



Republic of the Philippines
Department of Environment and Natural Resources
NATIONAL WATER RESOURCES BOARD

RESOLUTION NO. 30-0619

June 19, 2019 – 191st Board Meeting

POLICY GUIDELINES ON THE SUBMISSION OF ANNUAL REPORT

WHEREAS, the submission of Annual Report of finances and operation of waterworks systems for the previous year in the prescribed Annual Report Form is one of the requirements under the NWRB Modified Standard Rules and Regulations in the operation of waterworks systems for CPC grantees;

WHEREAS, submission of Annual Report is due on or before May 30th of every year and request for extension of time to submit Annual Report entails payment of the appropriate fee;

WHEREAS, non-submission of the Annual Report is subject to the imposition of appropriate penalty charges per year;

WHEREAS, the Systems and Accounts Section (SAS) of the Water Utilities Division where the submission of Annual Report of CPC grantees is lodged has been receiving Requests for Extension of Time to Submit Annual Report from grantees with different periods of time range;

WHEREAS, it has been consistently observed that some CPC grantees would rather pay the penalty charge every year than submit the required Annual Report;

WHEREAS, for those who submit its Annual Report, it was noted that the Annual Report of finances and operation of the waterworks systems submitted by CPC grantees are sometimes not duly certified by a licensed external auditor or, even if it is duly certified, there are also cases where the data entries are found to be incomplete and/or erroneous upon review by the Systems and Accounts Section of the Water Utilities Division;

WHEREAS, the submission of Annual Report is not strictly observed and submission of which is pro forma and without due consideration on the authenticity and accuracy of the data reported;

WHEREAS, there is no clear-cut policy with regard to the submission of Annual Report of CPC Grantees nor is there a policy for the consistent violation on the non-submission of the Annual Report;

NOW THEREFORE, BE IT RESOLVED, as it is hereby resolved, to approve the following policy guidelines on the submission of Annual Report as follows:


1. The Annual Report of finances and operation of the waterworks systems must be submitted by CPC grantees to NWRB on or before the 30th of May of the current year and no extension shall be allowed;
2. The Annual Report shall be certified by the General Manager and a duly licensed external auditor and in accordance with the prescribed template with complete and accurate data/entries;


3. Submission of Annual Report that are not certified by the General Manager and a duly licensed external auditor and not in accordance with the prescribed template and with incomplete and inaccurate data/entries shall be treated as non-submission of Annual Report;
4. The penalty for non-submission of Annual Report shall be increased from P5,000.00 to P10,000.00. The same penalty shall apply for submission of erroneous/incomplete Annual Report;
5. Non-submission of Annual Report for two (2) consecutive years shall be ground for cancellation of CPC; and
6. Grantees of cancelled CPCs due to non-submission of Annual Report may apply for a new CPC, provided, that all arrears including applicable penalties shall be paid in full with NWRB.

RESOLVED FURTHER, that the NWRB, thru the Water Resources Information Section and Water Utilities Division shall conduct training-workshop periodically on the accomplishment of Annual Report.


RESOLVED FINALLY, that CPC grantees may opt to seek the assistance of the staff from the Systems and Accounts Section of the Water Utilities Division in accomplishing the Annual Report Form, when necessary.


IN WITNESS WHEREOF, we have hereunto set our hands this 27th day of June 2019, in Quezon City, Philippines.


Sec. **ROY A. CIMATU (DENR)**
Rep: Usec. Analiza R. Teh
Chairman


Sec. **ERNESTO M. PERNIA (NEDA)**
Rep: DDG Rolando G. Tungpalan
Vice-Chairman

Members:


for Sec. **MENARDO I. GUEVARRA (DOJ)**
Rep: Asst. Chief State Counsel Ruben F. Fondevilla


Sec. **FORTUNATO T. DE LA PEÑA (DOST)**
Rep: Engr. Eduardo V. Manalili


Dr. **ROBERTO S. SORIANO (UP-NHRC)**