



Republic of the Philippines
METRO KIDAPAWAN WATER DISTRICT
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ISO 9001:2015 Certified

"ANNEX B"

#	STATION	PERIOD	TOTAL NO. OF MAN HOURS	NO. OF GUARDS	REMARKS
1	Gate 1 MKWD Office, Brgy. Lanao, Kidapawan City	3 Shifting – Everyday 8:00am – 5:00pm 4:00pm – 12:00mn 12:00mn – 8:00am	24/7 Security Services	3	<ul style="list-style-type: none"> • Records Books • Conduct regular checking and monitoring of S/F Personnel including collection of data in hourly basis • In charge of CCTV system • Relay emergencies and important advisories or notices
2	Gate 1 Assisting Guard/ Main Office, Lanao, Kidapawan City	7:30am – 4:30pm	8 Service hours	1	<ul style="list-style-type: none"> • Check baggage • Inspection of incoming customer, visitors and VIP's • Open/Close Gate • Regulate parking arrangement outside the facility
3	Gate 3 Guard, Main Office, Lanao, Kidapawan City	2 Shifting – Every Office Days 6:00am – 2:00pm 2:00pm – 10:00pm	16 Service hours	2	<ul style="list-style-type: none"> • Open/Close gate • Inspect personnel vehicle, baggage and VIP's • Logbook in charge of time in and out of personnel and OJT • Assist traffic on incoming/outgoing personnel with vehicle • Regulate parking arrangement inside and outside the facility • In charge in recording of personnel violation

4	Entrance Door at Main Bldg., Lanao, Kidapawn City	7:30am – 4:30pm	8 service hours	1	<ul style="list-style-type: none"> Facilitate, assist and guide costumers for payment, bills, complains and other official inquiries Distribute priority numbers Assist priority lane for senior citizen and pregnant women, women with children and diffrently abled person.
5	Roving and Assisting Guard MKWD Office, Lanao, Kidapawan City	5:00pm – 1:00am 1:00am – 9:00am	8 service hours	2	<ul style="list-style-type: none"> Roving and assist personnel during evening until early morning In charge in activation of perimeter lights
6	Manongoi Reservoir Compound, Manongol, Kidapawan City	3 Shifting – Everyday 8:00am – 5:00pm 4:00pm – 12:00mn 12:00mn – 8:00am	8hours	3	<ul style="list-style-type: none"> Responsible Records Books Conduct valve manipulation, pressure reading, chemical dosage Secure property perimeter In charge of CCTV system Relay emergencies and important advisories or notices Relay reservoir static, level, pressure reading on hourly basis Conduct records in logbooks for incoming and outgoing materials
		Everyday 8:00pm – 4:00am			
7	Saguing River Watershed and Forest Reserve Area	3 Shifting – Everyday	24/7 Security Services	9	<ul style="list-style-type: none"> Records Books Conduct records in logbooks for incoming and outgoing materials Relay emergencies and important advisories or notices Open/Close Gate
	1. Dam 1	8:00am – 5:00pm			
	2. Dam 2	4:00pm – 12:00mn			
	3. Main Gate	12:00mn – 8:00am			

					<ul style="list-style-type: none"> • Secure property perimeter • Roving activity of Dam 1 & 2 guard every 5:00pm to 6:00am
8	Makilala Satellite Office, Poblacion Makilala	<p>Day Shift – Every Mondays and Fridays Only</p> <p>8:00am – 5:00pm</p>	<p>8 Hours Security Services</p> <p>(2 Times a week)</p>	1	<ul style="list-style-type: none"> • Facilitate, assist and guide costumers for payment, bills, complains and other official inquiries • Distribute priority numbers • Assist priority lane for senior citizen and pregnant women, women with children and differently abled person.
9	Lapaan Treatment Plant Facility, Brgy. Perez	<p>3 Shifting – Everyday</p> <p>8:00am – 5:00pm</p> <p>4:00pm – 12:00mn</p> <p>12:00mn – 8:00am</p>	24/7 Security Services	3	<ul style="list-style-type: none"> • Secure property perimeter • In charge of CCTV system • Relay emergencies and important advisories or notices • Conduct record in logbooks for incoming and outgoing materials and personnel • Check baggage • Inspection of incoming personnel, visitors and VIP's • Open/Close Gate • Direct visitors to park properly
10	Matalam Sub-Office, Matalam, Cotabato	<p>3 Shifting – Everyday</p> <p>8:00am – 4:00pm</p> <p>10:00pm – 4:00am</p> <p>(OT-Daily)</p> <p>4:00pm – 8:00am</p> <p>(OT-Sunday)</p> <p>6:00am-8:00am</p>	<p>16 Service hours</p> <p>2 Hours OT during Sunday</p>	2	<ul style="list-style-type: none"> • Facilitate, assist and guide costumers for payment, bills, complains and other official inquiries • Distribute priority numbers • Assist priority lane for senior citizen and pregnant women, women with children and differently abled person.

		Facility Personnel (Monday – Saturday) 4:00am-8:00am 8:00pm-10:00pm (Sunday) 4:00am – 6:00am 8:00pm – 10:00pm			
11	Amas Reservoir, Brgy. Amas, Kidapawan City	3 Shifting – Everyday 8:00am – 5:00pm 4:00pm – 12:00mn 12:00mn – 8:00am	24/7 Security Services	3	<ul style="list-style-type: none"> • Records Books • Conduct valve manipulation, pressure reading, chemical dosage • Secure property perimeter • Relay emergencies and important advisories or notices • Conduct records in logbooks for incoming and outgoing materials • Ground maintenance/ beautification • Pump operation/ activation • Relay reservoir static, level, pressure reading, pump status and operation on hourly basis
12	Makilala Reservoir, Poblacion Makilala	3 Shifting – Everyday 8:00am – 5:00pm 4:00pm – 12:00mn 12:00mn – 8:00am	24/7 Security Services	3	<ul style="list-style-type: none"> • Records Books • Conduct valve manipulation, pressure reading, chemical dosage • Secure property perimeter • Relay emergencies and important advisories or notices • Conduct records in logbooks for incoming and outgoing materials • Ground maintenance/ beautification • Relay reservoir static, level, pressure reading on hourly basis
		3 Shifting – Everyday 8:00am – 5:00pm	24/7 Security Services		<ul style="list-style-type: none"> • Records Books • Conduct valve manipulation, pressure reading, chemical dosage

13	Cotelco Village Reservoir, Poblacion, Kidapawan City	4:00pm – 12:00mn 12:00mn – 8:00am		3	<ul style="list-style-type: none"> • Secure property perimeter • Relay emergencies and important advisories or notices • Conduct records in logbooks for incoming and outgoing materials • Ground maintenance/ beautification • Relay reservoir static, level, pressure reading on hourly basis
14	Mua-an Reservoir, Brgy. Mua-an, Kidapawan City	3 Shifting – Everyday 8:00am – 5:00pm 4:00pm – 12:00mn 12:00mn – 8:00am	24/7 Security Services	3	<ul style="list-style-type: none"> • Records Books • Conduct valve manipulation, pressure reading, chemical dosage • Secure property perimeter • Relay emergencies and important advisories or notices • Conduct records in logbooks for incoming and outgoing materials • Ground maintenance/ beautification • Pump operation/ activation • Relay reservoir static, level, pressure reading, pump status and operation on hourly basis
15	Saging Reservoir, Brgy.Saging, Makilala	3 Shifting – Everyday 8:00am – 5:00pm 4:00pm – 12:00mn	24/7 Security Services	3	<ul style="list-style-type: none"> • Records Books • Conduct valve manipulation, pressure reading, chemical dosage • Secure property perimeter • Relay emergencies and important advisories or notices • Conduct records in logbooks for incoming and outgoing materials • Ground maintenance/ beautification • Relay reservoir static level, pressure reading on hourly basis
	Saging Reservoir, Brgy.Saging, Makilala	12:00mn – 8:00am			

16	Magsaysay Reservoir, Brgy. Magsaysay, Kidapawan City	2 Shifting – Everyday 4:00pm – 12:00mn 12:00mn – 8:00am	16hours Security Service	2	<ul style="list-style-type: none"> • Records Books • Conduct valve manipulation, pressure reading, chemical dosage • Secure property perimeter • Relay emergencies and important advisories or notices • Conduct records in logbooks for incoming and outgoing materials • Relay reservoir static level, pressure reading on hourly basis • Ground maintenance/ beautification
17	Puwagan Spring Source , Batasan, Makilala	2 shifting and 2 guards per shifting 4:00pm – 12:00mn 12:00mn-8:00am Facility Personnel 8:00am-5:00pm	16 Hours Daily Security Services	4	<ul style="list-style-type: none"> • Records Books • Conduct records in logbooks for incoming and outgoing materials • Relay emergencies and important advisories or notices • Open/Close Gate • Secure property perimeter
18	Special Services	Per actual accomplishment	2 Events per month	4	<ul style="list-style-type: none"> • VIP occasion • Security escort must be provided as officially instructed by the office
			TOTAL	49	