**Republic of the Philippines**  
**CATARMAN WATER DISTRICT**  
 Catarman N. Samar

**DETAILED STATEMENT OF COMPREHENSIVE INCOME**  
 For the Month Ended February 28, 2019

	Current	To Date
<b>Income</b>		
<b>Service and Business Income</b>		
Waterworks System Fees	1,413,892.35	2,681,961.95
Metered Sales to General Customers	1,413,892.35	2,681,961.95
Unmetered Sales to General Customers	-	-
Fines & Penalties - Business Income	64,409.95	123,807.49
Other Business & Service Income	70,060.00	126,299.00
<b>Total Service and Business Income</b>	<b>1,548,362.30</b>	<b>2,932,068.44</b>
Other Non-Operating Income	400.00	1,450.00
<b>Total Income</b>	<b>1,548,762.30</b>	<b>2,933,518.44</b>
		-
<b>Expenses</b>		
<b>Personnel Services</b>	458,914.00	912,044.00
Salaries and Wages - Regular	458,914.00	912,044.00
<b>Other Compensation</b>	146,000.00	190,000.00
Personnel Economic Relief Allowance	34,000.00	68,000.00
Representation Allowance	5,000.00	10,000.00
Transportation Allowance	5,000.00	10,000.00
Clothing/Uniform Allowance	102,000.00	102,000.00
<b>Personnel Benefit Contribution</b>	60,080.77	120,161.54
Retirement & Life Insurance Premiums	51,569.76	103,139.52
Pag-ibig Contributions	1,700.00	3,400.00
Philhealth Contributions	5,111.01	10,222.02
Employees Compensation Insurance Premiums	1,700.00	3,400.00
<b>Other Personnel Benefits</b>	-	110,810.44
Terminal Leave Benefits	-	110,810.44
<b>Total Personnel Services</b>	<b>664,994.77</b>	<b>1,333,015.98</b>
<b>Maintenance and Other Operating Expenses</b>		-
<b>Travelling Expenses-Local</b>	12,130.00	19,828.00
<b>Training and Scholarship Expenses</b>	14,500.00	14,500.00
<b>Supplies and Materials Expenses</b>	128,153.40	131,308.15
Office Supplies Expenses	4,093.00	7,247.75
Fuel, Oil & Lubricants Expenses	26,460.40	26,460.40
Water Treatment Operations Expense	97,600.00	97,600.00
<b>Utility Expenses</b>	305,154.29	688,762.84
Electricity	305,154.29	688,762.84
<b>Communication Expenses</b>	2,561.72	5,253.21
Postage & Deliveries	205.00	810.00
Internet Subscription Expenses	2,356.72	4,093.21
Cable, Satellite, Telegraph and Radio Expenses	-	350.00
<b>Repairs and Maintenance</b>	2,854.00	8,629.00
Repairs & Maintenance - Public Infra	1,260.00	1,260.00
Repairs & Maintenance - Machinery Equipment	1,594.00	1,594.00
Repairs & Maint. - Transportation Expenses	-	-
Repairs & Maint - Other Machinery & Equipment	-	5,775.00
<b>Taxes, Insurance Premiums and Other Fees</b>	-	-
Insurance Expenses	-	-
<b>Other Maintenance and Operating Expenses</b>	37,561.00	70,272.00
Representation Expenses	-	-
Rent/Lease Expenses	17,735.00	35,470.00
Membership, Dues and Contributions to Organizations	-	-
Directors and Committee Members Fees	19,826.00	34,802.00
<b>Total Maintenance and Other Operating Expenses</b>	<b>502,914.41</b>	<b>938,553.20</b>
<b>Interest Expenses</b>	77,004.00	154,140.00
<b>Non-Cash Expenses</b>	89,166.67	178,333.34
Depreciation Expense-Electrical Equipment	-	-
Depreciation Expense-UPIS	89,166.67	178,333.34
<b>Total Expenses</b>	<b>1,334,079.85</b>	<b>2,604,042.52</b>
		-
<b>Comprehensive Income</b>	<b>214,682.45</b>	<b>329,475.92</b>



Republic of the Philippines  
**CATARMAN WATER DISTRICT**  
Catarman N. Samar

**STATEMENT OF CHANGES IN EQUITY**  
**ALL FUNDS**  
For the Period Ended February 28, 2019

	Contributed Capital	Retained Earnings	Total
Balance at January 1, 2019	2,577,950.89	5,223,499.02	7,801,449.91
<b>Changes in Equity for 2019</b>			
Add: Comprehensive Income Adjustment		329,475.92	-
	<u>2,577,950.89</u>	<u>5,552,974.94</u>	<u>7,801,449.91</u>
<b>Balance at February 28, 2019</b>	<u>2,577,950.89</u>	<u>5,552,974.94</u>	<u>7,801,449.91</u>

Prepared by:

  
**MARISSA F. BANDAL**  
Division Manager C

Approved by:

  
**GUIDO A. MOLLEJON**  
General Manager D



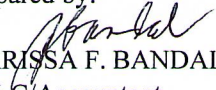
CATARMAN WATER DISTRICT  
DETAILED STATEMENT OF CASH FLOWS  
FOR THE MONTH ENDED FEBRUARY 28, 2019

CASH FLOWS FROM OPERATING ACTIVITIES	Current Month	February
<b>Cash Inflows</b>		
Proceeds from Sale of Goods and Services		
Collection of Income/Revenue	<b>1,518,081.96</b>	<b>3,034,641.75</b>
Collection of service and business		
Waterworks System Fees	1,130,732.10	2,061,229.24
Other Service Income (Installation Fees)	70,060.00	126,299.00
		-
		-
Receipt of shares, grants and		-
Collection of other non-operating	400.00	1,450.00
Receipt of prior years' income	316,889.86	845,663.51
Interest Income		
Receipt of Assistance/Subsidy	-	
Other Receipts	<b>23,975.68</b>	<b>53,425.41</b>
Receipt of unearned income/revenue		
Receipt of deposits on letters of		
Refund of guaranty deposits		
Receipt of payment for liquidated		
Receipt of unused petty cash fund		
Receipt of other deferred credits	21,821.04	44,002.31
Receipt of refund of overpayment of personnel services		-
Receipt of refund of overpayment of maintenance and other operating	44.64	44.64
Receipt of refund of cash advances	2,110.00	9,378.46
Other miscellaneous receipts		
<b>Total Cash Inflows</b>	<b>1,542,057.64</b>	<b>3,088,067.16</b>
<b>Adjusted Cash Inflows</b>	<b>1,542,057.64</b>	<b>3,088,067.16</b>
<b>Cash Outflows</b>		
Payment of Expenses	<b>1,049,742.07</b>	<b>1,777,099.33</b>
Payment of personnel services	483,677.75	925,018.19
Payment of maintenance and other operating expenses	566,064.32	852,081.14
Purchase of Inventories	-	-
Purchase of inventories for sale		
Purchase of inventories for		
Purchase of inventory held for		-
Grant of Cash Advances	-	<b>5,000.00</b>
Advances to officers and employees		5,000.00
Payments of Accounts Payable		<b>291,530.60</b>
Remittance of Personnel Benefit Contribution	<b>183,854.37</b>	<b>466,895.03</b>
Remittance of taxes withheld	26,055.65	26,055.65

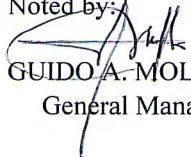


Remittance to GSIS/Pag-IBIG/PhilHealth/SSS	157,798.72	370,858.20
Remittance of other payables - Deferred Credits-BIR		69,981.18
<b>Total Cash Outflows</b>	<b><u>1,233,596.44</u></b>	<b><u>2,540,524.96</u></b>
<b>Adjusted Cash Outflows</b>	<b><u>1,233,596.44</u></b>	<b><u>2,540,524.96</u></b>
<b>Net Cash Provided by/(Used in) Operating Activities</b>	<b><u>308,461.20</u></b>	<b><u>547,542.20</u></b>
Payment of Interest on Loans and Other Finan	<u>213,933.00</u>	<u>427,866.00</u>
Payment of Cash Dividends	-	-
<b>Total Cash Outflows</b>	<b><u>213,933.00</u></b>	<b><u>427,866.00</u></b>
<b>Adjusted Cash Outflows</b>	<b><u>213,933.00</u></b>	<b><u>427,866.00</u></b>
<b>Net Cash Provided By/(Used In) Financing Activities</b>	<b><u>(213,933.00)</u></b>	<b><u>(427,866.00)</u></b>
<b>INCREASE/(DECREASE) IN CASH AND CASH EQUIVALENTS</b>	<b><u>94,528.20</u></b>	<b><u>119,676.20</u></b>
<b>Effects of Exchange Rate Changes on Cash and Cash Equivalents</b>		
<b>CASH AND CASH EQUIVALENTS, January 1, 2018</b>	<u>262,448.35</u>	<u>237,300.35</u>
<b>CASH AND CASH EQUIVALENTS, December 31, 2018</b>	<b><u>356,976.55</u></b>	<b><u>356,976.55</u></b>
Cash Accounted for as follows: Cash Collecting Officer		1,490.71
Petty Cash Fund		5,000.00
Cash In Bank-LBP-Operating Fund		189,472.89
Cash In Bank-DBP		34,378.21
Cash In Bank-DBP -Egov		9,526.71
Cash In Bank-LBP Savings Acct.		117,108.03
		<u>356,976.55</u>

Prepared by:

  
MARISSA F. BANDAL  
DM-C/Accountant

Noted by:

  
GUIDO A. MOLLEJON  
General Manager

**MONTHLY DATA SHEET**  
**CATARMAN WATER DISTRICT ( CCC # 359)**  
 For the Month Ending February 28, 2019

**1 SERVICE CONNECTION DATA**

1.1	Total Services	<u>3045</u>	1.6 Change: New	<u>10</u>
1.2	Total Active	<u>1733</u>	Reconnected	<u>26</u>
1.3	Total Metered	<u>3045</u>	Disconnected	<u>52</u>
1.4	Total Billed	<u>1,749</u>	1.7 Customer in arrears	
1.5	Population Served	<u>          </u>	Number 781	<u>0.45</u>

**2 PRESENT WATER RATES: Effective**

LWUA Approved    YES    January, 2018    NO                  Date Approved:    Nov. 7, 2017

	No. of Conns.	Minimum Charge	COMMODITY CHARGES			
			11-20	21-30	31-40	41-UP
Residential/Government	<u>1,550</u>	<u>243.00</u>	<u>27.85</u>	<u>31.50</u>	<u>35.00</u>	<u>39.00</u>
Commercial/Industrial	<u>199</u>	<u>486.00</u>	<u>55.70</u>	<u>63.00</u>	<u>70.00</u>	<u>78.00</u>
Bulk/Wholesale	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	<u>1,749</u>					

**3 BILLING AND COLLECTION DATA:**

<b>3.1 BILLINGS (Water Sales)</b>	<b>This Month (tM)</b>	<b>Year-to-Date (YTD)</b>
a. Current (Metered)	<u>1,413,892.35</u>	<u>2,681,961.95</u>
b. Current (Flat Rate)		
c. Penalty Charges	<u>64,409.95</u>	<u>123,807.49</u>
<b>TOTALS</b>	<u>1,478,302.30</u>	<u>2,805,769.44</u>

<b>3.2 COLLECTIONS (Water Sales)</b>		
a. Current Accounts	<u>765,662.91</u>	<u>1,458,879.72</u>
b. Arrears (Current Years)	<u>365,069.19</u>	<u>602,349.52</u>
c. Arrears (Previous Years)	<u>316,889.86</u>	<u>845,663.51</u>
<b>TOTALS</b>	<u>1,447,621.96</u>	<u>2,906,892.75</u>

3.3 ACCOUNTS RECEIVABLE  
 Beginning of Year    P                  P    4,490,184.84

3.4 ON-TIME PAID, THIS MONTH =  

$$\frac{765,662.91}{1,413,892.35} \times 100 = 54.15 \%$$

COLLECTION EFFICIENCY, YTD =  

$$\frac{2,061,229.24}{2,805,769.44} \times 100 = 73 \%$$

COLLECTION RATIO, YTD =  

$$\frac{2,906,892.75}{7,295,954.28} \times 100 = 39.84 \%$$

**4 FINANCIAL DATA**

**4.1 REVENUE**

a. Operating	P	<u>1,548,362.30</u>	P	<u>2,932,068.44</u>
b. Non-Operating	P	<u>400.00</u>	P	<u>1,450.00</u>
<b>TOTALS</b>	P	<u>1,548,762.30</u>	P	<u>2,933,518.44</u>

## 4.2 EXPENSES

a. Salaries and Wages	P	<u>458,914.00</u>	P	<u>912,044.00</u>
Pumping cost (Fuel, Oil, Electric)	P	<u>305,154.29</u>	P	<u>688,762.84</u>
c. Chemicals (Treatment)	P	<u>97,600.00</u>	P	<u>97,600.00</u>
d. Other O & M Expenses	P	<u>306,240.89</u>	P	<u>573,162.34</u>
e. Depreciation Expense	P	<u>89,166.67</u>	P	<u>178,333.34</u>
f. Interest Expense	P	<u>77,004.00</u>	P	<u>154,140.00</u>
g. Others	P	<u>-</u>	P	<u>-</u>
Franchise Taxes	P	<u>-</u>	P	<u>-</u>
TOTALS	P	<u><u>1,334,079.85</u></u>	P	<u><u>2,604,042.52</u></u>

4.3 **NET INCOME (LOSS)** P 214,682.45 P 329,475.92

## 4.4 CASH FLOW REPORT

a. Receipts	P	<u>1,542,057.64</u>	P	<u>3,088,067.16</u>
b. Disbursement	P	<u>1,447,529.44</u>	P	<u>2,968,390.96</u>
c. Net Receipt (Disbursement)	P	<u>94,528.20</u>	P	<u>119,676.20</u>
d. Cash Balance, Beginning	P	<u>262,448.35</u>	P	<u>237,300.35</u>
e. Cash Balance, Ending	P	<u><u>356,976.55</u></u>	P	<u><u>356,976.55</u></u>

## 4.5 MISCELLANEOUS FINANCIAL DATA

a. Loans Funds (Total)			c. Inventories	P	<u>459,796.46</u>
1. Cash On Hand	P	<u>-</u>	d. Acct. Receivables (Customer)	P	<u>4,389,061.53</u>
2. Cash In Bank	P	<u>-</u>			
b. WD Funds (Total)		<u>356,976.55</u>	e. Customer's Deposit	P	<u>-</u>
1. Cash On Hand	P	<u>1,490.71</u>	f. Loans Payable LWUA	P	<u>-</u>
2. Cash In Bank	P	<u>233,377.81</u>	Payable to supplier's & other creditor	P	<u>-</u>
3. Investments	P	<u>-</u>	g. Total Debt Service	P	<u>-</u>
4. Working Fund	P	<u>5,000.00</u>	(LWUA Loan)	P	<u>15,719,935.11</u>
5. Reserves	P	<u>117,108.03</u>			

## 5 WATER PRODUCTION DATA:

5.1 SOURCE SUPPLY	NUMBER	Total Rated Capacity	Basis of Data
a. Wells	<u>4</u>	<u>-</u>	m3/mo
b. Springs	<u>-</u>	<u>-</u>	m3/mo
c. Surface	<u>-</u>	<u>-</u>	m3/mo
d. TOTALS	<u>4</u>	<u>-</u>	m3/mo

5.2 WATER PRODUCTION	THIS MONTH	YTD	METHOD OF MEASUREMENT
a. Pumped	<u>84,130</u> m3	<u>168,260</u> m3	<u>-</u>
b. Gravity	<u>-</u> m3	<u>-</u> m3	<u>-</u>
c. TOTALS	<u>84,130</u> m3	<u>168,260</u> m3	<u>-</u>



5.3 WATER PRODUCTION COST:

a. Total power consumption for pumping		7569 kwh
b. Total power cost for pumping		
c. Other energy cost for puding		300 lts.
d. Total pumping hours (motor drive)		2654.75 hrs.
e. Total pumping hours (engine drive)		46.7 hrs.
f. Total gas chlorine consumed		243 kg.
g. Total power chlorine consumed		kg.
h. Total chlorine cost	P	
i. Total cost of other chemicals	P	

5.4 ACCOUNTED WATER USE:

a. Metered billed	<u>35,570</u>	<u>68,834</u>	m3
b. Unmetered billed			m3
c. Total Billed (5.4a + 5.4b)	<u>35,570</u>	<u>68,834</u>	m3
d. Metered unbilled			m3
e. Unmetered unbilled			
f. Total Accounted (5.4c + 5.4d + 5.4a)	<u>35,570</u>	<u>68,834</u>	m3

5.5 WATER USED ASSESSMENT:

a. Ave. monthly consumption/connection		<u>20.34</u>	m3
b. Ave. per Capital/day consumption			m3
c. Accounted water			
	$\frac{68,834 \times 100}{168,260}$	=	<u>40.91</u> %
D. Revenue producing water			
	$\frac{68,834 \times 100}{168,260}$	=	<u>40.91</u> %

6. MISCELLANOUES DATA:

6.1 Employees	a. Total __19 Regular 14 Temp-2 Casual	1	<u>JO 2</u>
	b. No. of connections/employee		<u>103</u>
	c. Average monthly salary/employee	P	<u>25,495.22</u>
6.2 Bacteriological:			
	a. Total samples taken		<u>4</u>
	b. No. of negative results		<u>1</u>
	c. Test results submitted to LWUA (Y/N)		
6.3 Chlorination:			
	a. Total samples taken		
	b. No. of samples meeting standards		
	c. No. of days full chlorination		<u>30 days</u>
6.4 Board of Directors:		This Month	Year-To-Date
	a. Resolutions approved		<u>2</u>
	b. Policies passed		
	c. Director's fee paid	<u>14,976.00</u>	<u>29,952.00</u>
	d. Meetings		
	1 Held (No.)		
	2 Regular (No.)	<u>1</u>	<u>2</u>
	3 Special (No.)	<u>1</u>	<u>2</u>

**7. STATUS OF VARIOUS DEVELOPMENTS:**

7.1 STATUS OF LOANS as of \_\_\_\_\_ Loans/Fund Committed

Type of Loans/Funds:							
a. Early Action	P	_____	_____	P	_____	_____	_____ %
b. Interim Improvement	P	_____	_____	P	_____	_____	_____ %
c. Comprehensive	P	_____	_____	P	_____	_____	_____ %
d. New Service Connection	P	_____	_____	P	_____	_____	_____ %
e. BPW Funds	P	_____	_____	P	_____	_____	_____ %
f. _____	P	_____	_____	P	_____	_____	_____ %
<b>TOTALS</b>	<b>P</b>	<b>=====</b>	<b>=====</b>		<b>=====</b>	<b>=====</b>	<b>===== %</b>

7.3 Other On-Going Projects:

Types	Status Schedule (%)	Funded By	
a. Early Action	_____	_____	_____
b. Pre-Feasibility Study	_____	_____	_____
c. Feasibility Study	_____	_____	_____
d. A & E Design	_____	_____	_____
e. Well Drilling	_____	_____	_____
f. Project Presentation	_____	_____	_____
g. Pre-Bidding	_____	_____	_____
h. Bidding	_____	_____	_____
i. Construction (_____)	_____	_____	_____

**8. STATUS OF INSTITUTIONAL DEVELOPMENT: ( to be filed by the Advisor)**

8.1 Development Progress Indicator:

Phase	Earned	Min Req'd	Vacancies	Age in Month	Development Rating
I	_____	_____	_____	_____	_____
II	_____	_____	_____	_____	_____

8.2 Commercial Systems/Audit: \_\_\_\_\_ Dates

a. CPS I Installed	_____	Nov. 16-21, 1995	_____
b. CPS II Installed	_____	_____	_____
c. Management Audit	_____	Oct. 13-17, 1997	_____
d. PR Assistance	_____	_____	_____
e. Marketing Assistance	_____	_____	_____
f. Financial Audit	_____	_____	_____
g. _____	_____	_____	_____

**SUBMITTED BY:**

  
**GUIDO A. MOLLEJON**  
 General Manager \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_  
 Management Advisor \_\_\_\_\_ Date \_\_\_\_\_

**NOTED BY:**

\_\_\_\_\_ Date \_\_\_\_\_  
 Area Manager \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_  
 FM \_\_\_\_\_ Date \_\_\_\_\_