

JAPAN INTERNATIONAL COOPERATION AGENCY

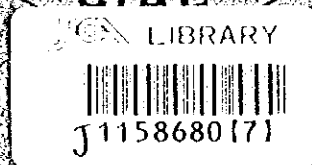
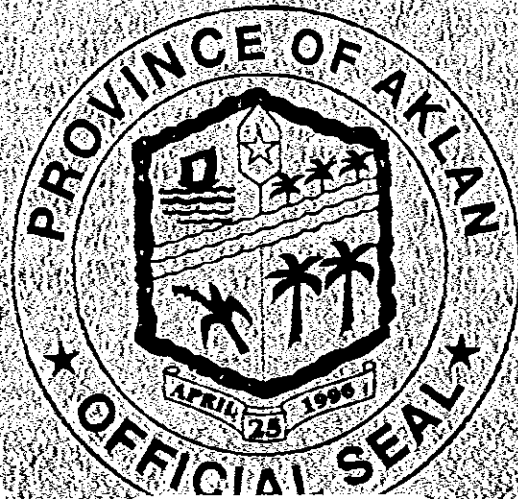
THE STUDY ON THE
PROVINCIAL WATER SUPPLY, SEWERAGE AND
SANITATION SECTOR PLAN
IN
THE REPUBLIC OF THE PHILIPPINES

VOLUME III - (1)

DATA REPORT

PROVINCIAL WATER SUPPLY, SEWERAGE AND
SANITATION SECTOR PLAN
FOR THE PROVINCE OF

AKLAN



AUGUST 2000

NJS CONSULTANTS CO., LTD.

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VOLUME III DATA REPORT

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PROVINCIAL WATER SUPPLY, SEWERAGE AND SANITATION SECTOR PLAN

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1. INTRODUCTION

1.3 The Provincial Plan for the Province of Aklan

1.3.2 Outline of the Report

Table 1.3.1 List of Collected Reports and Documents

No.	Title	Year	Source	G	C	R	P	M	B
I. GENERAL									
1.	The Philippine National Development Plan Program Master Planning	1998	NEDA		■				
2.	Report and Recommendation of the President to the Board of Directors on Proposed Loans to the Republic of the Philippines for the Rural Water Supply and Sanitation Sector Project	May 1996	ADB		■				
3.	Report and Recommendation of the President to the Board of Directors on a Proposed Loan to the Republic of the Philippines for the Regional Municipal Development Project	Aug. 1995	ADB		■				
4.	Long Term and Medium Term Sector Dev't. Planning Workshop No. 2	1998	DILG						
5.	Philippine Agenda - A National Agenda for Sustainable Development for the 21st Century	1997	PCSD		■				
6.	Updated Medium-Term Philippine Development Plan 1996 - 1998	Dec. 1995	NEDA		■				
7.	Water Supply, Sewerage and Sanitation Master Plan of the Philippines 1988 - 2000	1988	NEDA		■				
8.	Catalogue Products and Services	1993	NAMRIA		■				
9.	The Philippines in 1995: Our Time Has Come	June 1995	OP		■				
10.	Australian Development Corporation with the Philippines - Philippine Program Profile (Section C.3)	July 1997	LGU						
11.	Social Reform Agenda Policy Directives		Social Reform Council Secretariat		■				
II. SOCIO-ECONOMIC									
1.	Socio-Economic Profile (Aklan)		PPDO				■		
2.	Census-Based National and Regional Population Projection Volume I	1995	NSO		■				
3.	Report No. 1-P: Population by Province, City/ Municipality and Barangay Region VI 1995 Census	1995	NSO			■			
4.	Report No. 2-87P: Socio Economic and Demographic Characteristics Aklan 1995 Census	June-05	NSO				■		
5.	Philippine Statistical Yearbook	1997	NSCB		■				
6.	NSO Census by Province, Male, Female and Age Bracket	1995	NSO			■			

No.	Title	Year	Source	G	C	R	P	M	B
7.	Geographic Coding and Urban and Rural Classification (Region VI)	1990	NSO			■			
8.	Total Population, Household Population and Number of Households by Province, City/ Municipality and Barangay	1995	NSO		■				
III. WATER SOURCE									
1.	Master Plan Study on Water Resources Management in Republic of the Philippines Vol. I	Jan. 1998	NWRB		■				
2.	Master Plan Study on Water Resources Management in Republic of the Philippines Vol. II	Jan. 1998	NWRB		■				
3.	Philippine Water Resources Data Volume II Streamflow and Lake or River Stage	Jan. 1980	NWRC		■				
4.	Philippine Water Resources Data Volume II Streamflow and Lake or River Stage	June 1991	DPWH-BRS		■				
5.	Master Plan Study on Water Resources Management in the Republic of the Philippines	July 1997	NWRB		■				
6.	Topographic Maps 1:250,000 Aklan	Reprinted in 91, 93 and 96	NAMRIA				■		
7.	Rapid Assessment of Water Supply Sources Aklan	1982	NWRB				■		
8.	Groundwater Resources Investigation Report Aklan	Unpublished	NWRB				■		
9.	Water Resources Summary Data (Volume 1 and 2)	1970	NWRB		■				
10.	Individual Well Inventory, Aklan	1990	NWRB				■		
11.	Groundwater of the Philippines	June 1980	NWRC		■				
12.	LWUA Water District Database	1997	LWUA		■				
13.	Road Network Map						■		
14.	Well Inventory		NWRB		■				
15.	Well Inventory	1998	DPWH-DEO				■		
16.	Well Drilling Record	1998	DPWH-DEO				■		
IV. WATER SUPPLY									
1.	Technical Assistance to the Republic of the Philippines for the Water Supply and Sanitation Sector and Study	July 1997	ADB		■				
2.	Working Group on Urbanization (WG/U) of the Water Supply and Sanitation Collaborative Council (WSCC)	Sept. 1993	WSCC-WG/U	■					
3.	Water Supply Feasibility Study Methodology Manual (LWUA-Mala Columbus)	1996	LWUA		■				
4.	Overview of Water Pricing Policies and Structures in the ESCAP Region	1996	UN						

No.	Title	Year	Source	G	C	R	P	M	B
5.	Report and Recommendation of the President to Board of Directors on a Proposed Loan to the LWUA in the Republic of the Philippines for the Small Towns Water Supply Sector Project	Sept. 1996	ADB		■				
VI.	ENVIRONMENTAL SANITATION								
1.	Trainer's Training Kits for Sanitation	Mar. 1996	UNDP/DILG		■				
2.	Ecological Alternatives in Sanitation	Aug. 1997	SIDA	■					
3.	The Code Sanitation of the Philippines	1976	DOH		■				
VI.	INSTITUTIONAL								
1.	General Primer - Local Government Code of 1991	1991	DILG		■				
2.	The Barangay and the Local Government Code	1994	DILG		■				
3.	NEDA Board Resolution No. 4 (S. 1994)	1994	NEDA		■				
4.	Implementing Rules and Regulations of NEDA Board Resolution No. 4 (S. 1994), Clause (G)	Nov. 1997	NEDA		■				
5.	NEDA Board Resolution No. 5, S-94	1994	NEDA		■				
6.	NEDA Board Resolution No. 5, S-96	1996	NEDA		■				
7.	NEDA Board Resolution No. 5, S-89	1989	NEDA		■				
VII.	COMMUNITY DEVELOPMENT								
1.	Community Development Manual First Water Supply, Sewerage and Sanitation Sectors Projects (FW4SP)		DPWH/DILG/ LWUA/DOH		■				
2.	BWSA Formulation Operations Manual Community Development Manual First Water Supply, Sewerage and Sanitation Sectors Projects (FW4SP)		DPWH/DILG/ LWUA/DOH		■				
3.	Institution Building for Decentralized Implementation of Community-Managed Water Supply and Sanitation Projects		DILG		■				
4.	Institution Building for Decentralized Implementation of Community-Managed Water Supply and Sanitation Projects	June 1997	DILG		■				
5.	Guidebook for Community Managed WATSAN Project		UNDP/PHI		■				
6.	A Manual for Training Trainers in Participatory Techniques	1990	PROWESS/ UNDP		■				
7.	Interception Report for Special Assistance for Projects Sustainability for the Rural Water Supply III Project	1997	SAPS Team		■				
8.	Interim Report for Special Assistance for Projects Sustainability for the Rural Water Supply III Project (SAPS)	1997	SAPS Team		■				

No.	Title	Year	Source	G	C	R	P	M	B
9.	Participatory Action Planning for the Development of Two PSF Project	1994	UP						
10.	Water and Sanitation for All: A World Priority Achievements and Challenges	1995	IRC International Water & Social Center		■				
11.	Community Organizers' Manual, Part I	1990	CSWCD-UP/DCD/DOPI						
12.	A Handbook on Community Development	1975	UP		■				
13.	Achieving Success in Community Water Supply and Sanitation Projects		UNDP	■					
14.	Handbook on Community Organizing for Water Sanitation		DILG		■				
15.	Draft Final Report for Special Assistance for Projects Sustainability for the Rural Water Supply III Project	Feb. 1997	SAPS Team		■				
16.	A Manual on Community Participation in Water Supply and Sanitation (RWSSP)				■				
17.	Achieving Success in Community Water Supply and Sanitation Projects	1980	WHO	■					
18.	Community Development Manual	Nov. 1995	PIC		■				
VIII.	GENDER								
1.	Sourcebook for Gender Issues at the Policies Level in the Water and Sanitation Sector	Oct. 1996	IBRD/WB	■					
2.	Gender Issues Sourcebook for Water and Sanitation Projects	Jan. 1995	IBRD/WB	■					
3.	Toolkit on Gender in Water and Sanitation Series No. 2	Aug. 1996	UNDP	■					
4.	Domestic Shallow Well Water Supplies the Family Handpump Scenario	Feb. 1990	UNDP	■					
5.	United Nations Decade for Women	1976-1985		■					
6.	Gender Mainstreaming		NCRFW		■				
7.	Regional Memorandums	Feb. 1997	DILG			■			
8.	Philippine Plan for Gender Development	1995-2025	NCRFW		■				
9.	Philippine Country Report on Women	Sept. 1995	NCRFW		■				
10.	A Primer on the GAD Focal Point	1996	NCRFW		■				
IX.	FINANCIAL								
1.	Annual Investment Plans Aklan		PPDO				■		
2.	Family Income and Expenditures Survey Vol. I	1994	NSO		■				
3.	Family Income and Expenditures Survey Vol. II	1994	NSO		■				
4.	DILG Memorandum Circular 96-263	1996	DILG		■				

No.	Title	Year	Source	G	C	R	P	M	B
5.	Presidential Decree 1914 (MDF)	1984	OP		■				
6.	Joint Circular No. 6-87	Aug. 1987	DBM		■				
7.	Aklan Accomplishment Reports, 1993-1996	1993-1996	PPDO				■		
8.	Statement of Income-Expenditures of Municipalities		PPDO					■	

Legend:

ADB - Asian Development Bank
 BRC - Bureau of Research and Standards
 CSWCD - College of Social Work and Community Development
 DCD - Department of Community Development
 DEO - District Engineer Office
 DILG - Department of Interior and Local Government
 DOH - Department of Health
 DOPI - Development Options Philippines, Inc.
 DPWH - Department of Works and Highways
 IBRD - International Bank for Reconstruction and Development
 LGU - Local Government Unit
 LWUA - Local Water Utilities Administration
 NAMRIA - National Mapping & Resource Information Authority
 NCRFW - National Commission in the Role of Filipino Women
 NEDA - National Economic Development Authority
 NSCB - National Statistical Coordination Board
 NSO - National Statistics Office
 NWRB - National Water Resource Bureau
 NWRC - National Water Resource Council
 OP - Office of the President
 PCSD - Philippine Counsel for Sustainable Development

PIC - Project Implementation Consultants
 PPDO - Provincial Planning and Development Office
 PROWESS - Promotion of the Role of Women in Water, Environmental and Sanitation Sources
 SIDA - Swedish International Development Cooperation Agency
 UN - United Nations
 UNIFEC - United Nations International Children's Fund
 UNDP - United Nations Development Project
 UP - University of the Philippines
 WB - World Bank
 WHO - World Health Organization
 WSCC-WGAI - Water Supply & Sanitation Collaborative Council-Working Group on Urbanization
 G - Global
 C - Central Government Level
 R - Regional Government Level
 P - Provincial Level
 M - Municipal Level
 B - Barangay Level

1.4 Acknowledgement

Table 1.4.1 List of Persons and Institutions Who Participated in the Preparation of PW4SP

Name	Position	Office
Provincial Sector Planning Team:		
1. Mr. Renato Bautista	Prov'l Planning & Dev't Coordinator	Provincial Planning & Dev't. Office
2. Engr. Francisco Y. Regatalio	Prov'l Engineer Officer III	Provincial Planning & Dev't. Office
3. Engr. Julius Ceasar M. Rentillo	Engineer I	Provincial Planning & Dev't. Office
4. Mr. Reylourd S. Aragon	Prov'l Development Officer I	Provincial Planning & Dev't. Office
5. Engr. Edsel G. Teofilo	Engineer I	Provincial Engineers Office
6. Engr. Lucio A. Santamaria	Field Sanitary Inspector	Provincial Health Office
7. Mr. Patricio Villavert	Asst. Provincial Director	DILG, Aklan
Water Supply and Sanitation - Project Management Office:		
1. Ms. Ellen I. Pascua	Program Manager	WSS-PMO, DILG
2. Mr. Rogelio B. Ocampo	Chief, Planning Division	- do -
3. Ms. Susan Mangoda	Area Coordinator	- do -

2. PLANNING APPROACH FOR FUTURE SECTOR DEVELOPMENT
 2.6 Planning Principles and Data Management
 2.6.1 Planning Principles

Composition of Figures and Tables by Chapter/Section

Table of Contents		Contents		Main Report		Tables & Figures Supporting Report		Data Report	
1.	INTRODUCTION								
1.1	Sector Development in the Philippines	Nationwide sector development							
1.2	Provincial Sector Planning	Outline of provincial sector planning							
1.2.1	Objectives of Sector Planning								
1.2.2	Scope of Sector Planning								
1.2.3	Financing of Sector Plan								
1.3	The Provincial Plan for the Province	Planning process and contents of the provincial plan		F1.3.1	Flow Diagram of Sector Planning	F1.3.1	Organization Chart for Implementation of PW4SP		
1.3.1	Preparation of the Plan							*1.3.1	List of Report/Data/Information/Materials Collected
1.3.2	Outline of the Report							T1.4.1	List of Persons and Institutions who Participated in the
1.4	Acknowledgments	Persons/Institutions responsible in the plan preparation							
2.	PLANNING APPROACH FOR FUTURE SECTOR DEVELOPMENT								
2.1	General								
2.2	Planning Framework	- Sector Arrangements with Reference to National Master Plan and Medium-Term Development Plan		T2.2.1	National Sector Coverage Targets				

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 * Questionnaire form

		Tables & Figures	
		Main Report	Supporting Report
Table of Contents		Contents	Data Report
2.3	Sector Objectives	<ul style="list-style-type: none"> - Water Supply Coverage - Sanitation and Sewerage Coverage 	
2.4	Current Sector Policies and Strategies	<ul style="list-style-type: none"> - Self-Reliance - Integrated Approach - Cost Sharing Arrangement - Cost Recovery - Sustainability - Private Sector Participation - Water Resources Management 	
2.5	Major Legislation and Regulations Affecting the Sector	<ul style="list-style-type: none"> - Local Government Code - Water Code of the Philippines - Philippine Environmental Code - Provincial Water Utilities Act - Metropolitan Water Works and Sewerage System Charter - National Drinking Water Standards - Plumbing Code of the Philippines - Code on Sanitation - National Building Code 	
2.6	Planning Principles and Data Management	<ul style="list-style-type: none"> - Constraints and required arrangements to undertake planning work - Data storage processing and retrieval 	
2.6.1	Planning Principles		T2.6.1 Institutional Hierarchical System of the Philippines
2.6.2	Data Management		T2.6.2 Structure of Questionnaire
			T2.6.3 Key Parameter
			T2.6.4 Composition of Well Sources and Specific Capacity
			T2.6.5 Annual Investment Level I Safe & Unsafe Percentage
			T2.6.6 Unit Construction Cost of Different Facilities
			T2.6.7 Scoring Factor for Municipal Investment Ranking for Urban Water Supply
			Scoring Factor for Municipal Comprehensive Investment Ranking
			B-4 Composition of Figures and Tables by Chapter/Section

* Questionnaire form
Table - T. Figure - F

Table of Contents		Contents		Tables & Figures	
				Main Report	Supporting Report
					Data Report
3. PROVINCIAL PROFILE					
3.1 General		- Location of Province - Administrative composition		T3.1.1 Outline of City/ Municipalities	
3.2 Natural Conditions and Geographical Features		- Classification of climate by type and its characteristics - Average rainfall, temperature and wind direction			
3.2.1 Meteorology		- Current land use		T3.2.1 Current Land Use	T3.2.1 Flow Data of Major Rivers
3.2.2 Land Use		- Topographical characteristics of the province: mountains, major rivers and its flow rates, and water quality of typical rivers		F3.2.1 Major River Networks T3.2.2 Drainage Areas and Flow Rates of Major Rivers	
3.2.3 Topography and Drainage					
3.3 Socio-economic Conditions					
3.3.1 Economic Activities and Household Income		(1) Brief description of major economic activities (2) Discussion on (a) household income level and (b) occupation		F3.3.1 Distribution of Households by Income Class F3.3.2 Employment Distribution	T3.3.1 Distribution of Families by Income Class T3.3.2 Employment by Major Industry Group and Class of Worker
3.3.2 Basic Infrastructure		(1) Description of current basic infrastructure in the province (roads, electricity, telecom, postal services, transportation, banking facilities, tourism facilities, schools, etc.)		T3.3.1 Provincial Outline of Public Services T3.3.2 Public Facilities and Services by Municipality	T3.3.1 Number of Elementary School, High School and Other Facilities

* Questionnaire form
Table - T. Figure - F

Table of Contents		Contents		Main Report		Supporting Report		Data Report	
3.3.3	Education	(2) Discussion of public facilities and services (schools, public markets, banks and hospitals) by municipality Description of (a) education levels and (b) literacy level	F3.3.3	Population Distribution by Highest Education Attainment	T3.3.3	Household Population by Highest Educational Attainment			
3.4	Population								
3.4.1	Previous Population Development	(1) Population data of NSO for the census periods from 1960 to 1990 together with projected (1995) population (2) Special issues, if any, which affected the present population of the province, i.e., special development and those of resettlement/evacuation.	T3.4.1	Previous Population Development by Municipality					
3.4.2	Classification of Urban and Rural Areas	(1) Urban and rural areas classified at barangay level based on the definition of NSO (2) Re-classification of urban and rural areas based on actual condition by PSPT	F3.4.2	Present Population Distribution	F3.4.1	Location Map of Urban Areas			
3.4.3	Present Population Distribution	(1) No. of barangays, households & population, household size by urban and rural area	T3.4.2	Outline of Urban and Rural Areas in the Province					
3.5	Health Status								
3.5.1	Morbidity, Mortality and Infant Mortality	- Ten leading causes of morbidity, mortality and infant mortality and comparison with national level - Identification and rank of diseases related to water among the 10 leading causes	T3.5.1	Number and Rates of Ten Leading Causes of Morbidity, Mortality and Infant Mortality					T3.5.1 Morbidity, Mortality and Infant Mortality

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Questionnaire form

Table of Contents		Contents	Main Report	Supporting Report	Data Report
3.5.2	Water Related Diseases	<ul style="list-style-type: none"> - Classification of water-borne, based, washed, vector related diseases - Enumeration of water related diseases and their incidence - Discussion on the health implications of sanitation 	T3.5.2 Reported Cases and Deaths of Notifiable Water Related Diseases, (Year)		
3.5.3	Health Facilities and Practitioners	<ul style="list-style-type: none"> - No. of medical facilities and practitioners, its ratio to population and comparison with national level 		T3.5.1 Number and Ratio to Population of Health Facilities and Medical Practitioners	
3.6	Environmental Conditions				
3.6.1	General	<ul style="list-style-type: none"> - Scope of the subject limited to the sector 			
3.6.2	Water Pollution	<ul style="list-style-type: none"> - Evaluation of existing drainage system, its function as a disposal point of domestic wastewater - Evaluation of industrial wastewater discharge - Existing classification of rivers in terms of water quality and extent of water pollution of water bodies 		T3.6.1 DENR Water Quality Criteria/Water Usage and Classification for Fresh Water	
3.6.3	Solid Waste Disposal	<ul style="list-style-type: none"> - Evaluation of solid waste collection and disposal 	T3.6.1 Municipal Solid Waste Collection and Disposal, and Service Coverage		T3.6.1 Municipal Solid Waste Collection and Disposal by Municipality
4.	EXISTING FACILITIES AND SERVICE COVERAGE				
4.1	Water Supply				
4.1.1	General	(1) Types and composition of existing water supply facilities by service level			

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* Questionnaire form

Table of Contents		Contents	Main Report	Supporting Report	Data Report
4.1.2	Types of Facilities and Definition of Service Level Standard	(2) Survey results compiled from questionnaire by service level shall be arranged to urban and rural areas at municipal level (3) Service coverage shall be counted as percentage of population served by the existing facilities. Further classification by safe and unsafe sources together with adequacy of service are incorporated in the service coverage	T4.1.1 Composition of Water System/Facility by Service Level		
4.1.3	Level III Systems	(1) Adequacy of service defined by DOH (1) Description of existing Level III system: - No. of WD & Level III (being operated by LGUs) - Type of major water sources - Range of water consumption - Problems and countermeasures (2) Operating conditions of WDs: - Range of service (No. of connection) - Range of charge collection efficiency - Problems and countermeasures	T4.1.2 Information on Existing Level III Systems T4.1.3 Information on Water Districts	T4.1.1 Details on Existing Level III Systems	T4.1.3 List of Subdivisions by Municipality
4.1.4	Level II Systems	(1) Description of existing Level II system - No. of operating Level II systems - Type of major water source - Range of household coverage (2) Operating conditions: - Water supply interruption - Water quality - Collection efficiency - Other problems and countermeasures	T4.1.4 Information on Existing Level II Systems	T4.1.2 Details of Existing Level II Systems	

• Questionnaire form
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Table of Contents	Contents	Main Report	Tables & Figures Supporting Report	Data Report
4.1.5 Level I Facilities	<p>(1) Description of existing Level I facilities:</p> <ul style="list-style-type: none"> - No. of operational and non-operational facilities - Safe and unsafe sources - Ownership by public and private <p>(2) Problem areas:</p> <ul style="list-style-type: none"> - Needs for rehabilitation and replacement of existing facilities 	<p>T4.1.5 Information on Existing Level I Facilities</p> <p>T4.1.6 Operating Status of Existing Wells in the Province</p>	<p>T4.1.3 Results of Water Quality Examination of Shallow Wells</p> <p>T4.1.4(a) No. of Level I Facilities by Safe and Unsafe Classification</p> <p>T4.1.4(b) Public and Private Level I Facilities for Rural Water Supply</p>	
4.1.6 Water Supply Service Coverage	<p>(1) Criteria of adequate service based on the national standard</p> <p>(2) Service coverage (percent of population served by safe sources) in urban and rural areas by municipality</p> <p>(3) On-going projects by municipality</p>	<p>T4.1.7 Water Supply Service Coverage by Municipality</p> <p>F4.1.1 Water Supply Coverage of the Province</p>	<p>T4.1.5 Estimation of Unserved Population by Municipality</p> <p>T4.1.6(a) Estimation of Population Covered by Safe and Unsafe Source by Municipality</p> <p>T4.1.6(b) Estimation of Population Covered by Safe and Unsafe Source by Municipality</p>	
4.2 Sanitation and Sewerage				
4.2.1 General	<ul style="list-style-type: none"> - Brief discussion of government policies/guidelines on sanitation and sewerage as spelled out in the Code of Sanitation and NUSSMP - Coverage of the PW/ASP (HH, school-toilets and public toilets) 			
4.2.2 Types of Facilities and Definition of Service Level Standard	<ul style="list-style-type: none"> - DOH/DECS classification by service level - Types of toilet facilities considered as sanitary and unsanitary in this sector plan - Definition of served and underserved/unserved 		<p>F4.2.1 Standard Structure of Private Toilet Facility</p> <p>F4.2.2 Standard Structure of School Toilet Facility</p>	

* Questionnaire form
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Table of Contents		Contents		Main Report		Supporting Report		Data Report	
4.2.3	Sanitation Facilities and Service Coverage (1) Household Toilets	<ul style="list-style-type: none"> - No. of Households with sanitary toilet facilities and underserved, by municipality - Service coverage (percent of household with sanitary toilet facilities and underserved/unserved in urban and rural area, by municipality) - Problems and countermeasures 	<p>T4.2.1 Sanitation Facilities and Service Coverage of Household Toilets, Urban and Rural</p> <p>T4.2.1 Provincial Service Coverage of Household Toilet Facilities</p>	<p>T4.2.1 Sanitation Facilities and Service Coverage of Household Toilets, by Type, by Municipality, Urban and Rural</p>	<p>T4.2.1 Number of Household Toilets by Type</p> <p>T4.2.2 Number of School Toilets by Public and Private Class.</p> <p>T4.2.3 Number of Public Toilets by Type of Facility</p>				
	(2) School and Public Toilets	<ul style="list-style-type: none"> - No. of school and public toilets by municipality - Service coverage (percent of students adequately served by sanitary facilities and percent of public utilities with sanitary facilities) - Problems and countermeasures 	<p>T4.2.2 School Toilet Facilities and Service Coverage</p> <p>T4.2.3 Public Toilet Facilities and Service Coverage</p>	<p>T4.2.2 Number of Student and School Toilet Facilities by Municipality</p> <p>T4.2.3 Number of Public Toilet Facilities</p>					
	(3) On-going Projects	<ul style="list-style-type: none"> - On-going projects by municipality (service coverage) 							
4.2.4	Sewerage Facilities	<ul style="list-style-type: none"> - Presence/absence of sewerage facilities. If none, description of existing condition on sewage disposal - If present, description of sewerage system 							

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5.	EXISTING SECTOR ARRANGEMENTS AND INSTITUTIONAL CAPACITY				
S.1	General				
S.2	Sector Reforms	<ul style="list-style-type: none"> - NEDA Board Resolution No. 4 - NEDA Board Resolution No. 5 			
S.3	Sector Institutions	<ul style="list-style-type: none"> - Existing Institutional Arrangements - Sector Financing 	FS.3.1	Functional Relationships	
S.4	Sector Agencies at the National Level	(To be discussed for each of the major agencies)			
	(1) DILG	- Existing mechanisms and processes to deliver or support services to provinces, municipalities and barangays (financial, technical and institutional)			
	(2) LWUA	- Mechanisms for coordination and collaboration with LGUs			
	(3) DPWH	- Existing capacity of national agency to implement sector projects (technical, financial, institutional)			
	(4) DOH	- Actual programs being implemented by national sector agencies focusing on transfer of appropriate technologies and approaches			
	(5) Other Agencies (NEDA, DOF, NWRB, DBM, DENR, DECS, MWSS)	- Actual experiences and practices of national agency in project implementation			
		- Problem areas			

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		Main Report	Supporting Report
Contents		Data Report	
<p>S.5 Sector Agencies at the Local Level</p> <p>(1) Provincial Level</p> <ul style="list-style-type: none"> - PPDO - PEO - PHO - Others <p>(2) Municipal and Barangay Levels</p> <ul style="list-style-type: none"> - MDO - MEO - Barangay Councils - RHU/BHS <p>(3) Field Offices of Central Sector Agencies</p> <ul style="list-style-type: none"> - DPWH DEO - DILG PMLGOO - NEDA RO and RDC <p>(4) Water Districts</p> <p>(5) RWSAS</p> <p>(6) BWSAS</p> <p>(7) Others (including CBOs)</p>	<p>(To be discussed for each of the agencies)</p> <ul style="list-style-type: none"> - General description of mandate and responsibility - Present capacity of local agency to undertake: the LGU level within the sector - Project identification and priority-setting - Establishment of community-based organization - Project preparation and planning - Project implementation - Operation and maintenance - Monitoring and evaluation - Financial resources (Refer to Chap 6) - Actual experiences and practices of local agencies on project implementation - Mechanism for coordination and collaboration level among local offices to implement, coordinate and monitoring of program activities - Extent of private sector participation - Linkage with national government agencies 	<p>F5.5.1 Organization Chart of the PPDO</p> <p>F5.5.2 Organization Chart of PEO</p> <p>F5.5.3 Organization Chart of PHO</p>	
<p>S.6 External Support Agencies Active in the Sector</p> <p>(1) Multilateral Agencies</p>	<ul style="list-style-type: none"> - The World Bank (IBRD) - The Asian Development Bank (ADB) - The United Nations Development Program and the United Nations Children's Fund (UNICEF) 	<p>T5.6.1 Priority Areas/Terms and Conditions, Programs and Projects by Donor</p>	

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(2) Bilateral Agencies	<ul style="list-style-type: none"> - The Japan International Cooperation Agency (JICA) - The Overseas Economic Cooperation Fund (OECF) - The Australian International Development Assistance Bureau (AIDAB) - The Danish International Agency (DANIDA) - KfW - The Royal Government of the Netherlands 				
(3) NGOs and Private Sector					
5.7 Project Management Arrangements					
5.7.1 Technical Aspect	<ul style="list-style-type: none"> - Technical considerations applied to project management 			T5.7.1	Matrix of Current Practices and Issues from Rapid Assessment of Subject Provinces and Local Offices
5.7.2 Institutional Aspect	<ul style="list-style-type: none"> - Linkages, health & hygiene education and training programs, user's O&M 			T5.7.2	Offices/Agencies Involved in WATSAN Projects
5.7.3 Financial Aspect	<ul style="list-style-type: none"> - Budgetary allocation to sector, access to external funds, cost recovery 				
5.7.4 Institutional Arrangements/ Capability of the Municipal Government	<ul style="list-style-type: none"> Manner & experiences in project implementation 				
5.8 Current Community Development and Training Approaches					
5.8.1 General	<ul style="list-style-type: none"> - Actual experiences and practices of sector agencies 				

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S.8.2	Provincial CD Structure/ Linkages for Sector Projects	<ul style="list-style-type: none"> - Organization and training of project implementors 	
S.8.3	Assignment of CD Specialist to Sector Projects	<ul style="list-style-type: none"> - Staffing situation (quality and quantity) 	
S.8.4	Training on CD	<ul style="list-style-type: none"> - Existing training programs of sector agencies and mechanisms for implementation (technical and management training) 	
S.8.5	Utilization of NGOs	<ul style="list-style-type: none"> - Involvement of NGOs in sector activities 	TS.8.1
S.8.6	Existing Community Development Processes	<ul style="list-style-type: none"> - Existing CD approaches to promote participation of local beneficiaries - Experiences/practices on participation of project beneficiaries 	List of NGOs/CBOs for the Province
S.8.7	IEC as Foundation for Community Development	<ul style="list-style-type: none"> - Available IEC materials, manner of dissemination and contents 	
S.8.8	Health and Hygiene Education	<ul style="list-style-type: none"> - Existing health/hygiene education programs of sector agencies and mechanisms for implementation 	
S.9	Gender Aspect		
S.9.1	General	<ul style="list-style-type: none"> - Sources of information 	
S.9.2	The Evolution of Gender and Development	<ul style="list-style-type: none"> - Evolution of gender policies at national level 	
S.9.3	The LGUs and Gender	<ul style="list-style-type: none"> - Experiences of LGUs in implementing gender sensitive projects 	

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		Main Report	Supporting Report	Data Report
S.9.4 Gender in WATSAN Sector Projects	- Gender participation in sector projects			
S.10 Existing Project and Sector Monitoring (1) National Level (2) Local Level	- Sector and project monitoring	FS.3.2 Participatory Monitoring Feedforward and Feedback Management Mechanism		
6. PAST FINANCIAL PERFORMANCE IN WATER SUPPLY AND SANITATION				
6.1 General	- Basic idea and brief contents of this chapter			
6.2 LGUs Past Financial Performance				
6.2.1 Sources and Uses of Funds	- IRA, local tax revenues, non-tax revenues, actual expenditures	T6.2.1 Income and Expenditures F6.2.1 Income and Expenditures	T6.2.1 Income and Expenditures	
6.2.2 Availability of Funds	- Role of past IRA in the provincial finance (profile of sector investment to allotted IRA in the province)	T6.2.2 Past Internal Revenue Allotment to the Province from Central Government	T6.2.2 Past Internal Revenue Allotment to the Province from Central Government	
6.2.3 Financial Indicators	- Debt servicing capability of province			
6.3 Past Public Investment and Present Plans				

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		Supporting Report	Main Report	Data Report
Contents				
6.3.1	Past and Current Investment Plans	- Study on the previous and current public investment to the province by concerned agencies	T6.3.1 Actual Amount of Sector Investment to the Province by Agency T6.3.2 Annual Investment Plan T6.3.3 Sector Allocation in the Annual Investment Plan	
6.3.2	Past and Current Breakdown of 20% Development Fund	- Allocation of 20% development fund	T6.3.4 Allocation of 20% Development Fund F6.3.4 Allocation of 20% Development Fund	
6.3.3	Existing Plans of the LGUs for the Sector	- Financial arrangement by the province to the sector and activities undertaken to achieve the objectives		
6.4	LGUs Present Financing Sources and Management Participation in the Sector			
6.4.1	Cost Sharing Arrangements/ Counterpart Funding	- Study on cost sharing arrangements by the different agencies involved by water service level and sanitation		
6.4.2	ODA Assisted Projects and Grant Aid	- External sources of funds for the sector and arrangements		
6.4.3	LCU-Financed and Managed Waterworks/Water Districts	- Study on past financial performance of WDs/Waterworks	T6.5.1 Financial Indicators of Prov'l/Mun. Waterworks T6.5.2 Loan Status of Water Districts	
6.5	Existing Practices by the LCU on Cost Recovery			

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		Main Report	Supporting Report
6.5.1 Capital Cost	- Sources and arrangements by service level and sanitation		
6.5.2 Operation and Maintenance Cost	- Sources and arrangements by service level and sanitation		
6.6 Affordability of Users	- Affordability of water rates by service level and sanitation costs by users comparing income level	T6.6.1 Affordability in Water Supply	
6.6.1 Capital Cost Contribution	- Sources and arrangements by service level and sanitation		
6.6.2 Operation and Maintenance Cost	- Sources and arrangements by service level and sanitation		
7. WATER SOURCE DEVELOPMENT			
7.1 General			
(1) Approach and Outputs	<ul style="list-style-type: none"> - Available water sources and their application to suit the locality - Study approach with justification focusing on groundwater - Water Availability Map & standard well specification 		
(2) Basic Data/Report with Conditions	<ul style="list-style-type: none"> - Major reports and hydrological maps used as basis of the study (with conditions and limitations) - Effective data to supplement the base materials 		

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			Main Report	Supporting Report	Data Report	
(3) Utilization and Up-dating		<ul style="list-style-type: none"> - Manner of out-put in PW4SP - Updating methods clarifying what factors can be modified and updated - Description of existing water sources in the province 	T7.1.1	Existing Groundwater Sources in the Province	T7.1.1	Water Sources Information
(4) Existing Water Sources in the Province				F7.2.1	Geological Map	T7.1.2
7.2 Geology		<ul style="list-style-type: none"> - Classification of geologic rock units (3 types: Recent, Pliocene to Pleistocene, Pleistocene and Old rock units) - Distribution of each rock units and their proportion by municipality - Hydrogeological characteristics of each units 				
7.3 Groundwater Sources						
7.3.1 Classification of Ground-water Sources		<ul style="list-style-type: none"> - Definition and classification of groundwater sources - shallow well area (with high yield area) - deep well area (with high yield area) - difficult area 	F7.3.1	Groundwater Availability Map	T7.3.1	Well Inventory by Municipality
7.3.2 Groundwater Availability in the Province					F7.3.1	Work Flow of Groundwater Availability Map
(1) Shallow Well Area		<ul style="list-style-type: none"> - Shallow well distribution - Technical information of shallow well (Depth, SWL, SPC-CP) 			F7.3.2	Area Category by Groundwater Utilization

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		Main Report	Supporting Report	Data Report
(2) Deep Well Area	<ul style="list-style-type: none"> - Deep well distribution - Technical information of deep well (Depth, SWL, SPC-CP) 			
(3) Difficult Area	<ul style="list-style-type: none"> - Distribution and proportion of difficult areas - Geological & Topographical characteristics of the area 			
7.3.3 Groundwater Quality	<ul style="list-style-type: none"> - Possible area of salt water intrusion - Iron & Manganese problem area 			T7.3.2 Groundwater Quality
7.4 Spring Sources	<ul style="list-style-type: none"> - Distribution of spring sources - Technical information 		T7.4.1 Existing Spring Sources by Municipality	
7.5 Surface Water Sources	<ul style="list-style-type: none"> - Major rivers in the province - Typical feature of the river both in quality and flow 		F7.5.1 River Network Map T7.5.1 Gauging Station and River Water Use by Major River Basin F7.5.2 River Flow Duration Curve T7.5.2 Probability of Surface Water	T7.5.1 Surface Water Sources
7.6 Future Development Potential of Water Sources	<ul style="list-style-type: none"> - Potential water sources in each municipality (especially for rural area) with standard specifications by well type (shallow well, deep well, and spring) 	T7.6.1 Groundwater Development Potential in the Province	T7.6.1 Existing Well Sources T7.6.2 Hydrogeological Description by Municipality T7.6.3 Proportion of Gravel Packed and Natural Gravel Packed Wells T7.6.4 Untapped Spring Identification	F7.6.1 Individual Well Location and Specifications Map

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7.7	Water Source Development for Medium-Term Development Plan				
7.7.1	Detailed Groundwater Investigation Required	<ul style="list-style-type: none"> - Standards specification of wells and hydrogeological assessment 	T7.7.1 Standard Specifications of Wells by Municipality		
7.7.2	Spacing Allocation for Level II and III Wells	<ul style="list-style-type: none"> - Estimated spacing requirements and number of wells within a well field 	T7.7.2 Detailed Groundwater Investigation Report	T7.7.1 Spacing Arrangements for Planned Wells	
8.	FUTURE REQUIREMENTS IN WATER SUPPLY AND SANITATION IMPROVEMENT				
8.1	General	<p>(1) Physical targets</p> <ul style="list-style-type: none"> - Provincial sector targets in context of the National Sector Master Plan and the National Medium-Term Development Plan - Population to be served by target year based on the NSO population projection and broken down to urban and rural areas at municipal level by sub-sector - Public school students to be served by target year based on projected school enrollment at municipal level - Projected number of public utilities with sanitary toilets by target year at municipal level <p>(2) Physical requirements</p> <ul style="list-style-type: none"> - Required facilities classified by urban and rural areas by sub-sector with implementation criteria 			

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Table of Contents		Contents	Main Report	Supporting Report	Data Report
8.2 Targets of Provincial Sector Plan	<ul style="list-style-type: none"> - Equipment for construction, rehabilitation and O&M be identified (3) Identification of priority projects <ul style="list-style-type: none"> - Criteria for identifying priority projects - Priority projects by sub-sector (1) Percentages of beneficiaries or utilities to be served as target indicator (2) Setting up of provincial sector targets by sub-sector <ul style="list-style-type: none"> - Water supply - Sanitation - Sewerage - Solid waste 	T8.2.1	Provincial Sector Targets	T8.2.1	Estimation of Base Year Service Coverage of Water Supply
		T8.2.2	Base Year Service Coverage of Water Supply	T8.2.2	Population Coverage in Phase I Provided by Served Population in the Base Year (Water Supply)
		T8.2.3	Base Year Service Coverage of Household Toilets	T8.2.3	Number of Households Served by Sanitary Toilets in the Base Year
		T8.2.4	Base Year Service Coverage of Public School Toilets and Public Toilets	T8.2.4	Number of Public School Students Served by School Toilets in the Base Year
		T8.2.5	Base Year Service Coverage of Municipal Solid Waste System	T8.2.5	Number of Public Utilities with Sanitary Toilets in the Base Year
		T8.2.6		T8.2.6	Household Coverage in Phase I Provided by Existing Facilities in the Base Year (Household Toilets)

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<p>8.3 Projection of Frame Values</p> <p>8.3.1 Population Projection</p>	<p>(1) Methodology for population projection by urban and rural areas by municipality</p> <ul style="list-style-type: none"> - Base figures and conditions: 1995 population census and future population by urban and rural areas by municipality by target year as projected by NSO - Review/verify past population development characteristics by urban and rural areas at regional and provincial level - Review/compare past population in urban and rural areas at provincial level - Identify areas/municipalities where adjustment of projected population is necessary - Identify areas/municipalities to be excluded from PW4SP - Establish future population of urban and rural areas by municipality by target year for 	<p>T8.3.1 Regional Population Projection</p> <p>T8.3.2 Municipal Population Projection and Growth Rates</p> <p>T8.3.3 Municipal Population for the Year 2010</p> <p>T8.3.4 Population Projection by Urban and Rural Area</p>	<p>T8.2.7 Public School Students and Public Utilities Coverage in Phase I Provided by Existing Facilities in the Base Year</p> <p>T8.3.1 Regional Population Projection</p> <p>T8.3.2 Census Population and Projected Population</p> <p>T8.3.3 Municipal Population Projection for Year 1998 and 2005</p> <p>T8.3.4 Municipal Population Projection for Year 2010</p> <p>T8.3.5 Past Population Development by Urban and Rural Area</p> <p>T8.3.6 Population Projection by Urban and Rural Area</p> <p>T8.3.7 Projected Number of Households by Urban and Rural Area by Municipality</p>	

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8.3.2	School Enrollment Projection	(1) Methodology for school enrollment projection by municipality <ul style="list-style-type: none"> - Determine school age population - Determine participation rate of total school enrollment and participation rate of public school enrollment - Establish future participation rate of total school enrollment and participation rate of public school enrollment 	T8.3.2 Projected Public School Enrollment and Number of Public Utilities by Municipality	T8.3.8 Projected School Enrollment by Municipality by Target Year	
8.3.3	Projection of the Number of Public Utilities	<ul style="list-style-type: none"> - Conditions used for projection of the number of public utilities toilets 		T8.3.9 Projected Number of Public Utilities by Municipality by Target Year	
8.3.4	Planning Area and Population to be Served by the Sewerage System	<ul style="list-style-type: none"> - Conditions used to define planning area and population to be served 			
8.3.5	Number of Households to be Served by Municipal Solid Waste Collection System	<ul style="list-style-type: none"> - Condition used to determine population to be served 			
8.4	Types of Facilities and Implementation Criteria				
8.4.1	Water Supply	<ul style="list-style-type: none"> - Classification of service level by urban and rural area - Optimum number of persons to be served by type and level of service - Limited utilization/application of Levels I & II systems - Rehabilitation/replacement of Level I facilities 	T8.4.1 Summary of Urban Water Supply by Municipality T8.4.2 Standard Specifications of Level I Wells	T8.4.1 Existing Condition and Requirements of Urban Water Supply by Municipality F8.4.1 Typical Structure of Level I Well Facility F8.4.2(a) Iron Removal Facility F8.4.2(b) Iron Removal Facility	

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8.4.2	Sanitation	<p>(1) HH toilets: One sanitary toilet per household is considered. Type of facility is dependent on the existing or planned water supply level of community</p> <p>(2) School and public utilities toilets</p> <ul style="list-style-type: none"> - Future assumption on the number of public schools/utilities toilets - Standard DECS coverage based on a 1:40 facility-student ratio will be followed and the standard designs of RESP will be adopted. - Standard FW4SP designs (with modification) for public toilets will be adopted - Staged implementation of the sewerage program for limited urban area. - Requirement of garbage collection trucks is considered. 			
8.4.3	Urban Sewerage			F8.4.2	Staged Improvement in Sewerage Collection Method
8.4.4	Solid Waste				
8.5	Services Coverage by Target Year				
8.5.1	Water Supply	<p>(1) Assumptions/conditions adopted</p> <ul style="list-style-type: none"> - Criteria on number of persons served by type and level of service through the future - Limited utilization/application of Levels I & II systems <p>(2) Additional population to be served by target year</p> <ul style="list-style-type: none"> - Present population served in urban and rural areas at each municipality (1995) 	T8.5.1 Population to be served by Target Year (Water Supply)	T8.5.1 Population to be Served by Level II System in Phase I T8.5.2 Population to be Served in Phase I (Water Supply) T8.5.3 Population to be Served in Phase II (Water Supply)	

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8.S.2 Sanitation	<p>(1) Household toilets</p> <ul style="list-style-type: none"> - Present household served by type of toilet facility in urban and rural areas at municipal level - Households to be served by type of toilet facility in urban and rural areas at municipal level by target year - Additional households to be served by type of toilet facility in urban and rural areas at municipal level by target year <p>(2) School toilets</p> <ul style="list-style-type: none"> - Present number of public school students adequately served at municipal level - Number of public school students to be served at municipal level by target year - Additional public school students to be served at municipal level by target year <p>(3) Public toilets</p> <ul style="list-style-type: none"> - Present number of sanitary public toilets at municipal level - Projected number of sanitary public toilets at municipal level by target year (new construction) - Additional public toilets at municipal level by target year 	<p>T8.5.2 Additional Number of Households to be Served by Target Year (Household Toilets)</p> <p>T8.5.3 Additional Number of Public School Students to be Served by Target Year (School Toilets)</p> <p>T8.5.4 Additional Number of Public Utilities with Sanitary Toilets by Target Year</p>	<p>T8.5.4 Additional Number of Households to be Served in Phase I (Household Toilets)</p> <p>T8.5.5 Additional Number of Households to be Served in Phase II (Household Toilets)</p> <p>T8.5.6 Additional Number of Public School Students to be Served in Phases I and II (School Toilets)</p> <p>T8.5.7 Number of Public Utilities with Sanitary Toilets in Phases I and II</p>
8.S.3 Urban Sewerage	<ul style="list-style-type: none"> - Assumptions adopted to define service coverage - Population to be served by target year 	<p>T8.5.5 Population to be Served by Urban Sewerage in Phase II</p>	

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8.5.4	Solid Waste	- Assumptions adopted to define service coverage - Additional number of households to be served by the municipal system by target year	T8.5.6	Additional No. of Urban Households to be Served by Municipal Solid Waste System in Phase I	
8.6	Facilities, Equipment and Rehabilitation to Meet the Target Services				
8.6.1	Water Supply	(1) Water supply facilities by service level by target year (2) Equipment: - Well drilling equipment for water source development - Workshop bldg., and its equipment/tools - Major transportation equipment for construction and O&M (3) Rehabilitation - Wells and handpumps (4) Water quality laboratory - Building - Instrument, equipment, chemical requirements	T8.6.1	Water Supply Facilities Required by Target Year	T8.6.1 Urban Water Supply Facilities Required by Target Year T8.6.2 Plan for Expansion of Existing Level III System T8.6.3(a) Rural Water Supply Facilities Required by Target Year T8.6.3(b) Rural Water Supply Facilities Required by Target Year
8.6.2	Sanitation	- Urban household toilets required by target year - Rural household toilets required at municipal level by target year - Public school toilets required at municipal level by target year	T8.6.2	Sanitation Facilities Required by Target Year	T8.6.4 Urban Household Toilets Required by Target Year T8.6.5 Rural Household Toilets Required by Target Year

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	- Public toilets required at municipal level by target year		T8.6.6 Public School Toilets Required by Target Year
8.6.3 Urban Sewerage and Solid Waste	- Additional units of truck required to meet service coverage	T8.6.3 Number of Garbage Collection Trucks Required in Phase I	T8.6.7 Public Toilets Required by Target Year
8.7 Identification of Priority Projects for Medium-Term Development	(1) Criteria for identifying priority projects (2) Description of identified projects by mode of service in each sub-sector		
9. SECTOR MANAGEMENT FOR MEDIUM-TERM DEVELOPMENT			
9.1 General			
9.2 Sector Management	- Situational Analysis; Developing the Vision - Service Provision Policies and Objectives - Operating Policies - Regulatory Policies - Financing System	F9.2.1 Sector Management Model	
9.3 Institutional Arrangements	- National agencies - LGUs; provincial, municipality, barangay		
9.3.1 Roles and Responsibilities of Agencies Concerned	- Medium-term and long-term arrangements - Staffing requirements and their function		
9.3.2 Institutional Arrangements			

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9.4	Project Management Arrangements	<ul style="list-style-type: none"> - Level I - Level II - Level III 		F9.4.1	Project Implementation Arrangement and Procedure (Water Supply Component)
9.4.1	Project Approach/Strategy	<ul style="list-style-type: none"> - Capacity enhancement - Service level determination - Community participation - Cost recovery - Feedback mechanism 		F9.4.1	Project Implementation Arrangement and Procedure (Sanitation Component)
9.4.2	Project Implementation Arrangement	<ul style="list-style-type: none"> - Implementation arrangements by service level 			
9.5	Community Development				
9.5.1	General	<ul style="list-style-type: none"> - Brief summary on CD directions 			
9.5.2	CD Structure and Linkage for Sector Projects	<ul style="list-style-type: none"> - Recommendations for CD structure and linkage at the provincial, municipal and barangay levels 			
9.5.3	Training on CD	<ul style="list-style-type: none"> - Recommendations for training programs on CD 			
9.5.4	Utilization of NGOs	<ul style="list-style-type: none"> - Recommendations on how to harness NGOs for sector activities 			
9.5.5	Approaches to Participatory Community Development	<ul style="list-style-type: none"> - Manner of LGU and beneficiary participation in sector development - The CO/CD process 			
9.5.6	Information, Education, and Communication	<ul style="list-style-type: none"> - Recommendations for IEC programs at the national, provincial, municipal and barangay levels 		F9.5.1	Framework for Community Development

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9.5.7	Health and Hygiene Education	- Recommendations for health and hygiene education programs		
9.6	Gender Consideration	- Brief description on the importance of gender sensitive participation		
9.6.1	General	- Role of LGUs in promoting gender responsiveness		
9.6.2	LGUs and Gender	- Recommendations for gender participation in sector projects including issues		
9.6.3	Gender Participation in WATSAN Projects	- Policy; responsibilities		
9.7	Human Resources Development and Training			
10.	COST ESTIMATES FOR FUTURE SECTOR DEVELOPMENT			
10.1	General	(1) Methodology adopted to cost estimates (2) Composition of cost estimates - Costs for required facilities by urban and rural areas at municipal level together with equipment for construction/rehabilitation and O&M - Costs for sector management and recurrent costs		

* Questionnaire form. Table - T. Figure - F

Table of Contents	Contents	Main Report	Supporting Report	Data Report
10.2 Assumptions for Cost Estimates	<p>(1) Unit Cost of facilities Establish unit cost (per capital/HH or facility) by type and level of service based on: - Existing standard unit costs of sector agencies concerned (DPWH, LWUA and DOH) - Typical standards development for PW/ASP (i.e., deep wells by different depths)</p> <p>(2) Unit costs of equipment based on the standard unit cost and recent procurement record at sector agencies concerned (DPWH, LWUA, DOH)</p> <p>(3) Sector management costs Establish percentages to base cost or unit cost for following sector management activities: - Engineering studies - Community development and training - Health and hygiene education - Logistics support</p> <p>(4) Recurrent costs Establish unit cost or percentage to base cost for following purposes:</p>	<p>T10.2.1 Unit Cost of Facilities by Type and Service Level</p> <p>T10.2.2 Unit Cost of Equipment and Vehicle</p>	<p>T10.2.1 Price of Major Materials by Facility</p> <p>T10.2.2 Unit Cost of Level I (Gravel packed Deep Well - 40m Depth)</p> <p>T10.2.2 (a) Unit Cost of Level I (Natural gravel packed Deep Well - 40m Depth)</p> <p>T10.2.2 (b) Unit Cost of Level I (Gravel packed Deep Well - 80m Depth)</p> <p>T10.2.3 Unit Cost of Level I (Natural gravel packed Deep Well - 80m Depth)</p> <p>T10.2.3 (a) Unit Cost of Level I (Gravel packed Deep Well - 120m Depth)</p> <p>T10.2.3 (b) Unit Cost of Level I (Natural gravel packed Deep Well - 120m Depth)</p> <p>T10.2.4 Unit Cost of Level I (Gravel packed Deep Well - 120m Depth)</p> <p>T10.2.4 (a) Unit Cost of Level I (Natural gravel packed Deep Well - 120m Depth)</p> <p>T10.2.4 (b) Unit Cost of Level I (Natural gravel packed Deep Well - 120m Depth)</p> <p>T10.2.5 Unit Cost of Level I (Deep Well Rehabilitation)</p> <p>T10.2.6 Unit Cost of Level I (Shallow Well - 18m Depth)</p> <p>T10.2.7 Unit Cost of Level I (Spring Development)</p> <p>T10.2.8 Unit Cost of Level II (600 Service Population)</p> <p>T10.2.9 Unit Cost of Level III (5,000 Service Population)</p> <p>T10.2.10 Unit Cost of Level III (10,000 Service Population)</p>	

Table - T. Figure - F

Questionnaire form

Table of Contents	Contents	Tables & Figures	
		Main Report	Supporting Report
10.3 Cost of Required Facilities and Equipment	<ul style="list-style-type: none"> - Regular operation cost - Spare parts and equipment replacement, and - Management cost 		T10.2.11 Unit Cost of Level III (15,000 Service Population) T10.2.12 Unit Cost of Flush Water Sealed with Septic Tank Toilet T10.2.13 Unit Cost of Pour Flush with Double Pit Latrine T10.2.14 Unit Cost of Ventilated Improved Pit Latrine (VIP) T10.2.15 Unit Cost of Pit Latrine T10.2.16 Unit Cost of School Toilet T10.2.17 Unit Cost of Public Toilet T10.2.18 Cost for New Laboratory T10.2.19 Cost for Upgrading Laboratory
10.3.1 Cost of Required Facilities	<ul style="list-style-type: none"> - Costs of required facilities by type and service level of each sub-sector by municipality 	T10.3.1 Construction Cost of Required Facilities by Municipality	T10.3.1 Construction Cost of Water Supply Facilities Required for Phase I
10.3.2 Cost of Required Equipment and Vehicle	<ul style="list-style-type: none"> - Costs of required equipment (by municipality and province) 	T10.3.2 Cost of Equipment and Vehicle	T10.3.2 Construction Cost of Water Supply Facilities Required for Phase II
			T10.3.3 Costs of Sanitation Facilities Required for Phase I
			T10.3.4 Costs of Sanitation Facilities Required for Phase II

* Questionnaire form
Table - T. Figure - F

Table of Contents		Contents	Main Report	Supporting Report	Data Report
10.4	Recurrent Cost	- Recurrent costs	T10.4.1 Recurrent Cost	T10.4.1 Breakdown of Community Development and Training Cost	
11.	FINANCIAL ARRANGEMENTS FOR MEDIUM-TERM DEVELOPMENT PLAN				
11.1	General	- Scope of the study with limitations and future development needs	F11.1.1 Sector Budget Allocation F11.1.2 General Flow of Financial Arrangements for Relevant Sector Development		
11.2	Projection of IRA	- Study on fund availability: Internal Revenue Allotment and other sources to be negotiated/arranged	F11.2.1 Trial Allocation of Internal Revenue Allotment (IRA) to Municipalities for Relevant Sector Development		
11.3	Additional Funding Requirements	- Financial shortfall to implement Medium-Term Development Plan	T11.2.1 Projected Internal Revenue Allotment for Medium-Term Sector Development T11.2.2 Projected Allotment of IRA to the Relevant Sector by Component T11.3.1 Financing Requirements for Sector Component for the Province T11.3.2 Additional Fund Requirements for the Medium-Term Plan	T11.3.1 Percentages for Annual Investment	

* Questionnaire form
Table - T. Figure - F

Table of Contents	Contents	Main Report	Supporting Report	Data Report
11.4 Medium-Term Implementation Arrangements	<ul style="list-style-type: none"> - Implementation arrangements with available funds for relevant sector 	T11.3.3 Internal Revenue Allotment for Water Supply and Sanitation Sector by Municipality (Medium-Term Development)	T11.4.1 Comprehensive Investment Need Ranking of the Municipalities	
11.4.1 Reference Scenarios in Different Funding Levels	<ul style="list-style-type: none"> - Trial calculation on the allocation of projected IRA to municipalities for Medium-Term Development 	F11.4.1 Relationship Between Funding Levels and Percent of Coverage for Water Supply Sector		
11.4.2 Alternative Counter-measures	<ul style="list-style-type: none"> - Acquisition of external funds - Augmentation of sector finance - Private sector participation - Effective and economical investment 	F11.4.2 Relationship Between Funding Levels and Percent of Coverage for Sanitation Sector		
11.5 National Government Assisted Level I Water Supply and Sanitation Project	<ul style="list-style-type: none"> - Study of GOP assistance on sector projects 	T11.4.1 Municipal Investment Need Ranking for Urban Water Supply		
		T11.4.2 Distribution of Provincial IRA to Municipalities for Urban Water Supply		
		T11.4.3 Municipal Investment Need Ranking		

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Table of Contents		Contents	Main Report	Supporting Report	Data Report
11.5.1	Project Components	<ul style="list-style-type: none"> - Water supply and sanitation component - Equipment and commodity assistance - Consultancy services - Institutional development 	T11.5.1 New Cost Sharing Arrangement between NG and LGUs	T11.5.1 Available IRA for GOP-Assisted Level I Water and Rural Sanitation Project	
11.5.2	Project Requirements	<ul style="list-style-type: none"> - Minimum requirements for project participation 	T11.5.2 GOP Assisted Level I Water Supply and Sanitation Project Cost	T11.5.2 Available IRA for GOP-Assisted Urban Sanitation Project for Eligible Municipalities	
11.5.3	Funding Requirements	<ul style="list-style-type: none"> - New cost sharing policy - Financial viability and arrangements 	T11.5.3 Cost Sharing for the Project (Case 1)	T11.5.3 Total Available IRA for GOP-Assisted Level I Water Supply and Sanitation Project	
11.6	Cost Recovery	<ul style="list-style-type: none"> - Discussion of the cost recovery by beneficiaries (O&M and other costs) and possible arrangement by LGUs 	T11.5.4 Cost Sharing for the Project (Case 2)	T11.5.4 FIRR for Level I Water Supply	
				T11.6.1 Investment Program of GOP-Assisted Level I Water and Sanitation Project	
				T11.6.2 O&M Costs for Level I Facilities	
				T11.6.3 O&M Costs per HH/month by Facility and Proportion to Monthly Family Income	
				T11.6.4 Family Income	
				T11.6.5 O&M Cost for Rural Sanitation	
				T11.6.6 O&M Cost for Urban Sanitation	

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Table of Contents		Tables & Figures		
Contents		Main Report	Supporting Report	Data Report
12. MONITORING FOR MEDIUM-TERM DEVELOPMENT PLAN				
12.1 General				
12.2 Sector Monitoring	<ul style="list-style-type: none"> - Monitoring activities with responsibilities in different administrative levels 			
12.3 Project Monitoring	<ul style="list-style-type: none"> - Monitoring activities at project level 			
12.4 Evaluation of Plan Implementation and Updating the PW4SP	<ul style="list-style-type: none"> - Manner of follow-up and feed back in planning and project implementation 		T12.4.1 Draft Formats for Annual Sector Performance Summary Report (Provincial and Municipal Levels)	

Table - T, Figure - F

* Questionnaire form

Annex 1 User's Guide for Computer-Aided Planning

1. INTRODUCTION

The PW4SP Data Management User's Guide explains the procedure of encoding data and generating tables and figures for the PW4SP. The Guide consists of the following sections.

- Section 2: hardware and software required to successfully run the PW4SP Data Management System
- Section 3: the concept of the microcomputer architecture and an overview of hardware configurations
- Section 4: fundamentals to operate the system with internal architecture
- Section 5: basic concept of software operation
- Section 6: a complete list of data files and worksheets in the PW4SP Data Management System
- Section 7: data linkages
- Section 8: the procedure of updating the PW4SP
- Section 9: standard report format

2. SYSTEM REQUIREMENTS

The following are the basic requirements to successfully run the PW4SP data management.

Hardware:

Computer: Pentium Series
RAM: 32 MB (minimum)
Hard Disk: 3 GB (minimum)
Floppy Drive: 3.5 inch, High Density
Monitor: VGA Monitor
Printer: 80 column (Can handle A4 size paper).
Mouse: Any brand that supported by MS-Windows
Miscellaneous: 500 watts Automatic Voltage
Regulator and Surge Protector
UPS 450 watts

Software:

Operating System: Window 95/98
Windows Package: MS-Office 97
Spreadsheet: MS-Excel 97
Word Processing: MS-Word 97

3. MICROCOMPUTER SYSTEM

All computers, whether large or small, basically operate on the same fundamental principles. The hardware and software of a mainframe computer and a microcomputer have the same components and fulfill the basic functions necessary to any computer system.

The computer is seen as a powerful tool that can enable us to expand the horizons of our knowledge. It allows processing of large volume of data or complex pattern of information that would otherwise be difficult to organize and understand. Moreover, it allows for an easy manipulation of data.

There are two major components of a microcomputer: the hardware and the software. These two components complement each other in order to fulfill their basic function.

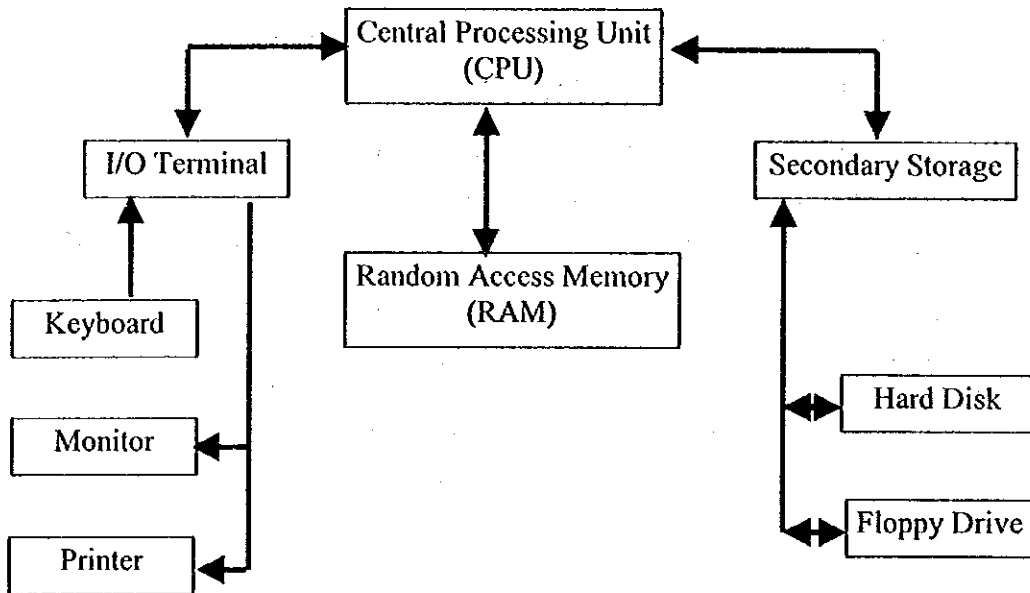
A microcomputer hardware is made up of several components based on the functions they perform in the system and how they interact with the other components.

The principal elements of a computer system are:

- Central Processing Unit (CPU)
- Main Memory (RAM)
- Secondary Storage Devices (disk, drives, magnetic tapes, etc.)
- Input/Output Devices (monitors, printers, etc.)

The CPU does the actual computing. It is capable of simple arithmetic and logical operations, such as addition and data comparison, that are executed at exceedingly high speed. The power of a computer directly stems from the speed and accuracy with which the CPU can carry out computations and move information around. The main memory of the computer is usually referred to as *Random Access Memory* or RAM. This part of the computer contains the programs and information that are currently being processed by the CPU. Secondary storage device, such as magnetic disk, is capable of holding large amount of data. Programs and data are normally stored on these secondary devices and could be retrieved when needed. They are then loaded into the RAM and executed. The results of the processing can then be written into the secondary storage device or sent to an output device such as the monitor or printer. Peripheral devices or Input/Output (I/O) devices allow the user to put data into a computer or receive output from a computer. A terminal is a peripheral that contains both a keyboard for input and a monitor for output. Other peripherals include printers and plotters.

The diagram below presents the basic hardware component of a microcomputer system.



Floppy Drive is the most common type secondary storage used in personal computer today. It acts as an external drive from which the users insert the floppy disk to store and retrieve information. The floppy disk comes in three sizes: 3.5 inches, 5.25 inches and 8 inches. It is characterized by thin circular plastic sheets coated with iron oxide so that magnetic patterns recorded on it can be retained. The surface is similar to a magnetic tape used to record music. The 5.25 inches diskette is contained in a square cardboard envelope in which it spins. The 3.5 inches diskette is contained in a hard plastic case with a metal shutter that protects the magnetic media. A floppy disk can store from 80 kilobytes to 1.44 megabytes of data. Floppy disk system is slower and has less storage capacity than hard disk system, but its lower cost makes it a popular choice for personal computer users.

Hard disk is made of magnetic metal, and can either be removable or non-removable. The most common type of hard disk that is found in personal computer today is non-removable. This disk typically holds from 10 megabytes to 3.2 gigabytes of information. Each megabyte is equivalent to 1,048,576 characters of information, or roughly 1,800 single-spaced typewritten pages; hence, this is a very efficient way to store large volume of information.

Keyboard is an external device that acts as a primary interface between the human operator and the computer. The keyboard has 3 basic components: the typewriter keyboard which is composed of alphabet characters; the calculator pad which is composed of numeric characters; and the function keys which serve as special macro key for various software.

Monitor is the screen or video display peripheral and serves as the main output device on a personal computer. It is used to display text and graphics information and is available in a variety of sizes and types. Monitors can be divided into two broad groups: those designed to display text information; and those designed to display graphics information, such as charts or picture. Within the graphics group, there are color or monochrome (single color) displays. A high quality graphic color monitor is capable of showing high-resolution pattern and is recommended for application in MS-Window, Excel, or AutoCAD.

Printer is another common peripheral found in personal computer system. The common types of printers are dot matrix, inkjet and laser printer. The dot matrix printer produces its image by printing a group of dots that form the image of a character or symbol. The inkjet printer is similar to the impact dot matrix printer, instead of using the pin impact force to create an image it use ink bubble to create similar image. The inkjet printer is much lighter and quiet than the impact dot matrix printer. Today, it is the popular choice due to it characteristic and wide availability of selection. The laser printer produces its image by means of electrophotograph similar to the principle of photocopy machine. The image produced in the laser printer is much crispier than the inkjet printer due the high-resolution capability. Both the inkjet and laser printer can produce color print.

4. OPERATING SYSTEM

Operating systems is a set of control program that manages the computer's resources and creates a well-defined software environment for computer applications. Computer hardware by itself can perform little useful work. A computer requires software to be able to communicate and do useful work. The first layer of software in a computer system is the operating system. This is *what starts*, or *boots up*, the machine helps in pulling itself up by its own bootstraps and establishes a predetermined set of conditions so that applications can be run. When the computer is turned-on or the reset button is pressed, the control is pass to a set of control programs found in the ROM, a firmware store in computer chips. These programs perform several tasks: (1) to check if hardware are functioning correctly; (2) to load a set of control program from the disk to the memory; and (3) to pass control to a routine which will accept the user input. At this point, the operating system is loaded and the user can execute an application program such as MS-Word, Excel, Power Point, Access, etc.

An operating system by itself has two levels of functionality. The first level is seen by the user running the applications and utilizing system commands and utilities. At this level, each operating system has its own set of command used to accomplish frequently performed tasks such as copying files, renaming files, and formatting disks. Normally, frequently-used functions are included in the operating system as system commands. The second is at the programming level. All operating systems contain a set of pre-packaged routine that performs the "primitive" functions necessary in

almost all applications. Such functions, like sending a character to the screen, reading and writing information from a disk file, and accepting input from the keyboard are common to nearly all programs. This level of functionality gives the programmer a set of standardized routines to perform this task.

5. SOFTWARE

The operating system alone renders the computer nearly useless, unless the user is capable of directly communicating to the hardware. In order to use the computer system, software is needed. Various software are available for different purposes, such as MS-Word for word processing, Excel for spreadsheet, Power Point for presentation, Access for database and Foxpro for database programming.

5.1. MS-WINDOWS

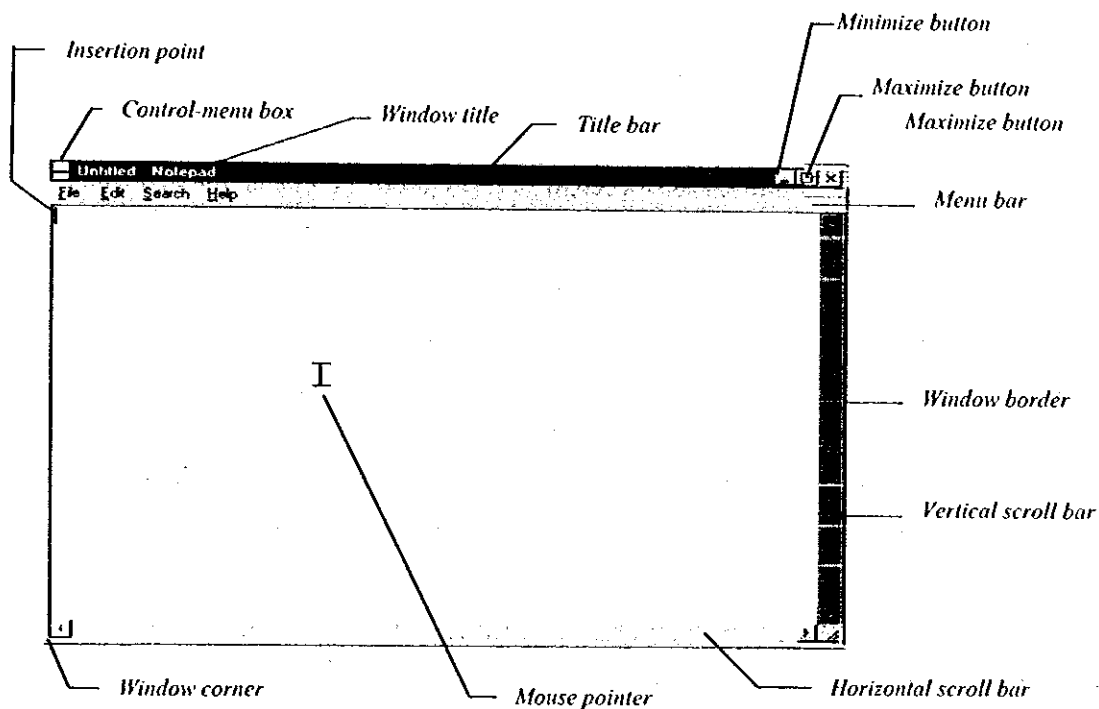
MS-Windows is the most popular operating system, it duplicates all the function performed by DOS, the defunct operating system of the seventies and eighties. The capability of MS-Window operating system far exceeds that DOS can offer it most convenient and easy to navigate. Most of the commands are represented by descriptive figures called *icons*. Navigating around the windows could be achieved through the use of a pointing device called mouse, normally in the desktop environment, the mouse pointer is seen as outline of an arrow or white arrow. To execute a command, the user only need to bring the mouse pointer to the desired command described by the icon and press the right button or double click the left button. The execution starts without typing any single character in the keyboard, unlike the DOS convention that needs typing a series of characters comprising the command. In windows, the computer screen is referred to as the *desktop*. When working, the application and documents must be in the windows. The windows on the desktop must also be arranged. If an application is left for a while, the windows are shrunk to an application icon, and still, the application keeps running on the background. When an application is shrunk, the windows place their application icon at the bottom edge of the desktop until it is again restored to window size.

With windows, several powerful applications can be run simultaneously. For example, switching from a word processing application to a spreadsheet, and then to database application with a few simple moves while quitting one application and restarting another, can easily be done.

Parts of a Windows

Each application and some documents the user choose to work on, open as separate windows. Every window has some common elements, however, not all windows use all the items.

The elements as illustrated below are the tools for working with the window and the application or document within the window.



The *Control-menu* box located in the upper-left corner of the window is the most useful menu when the use of a keyboard is preferred. The Control-menu commands can resize, move, maximize, minimize and close windows, and switch to Task List.

The *title bar* shows the name of the application or document. If more than one window is open, the title bar of the active window has a different color or intensity compared to the other title bars.

The *window title*, depending on the type of window it appears, can be the name of an application and the name of the document, or a placeholder. In such case, "untitled" normally appears.

The *menu bar* lists the available menus. Most applications have a File menu, an Edit menu, and a Help menu as well as other menus unique to the application.

The *Scroll bar* can move the parts of the document into view when the entire document will not fit in the window. With the bar, unseen portion of the lists and other information that is too long to fit in the allotted space can also be viewed.

The *Maximize and Minimize buttons* enlarge the active application window to fill the entire desktop or shrink the window to an icon. Document windows enlarge just to fill the application workspace and

not the entire desktop. After enlarging the window, the Maximize button changes to a Restore button. Restore button can be used to return the window to its previous size.

The *Window border* is the outside edge of a window. It can lengthen or shorten each side of the border.

The *Window corner* can be used to shorten or lengthen two sides of a border at the same time.

The *Workspace* is where most of the work with an application are done. For example, the content of the documents appears in the workspace when starting a wordprocessor. Hence, an application can allow the opening of more than one document window within this workspace.

The *selection cursor* shows where the user is in an individual document. It marks the place in the text or graphics where the user begins typing or drawing. The arrow-shape mouse pointer appears if you have a mouse installed. It is used to indicate items the user wants to select with mouse.

Starting Applications with the Run Command

The Run command is a handy way to start applications that you want to run only occasionally or have not yet added to a group. You can open a document at the same time you start the application. Unless the program file is in your current path, you need to know the exact directory location and name of the program file before you can start the application.

1. Choose Run from the File menu in Program Manager or File Manager.
The Run dialog box appears.
2. Type the pathname and the exact filename of the program file, including the extension if there is one.
3. If you want the application to shrink to an icon as soon as it starts, make sure the Run Minimized check box contain an X.
4. Choose OK or press ENTER.

5.2. MS-EXCEL










Excel is a spreadsheet type of software package that operates under the MS-WINDOWS operating system. The primary document in Excel is called a *workbook*. The workbook is similar to a ledger that stores information and each workbook is made up of *sheets*. The sheet is virtually divided into *column* and *row*; the column run horizontally and denoted by an alphabet starting with *A* and the row run vertically and denoted by number starting from 1. The intersection of column and row is called



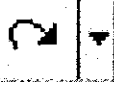







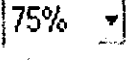

cell. The cell is the basic component of worksheet that accept different data types. The most common data types are character, number, date, logical value and formula.














Standard Toolbar






The standard toolbar that normally appears at the top of screen helps select options. Such options can open workbook, print and save worksheet, and ask for help. The following is a list of the individual icons and their respective functions.

Excel's Standard Toolbar

Button	Name	Function
	New Workbook	Creates a new workbook
	Open	Opens a document
	Save	Saves the active workbook
	Print	Prints the active workbook
	Print Preview	Shows the active document in print preview mode
	Speller	Checks the spelling of the document
	Cut	Cuts the selection to the Clipboard
	Copy	Copies the selection to the Clipboard
	Paste	Places the Clipboard contents at the insertion point

Button	Name	Function
	Format Painter	Copies and pastes formats for cells and objects
	Undo	Undoes the last action or command
	Repeat	Repeats the last action or command; this is the same as the redo feature in Word 6
	AutoSum	Inserts the SUM function and shows sum range
	Function Wizard	Starts the Function Wizard
	Sort Ascending	Sorts selected rows in ascending order
	Sort Descending	Sorts selected rows in descending order
	Chart Wizard	Activates the Chart Wizard
	Text Box	Inserts text or text box
	Drawing	Turns the drawing toolbar on or off
	Zoom Control	Sets the view of the document
	Tip Wizard	Turns the Tip Wizard toolbar on or off

Button	Name	Function
	Help	Displays Help
	Font	Sets the font for the selection
	Font Size	Sets the font size for the selection
	Bold	Boldfaces the selection
	Italic	Italicizes the selection
	Underline	Underlines the selection
	Align Left	Left-aligns the selection
	Center	Centers the selection
	Align Right	Right-aligns the selection
	Center Across Columns	Centers the selection across columns
	Currency Style	Changes the selected cells to default currency style
	Percent Style	Changes the selected cells to default percent style
	Comma Style	Changes the selected cells to default comma style

Button	Name	Function
	Increase Decimal	Adds one decimal place to the number format
	Decrease Decimal	Removes one decimal place from the number format
	Borders	Enables you to select a border for the selection
	Color	Sets the color for the selection
	Font Color	Sets the color for the selected font

Basic Part of Excel Screen

The screenshot displays the Microsoft Excel interface with the following components labeled:

- Menu Bar:** Located at the top, containing options like File, Edit, View, Insert, Format, Tools, Data, Window, and Help.
- Toolbars:** Located below the menu bar, containing various icons for formatting and editing.
- Worksheet:** The main area containing a table with the following data:

Distribution of Financial Requirement in the Medium-Term										
Name of Municipality	Public Investment Cost (Medium Term)					Distribution of Total Public Investment Co.				
	Urban Water Supply	Rural Water Supply	Urban Sanitation	Rural Sanitation	Total	Total	Urban Water Supply	Rural Water Supply	Urban Sanitation	Rural Sanitation
Alabel (Capital)	1,968		3,295	4,934	10,197	14,945	2,884			4,829
Glan	6,490	8,725	4,223	6,804	26,242	38,461	9,513	12,787		6,189
Kiarnba	3,749		2,914		6,663	9,765	5,494			4,271
Maasun	2,755		2,817	3,058	8,630	12,649	4,038			4,129
Maibun			1,982	75	2,057	3,014				2,904
Malapatan	7,282	2,842	4,553	3,523	18,199	26,673	10,672	4,165		6,673
Mahungon	35,805	41,531	7,426	12,447	100,209	146,872	52,478	65,267		10,824
Provincial Total	58,049	56,097	27,209	30,841	172,195	252,350	85,079	82,219		39,879

At the bottom, the **Tabs** section shows multiple worksheet tabs, and the **Worksheet** section shows the active sheet.

MS-Excel Basic Operation

Following the description of the basic operation, the mouse is used as a pointing device instead of a keyboard. The word *click* means the user must press the left button of the mouse; double click means two successive clicks; and *enter* means the user must press the Enter key in the keyboard. Basic operation dealt only to the routine necessary to update the PW4SP data base.

Creating a New Worksheet

When you enter Excel, it opens up to a new workbook, by default it contain 16 worksheets. You can use any of the worksheets. Even if there is an open workbook, you can still open another by moving the mouse pointer in the New icon (upper left of the screen below the menu bar). Click on it.

Saving the Workbook

1. Move mouse pointer to File menu and click on it to bring the File menu option.
2. From the option available. Select Save.
3. If the document your saving is new. The Save As dialog box appear. In the File Name box type the name of the workbook.

Enter Data in a Cell

1. First select the *cell* by moving the mouse pointer and clicking the right button. This routine place the insertion point in the active cell, which is highlighted on-screen with border around it.
2. You can start entering the data from your keyboard or numeric keypad.
3. To confirm the input, you can press ENTER or move the mouse pointer to the Formula bar and click the Check icon.

Editing Cell Contents

1. Double-click the cell containing the data you want to edit. To edit in the formula bar, click in the formula bar. In case the formula bar is not displayed, choose Formula Bar from the View menu located at the top row of screen.
2. Edit the cell contents.
3. To confirm the modification made in the cell, click the Check icon in the formula bar or press ENTER. To cancel edits, click the X icon in the formula bar or press ESC.

Clearing Cells

1. Select a cell or range of cells that you want to clear.
2. From the Edit menu, choose Clear, and from the option available, you the choose All, Contents, Formats, or Notes.
Shortcut : Press DEL.

To clear cells by dragging

1. Select a cell or range of cells that you want to clear.
2. Move the mouse pointer in the *fill handle* (lower right corner), drag the fill handle toward the area of cell or range, then the selected area will become gray.
3. Release the mouse button.

Copying Cells

1. Select the cells containing the data you want to copy.
2. From the Edit menu, choose Copy.
3. Select the upper-left cell of the paste area.
Beware that any values or formula in the paste area will be replaced.

Undo Command

1. To undo your last command, click the Undo button.
From the Edit menu, choose Undo.

Creating Border around Cell

1. Choose the Cell menu from Format menu.
2. Choose the side you want put the border, and then choose type of border.
3. Click OK button.

Deleting Rows and Columns

1. Select the row or column
To delete more than one row or column, extend the selection to include

- all the rows or columns you want to delete.
2. From the Edit menu, choose delete (Entire rows or column)
3. Click OK button

Inserting Rows and Columns

1. Select the row or column
To insert more than one row or column, extend the selection to include the number of rows or columns you want to insert.
2. From the Edit menu, choose Insert (Entire rows or column)
3. Click OK button.

Selecting a Sheet or Sheets

To select a single sheet, click the sheet tab.

To select two or more sheets

1. Click the sheet tab for the first sheet you want to select.
2. If the sheets you want to select are adjacent, hold down the SHIFT key and click the tab for the last sheet.
If the sheets you want to select are non-adjacent, hold down the CTRL key and click the other sheet tabs.

Ungroup Selected Sheets

1. Move the mouse pointer to the sheet tab. Click the left button of the mouse.
2. While the mouse pointer still on the sheet tab, click the right button and choose the Ungroup Sheets.

Inserting Worksheet

1. Select a sheet or sheets in the workbook.
2. From the Insert menu, choose Worksheet.
The new sheet or sheets will be inserted to the left of the sheet tab you select.
Shortcut : SHIFT+F11

Deleting Worksheet

1. Select a sheet or sheets in the workbook.
2. Move the mouse pointer to the sheet tab, and click the right button.
3. Choose Delete, and click the OK button.

Moving Worksheet Within the Workbook

1. Select the sheet or sheets you want to move.
2. Drag the selected sheet tab along the row of tabs.
A black triangle indicates the place where the sheets will be inserted.
All selected sheets will be inserted.
3. Release the mouse button.

Alternate Method

1. Select the sheet or sheets you want to move.
2. From the Edit menu, choose Move or Copy Sheet.

3. In the Before Sheet box, select where you want sheets to be inserted.
4. Click the OK button.

Moving Sheets to Other Workbook

1. Open the workbooks you want to move sheets *to* and *from*.
2. Select the sheet or sheets you want to move.
3. From the Edit menu, choose Move or Copy Sheet.
4. In the To Book box, select the destination workbook.
5. In the Before Sheet box, select where you want the sheet or sheets inserted.
6. Click OK button.

Alternative Method

1. Open the workbooks you want to move sheets *to* and *from*.
2. From Window menu, choose Arrange and choose horizontal.
In the desktop, two workbooks will open in screen split the workarea horizontally.
3. Select the sheet or sheets you want to move.
4. Hold-down the CTRL key and the right button of the mouse.
A paper icon and black triangle indicate that you made the move routine active.
5. Drag the mouse pointer to the other workbook and select where you want the sheet or sheets inserted.
6. Release the mouse button.

Copying sheets within a workbook

1. Select the sheet or sheets you want to copy.
2. Hold down the CTRL key and mouse left button, and then drag the selected sheet tab along the row of tabs. A black triangle indicates the place where the copied sheet will be inserted.
3. Release the mouse button and then the key.

Alternative Method

1. Select the sheet or sheets you want to copy.
2. From the edit menu, choose Move or Copy Sheet.
3. In the Before Sheet box, select where you want the copied sheet inserted.
4. Select the Create A Copy check box.
5. Click the OK button.

Copying sheets to other workbook

1. Open the workbook you want to copy to and from.
2. Select the sheet or sheets you want to copy.
3. From the Edit menu, choose Move Or Copy Sheet.
4. In the To Book box, select the destination workbook.
5. In the Before Sheet box, select where you want the copied sheet inserted.
6. Select the Create A Copy check box.
7. Choose the OK Button.

Printing your Work

1. From File menu, choose Page Setup to display the Page Setup dialog box.
2. On Page Setup dialog box, there are four options available

- Page tab* controls page orientation, scaling, page size, print quality, and starting page number for the selected sheet.
 - Margin tab* controls page margins and the header and footer margins, and center the sheet on the page vertically, horizontally or both.
 - Header/Footer tab* controls page the headers and footers for the selected sheet. headers and footers are descriptive text that print at the top and bottom of every page in your sheet. You can add, delete, edit, format, and position headers and footers, and view them as they will print.
 - Sheet tab* specifies which areas of the sheet you want to print, and controls the print titles, page order, and draft quality. Also controls whether gridlines, cell notes, and row and column heading print. The Sheet tab is displayed if the active sheet is a worksheet or macro sheet.
3. On the Print What, there are three options available.
 - Selection* option prints only the selected cells in the selected sheets. Nonadjacent selections are printed on separate pages. Selecting this overrides any print areas you have defined for the selected sheets using Print Area option on the Sheet tab of the Page Setup dialog box.
 - Selected Sheets* option prints the area of each of the currently selected sheets, with each print area starting on a different page. If no print area is defined on a separate sheet, the entire sheet is printed.
 - Entire Workbook* option prints the entire print area of all sheets in the active workbook. If a sheet does not have a print area, that entire sheet is printed.
 4. On the Copies box, specifies the number of copies to print.
 5. On the Page Range, there are two options available.
 - All* option print all the pages in the selected sheets.
 - Page(s)* option print the range of pages specified in the From and To boxes. Page numbers you selected in the From and To boxes affect which cells will be printed, not the numbering of the pages upon which they are printed. To change the numbering of printed pages, specify a number in the First Page Number box of the Page tab in the Page Setup dialog box.
 6. The user has an option to see the appearance of the print by clicking the Print Preview button.
 7. Printer Setup option gives the user an option to select among the available printer drivers.
 8. Click the *OK* button to proceed printing.

5.3. MS-WORD

MS-Word is word processing type of software. This is analogous of converting your computer into typewriter machine. You have page in which you type characters, you have a ruler that show where you are as you type across the page. You have tabs stops and margin settings. The insertion point moving across the page even acts like the print head moving across the page.

MS-Word offer more advance features that you need to create from simple to complex type of document. When you start Word you will notice almost the identical appearance with that of MS-Excel. Most of the command are represented in terms of icon, in the middle of the workspace were you enter your text and other object included in your documents.

Starting Word

From the MS-Window environment, you can double-click the MS-Word icon in the MS-Office program group. In some case the MS-Office administrator is automatically loaded at start-up of Windows environment. The MS-Office administrator menu icons are located in the upper right side of the screen. You can start MS-Word by clicking the icon.






Quiting Word















1. Move mouse pointer to **File** menu and click. File sub-menu will appear.
2. From the File sub-menu, move mouse pointer to **Exit** option and click.
The MS-Word environment will normally terminate. In some cases, if some active documents has not yet been save. MS-Word give the user's option to save the documents.

Standard Toolbar

The standard toolbar which normally shown at the top of screen helps you select the option, from this toolbar. The user's can open new document, open existing document, print and save document, and ask help to farther understand some function or procedure to accomplish desired task. Using the toolbar speed-up the desire task instead of using the menu (located at the top of the screen). The following shows the list of standard toolbar icons and their function.

MS Word Standard Toolbar

Button	Name	Function
	New	Creates a new file based on the Normal template
	Open	Displays the Open dialog box so that you can select an existing file to open
	Save	Saves the current document
	Print	Prints the current document
	Print Preview	Activates Word's print preview features

Button	Name	Function
	Spelling	Initiates a spelling check
	Cut	Cuts selected material to the Windows Clipboard
	Copy	Copies selected material to the Clipboard
	Paste	Pastes material from the Clipboard into your document
	Format Painter	Copies the formatting of a selection to the text you specify
	Undo	Undoes the commands you select from the list presented
	Redo	Redoes the commands you select from the list presented
	AutoFormat	Formats your document automatically
	Insert Auto Text	Inserts an Auto Text entry.
	Insert Table	Inserts a table into your document
	Insert Excel Worksheet	Inserts an Excel worksheet into your document
	Columns	Formats your document using columns
	Drawing	Opens the drawing application and enables you to draw a picture in your document
	Insert Chart	Inserts a chart into your document

Button	Name	Function
	Zoom Control	Scales your view of the document by the percentage you select
	Help	Activates context-sensitive help

MS-Word Basic Operation

Opening and Existing Document

1. Click the Open Folder icon (normally second from the left) to bring up the open dialog box.
2. In the Open Dialog box, select the file you to open from File Name combination box.
3. Click the OK button.

Changing the Format of the Text

1. Click the arrow button to the right of the *font* box to bring the list of available font.
2. Scroll through the list box by clicking on the scroll bar, and select a font by clicking on it.
3. Begin typing. The text will appear in the font you just selected.

Changing the Font Size

1. Click the arrow button to the right of the *font size* box to bring the list of available size.
2. Scroll through the list box by clicking on the scroll bar, and select a size by clicking on it.
3. Begin type. The text will appear in the font size you size selected.

Choose a Style

Perform any of the following procedures to change a font style:

- Click on the button labeled B to set the *bold* feature on.
You also can press Ctrl+B from the keyboard.
- Click on the button labeled I to set the *italic* feature on.
You also can press Ctrl+I from the keyboard.
- Click on the button labeled U to set the *underlined* feature on.
You also can press Ctrl+U from the keyboard.
- Click on the button labeled B and I to set both *bold and italic* features
You also can press Ctrl+B followed by Ctrl+I from the keyboard.

Setting Special Effects

You can use a variety of special text effects:

- Strikethrough
- Superscript
- Subscript

- Hidden
- Small caps
- All caps

To set any of these features, use the following procedure:

1. Open the **Format** menu and select the **F**ont item.
2. If the **Font**s tab is not on top, click on it.
3. In the *Effect* group box, select the check box that represent the special effect you want to turn on.
4. Click the **OK** button.
5. Begin typing. Your text appears with the special effect you selected.

Setting the Indentation

1. Open the **Format** menu and select the **P**aragraph item.
2. If the **Indents** and spacing tab is not on top, click on it.
3. In the indentation group box, use the **L**eft and **R**ight spin boxes to set the indentation from the left and right margins. Click on the arrow buttons until the measurement is correct, or select the text in the body by highlighting it with the mouse and then type exact measurement you want.
4. To set first line or hanging indentation, open the **S**pecial drop-down list box by clicking on its arrow, and select the appropriate item. Use the **B**y spin box to set the measurement for the first line indentation or the hanging indentation.
5. Click the **OK** button. Your current paragraph takes on the indentation you just set. Each subsequent paragraph you create takes on this pattern, unless you reset the indentation using the dialog box.

Setting Line Spacing

1. Open the **Format** menu and select the **P**aragraph item.
2. If the **Indents** and Spacing tab is not on top, click on it.
3. In the Spacing group box, use the **B**efore and **A**fter spin boxes to set the distance in points from the previous paragraph and from the following paragraph. Click on the arrow buttons until the measurement is correct, or select the text in the box by highlighting it with the mouse and then type the exact measurement you want.
4. To set line spacing within the paragraph, open the **L**ine Spacing drop-down list box by clicking on its arrow, and select the appropriate item. Then use the **A**t spin box to set the measurement for number of lines or distance between lines, whichever is active.
5. Click the **OK** button. Your current paragraph takes on the line spacing you just set. Each subsequent paragraph you create takes on this pattern, unless you reset the line spacing using the dialog box.

Copying and Inserting Text

1. Highlight the text by dragging the mouse pointer over the text to be selected.
2. Move pointer to Copy icon and click on it.
3. Move mouse pointer to the place were you would like the insertion take place.
4. Move mouse pointer to Paste icon and click on it. Alternatively, you can press the right button of the mouse to bring the menu option., select the paste by click on it.

Undoing and Redoing

If you do make a mistake, you can undo it by selecting the **U**ndo option from the **E**dit menu.

This procedure undoes the last change you made to the document. Word always will add the name of the operation you are about to undo as the second word of the Undo menu item. If you cannot undo anything, this option change to Can't Undo and is dimmed.

Overstriking Text

There are times, however, when you want to type over existing text. To switch to this editing mode, press the **Insert** key in the keyboard. When you type, the characters you type replace any characters to the left of the insertion point. To turn off the overstrike mode, press the **Insert** key again.

Deleting Text

Use mouse pointer to highlight the desire text and press the **Del** key from the keyboard.

Insert File

1. Move mouse pointer in the location were you would like the insertion take place.
2. From the **I**nsert menu, select **F**ile option.
3. From the **F**ile name combination box, select the file you would like to insert.
Click the **OK** button.

Creating the Header or Footer

1. From the View menu, choose Header and Footer.
2. The Header and Footer toolbar appear, click the switch between Header and Footer button. The header and footer areas are enclosed by a nonprinting dashed line.
3. Do one or more of the following;
Text - You can type the text within the dashed line that surround the header or footer area.
Page Number - Click the icon.
Current Date - Click the icon.
Current Time - Click the icon.
4. To return to the document, choose the Close button on the Header and Footer toolbar, or double-click the main text area

Previewing the Document

1. From the File menu, choose Print Preview.
While in the print preview mode, you can perform the following options.
 - a) You can print the document by click the Print button.
 - b) You can switch the magnifier on and off by clicking on the magnifier button.
 - c) You can switch to a one page view by clicking the One Page button.
 - d) You can switch to view multiple pages by clicking on the Multiple Pages Button and dragging across the grid that appears, releasing the mouse button when you have the multiple-page view you want to use.
 - e) You can zoom in or out on your document by adjusting the zoom percentage in the Zoom Control drop-down list box.
 - f) You can switch the view of the ruler on and off by clicking on the View Ruler button.
 - g) You can squeeze a small amount of text on the final page into the the outer pages by clicking on the Shrink to Fit button.

- h) You can expand the preview screen to show only the page, the toolbar, and the status bar clicking on the Full Screen button.
- i) You can exit the preview mode by clicking on the Close button.

Printing your Document

1. From the **F**ile menu, choose **P**rint option.
A Print dialog box appear.
2. In the Print *What* drop-down list box. This option enables you to print the document or several items ancillary to the document, such as Summary Info, Annotation, Style, Autotext Entries, and Key Assignments.
3. Use the *Copies* box to enter the number of copies to print.
4. Use the *Page Range* option to determine how much of the document to print. You can print All the document, the *Current Page*, or selected *Pages*.
5. Check the *Collate Copies* check box to finish the first set of copy before printing the second copy.
6. When all it set correctly, close all the dialog boxes you have open, and click **OK** button, the printing process begin.

6. PW4SP DATA FILES

Data files are collection of information relevant to the preparation of PW4SP. Data files are logically group into three major areas of information. The first group of information are the base data that are composed of information derived from survey, ocular inspection, and existing information from the provincial and national agencies. The second group of information are the key parameter data that are composed of information derived from applicable policies, assumption, water test result, and current cost of commodity. The third group of information are the presentation of data which derived from the previously mentioned groups of information's, this data are processed and then logically arranged to show provincial profile, existing facilities and service coverage, past financial performance, future requirement of the relevant sector, cost estimates for future sector development, and financial arrangement.

6.1. Base Information

1. *Socio-economic Data* (Socio-economic.xls)

- a) Municipal/City Status and No. of Barangays (Muncity Status (P.1.1))
- b) Past Population (Past Population (P.1.2.1) & (P.1.2.2))
- c) Projected Population (Projected Population (P.1.3.1) & (P.1.3.2))
- d) Household (Household (P.1.4))
- e) Services (Services (P.1.5))
- f) Occupation (Occupation (P.1.6))
- g) Family Income (Family Income (P.1.7))
- h) Expenditure (Expenditure (P.1.8))
- i) Education (Education (P.1.9))

2. *Land Use Data* (Landuse.xls)

- a) Existing Land Use (Existing Land Use (P.1.2.1))
- b) Future Land Use (Future Land Use (P.2.2))

3. *Health Data* (Health.xls)

- a) Morbidity, Mortality and Infant Mortality (Morbidity and Mortality (P.3.1))
- b) Facility (Facility (P.3.2))
- c) Practitioner (Practitioner (P.2.2))

4. *Water Resource Data* (Water Source.xls)

- a) General Information (Gen. Info (P.4.1))
- b) Water Source Information (Source Info (P.4.2))

5. *Water Supply Systems Data* (Water Supply.xls)

- a) Level I Facility (Level I (P.5.1))
- b) Level II System (Level II (S.5.2.1) & (S.5.2.2))
- c) Level III System (Level III (S.5.3.1), (S.5.3.2), (S.5.3.3) & (S.5.3.4))

6. *Environmental Sanitation Data* (Sanitation.xls)

- a) Household Toilets (Household Toilets (P.6.1))
- b) School & Student (School&Student (P.6.2))
- c) School Toilet (School Toilet (P.6.3))
- d) Public Toilet (Public Toilet (P.6.4.1), (P.6.4.2) & (P.6.4.3))
- e) Drainage Facility (Drainage Facility (P.6.5))
- f) Solid Waste Collection and Disposal ((M) Solid Waste)

7. *Investment Data* (Investment.xls)

- a) Income & Expenditure (P.7.1)
- b) Past IRA (P.7.2)
- c) Available Funds for Capital Expenditure (P.7.3)
- d) Sector Previous Investment (P.7.4)
- e) Sector Allocation in the AIP (P.7.5)
- f) Allocation of the 20% Dev. Fund (P.7.6)
- g) Financial Indicator of WD (P.7.7)
- h) Loan Status of WD (P.7.8)
- i) Affordability in Water & Sanitation Services (P.7.9)

6.2. Key Parameter

1. *Key Parameters* (Key Parameter.xls)

- a) Key Parameter (Key Parameter)
- b) Level I - Safe and Unsafe (Level I Safe and Unsafe)
- c) Well Source Composition (Well Source Composition)
- d) Unit Cost (Unit Cost)
- e) Scoring Factor (Scoring Factor)
- f) Annual Investment (Annual Investment)