



Republic of the Philippines  
**METRO KIDAPAWAN WATER DISTRICT**

Lanao, Kidapawan City  
Tel nos. (064)577-1533, 577-1865, Fax no. (064) 572-5555  
E-mail Address: [metrokidapawan\\_wd@yahoo.com](mailto:metrokidapawan_wd@yahoo.com)  
Website: [www.metrokidapawanwd.gov.ph](http://www.metrokidapawanwd.gov.ph)

**"Committed to Service, Development and Self-Reliance"**



**OFFICE OF THE ASSISTANT GENERAL MANAGER FOR ADMINISTRATION AND FINANCE**

March 30, 2020

**STELLA M. GONZALES, MPS**

General Manager

This Office

**SUBJECT: ENDORSEMENT OF PROPOSED METER READING, TENDING AND BILLING DURING COMMUNITY QUARANTINE PERIOD**

**Madam:**

Attached is the proposal of Ms. Lalaine A. Witara re: Meter Reading, Tending and Billing activity during community quarantine period.

Upon perusal, the said proposal was found justifiable and agreeable and the undersigned recommend for its approval.

Very truly yours,

**JEMIMA A. CHUA, MPA**

AGM for Admin & Finance

GM's Comment:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



March 27, 2020

**MS. JEMIMA A. CHUA, MPA**  
AGM for Admin & Finance  
This Office

**Subject: PROPOSED METER READING, TENDING AND BILLING DURING  
COMMUNITY QUARANTINE PERIOD**

**Madam:**

Relative to the outbreak of Corona Virus Disease, President Rodrigo Roa Duterte issued Presidential Proclamation No. 922 declaring and in consonance with this, Hon. Mayor Joseph A. Evangelista issued Executive Order No. 30, series of 2020 Section 5. MKWD is one of the establishments exempted for temporary closure during the enhance quarantine period relative to the outbreak of Corona Virus Disease as Water District is a government-owned and controlled corporation whose nature of transaction is to deliver one of the basic services which is WATER.

Observance to Social Distancing policy, wearing face masks, disinfection and hand hygiene are some of the precautionary measures implemented in protecting the workers and the customers as well from exposure to COVID-19. Nonetheless, water meters of our customers are installed in cluster type and they are located away from individual customer's households thus, social distancing policy can still be observed by our meter readers on field. In addition, reading of actual consumption registered in water meters will assist the Office of the Operations in detecting the improvement of water supply facility reconstruction program considering that some of our water supply facilities had been activated.

In view of this, we recommend that meter reading activity for the month of April 2020 and months thereafter will still be conducted with accurate briefing to be given by the direct managers to strictly observe the following:

1. Keep a safe distance of one-meter away or more between concern meter reader and customer and/or anybody on field and in the office;
2. Must refrain from usual close touch greetings such as handshaking, beso-beso, high five and other form of close body contact greetings;
3. Avoid unnecessary conversation. After conducting meter reading and tending, concern meter readers are advised to immediately go back to office and endorse their respective meter reading gadget their supervisor;
4. Must always wear face masks and gloves;
5. Must wear rain shoe cover as additional foot protection;
6. Must wear helmet and other safety gadgets as field personnel;
7. Must observed accurate hand hygiene by hand washing with soap and or using 70% solution alcohol and taking up of Vitamin C everyday.

It is also recommended that Due Dates and Disconnection dates for April 2020 billing will also be extended with the following schedules, to wit:

ZONE	EXTENDED DUE DATES	
	From	To
Zone 1	April 15, 2020	April 30, 2020
Zone 2	April 16, 2020	April 30, 2020
Zone 3	April 17, 2020	April 30, 2020
Zone 4	April 20, 2020	April 30, 2020
Zone 5	April 21, 2020	April 30, 2020
Zone 6	April 21, 2020	April 30, 2020
Zone 7	April 22, 2020	April 30, 2020
Zone 8	April 23, 2020	April 30, 2020
Zone 9	April 24, 2020	April 30, 2020
Zone 10	April 27, 2020	April 30, 2020
Zone 11	April 27, 2020	April 30, 2020
ZONE	EXTENDED DISCONNECTION DATES	
	From	To
Zone 1	April 20, 2020	April 30, 2020
Zone 2	April 21, 2020	April 30, 2020
Zone 3	April 22, 2020	April 30, 2020
Zone 4	April 24, 2020	April 30, 2020
Zone 5	April 27, 2020	April 30, 2020
Zone 6	April 27, 2020	April 30, 2020
Zone 7	April 28, 2020	April 30, 2020
Zone 8	April 28, 2020	April 30, 2020
Zone 9	April 29, 2020	April 30, 2020
Zone 10	May 4, 2020	Still May 4, 2020
Zone 11	May 4, 2020	

As a form of information dissemination to customers as to extension of due dates and disconnection dates for April 2020 billing, advisories will be printed in their respective April water bills and will also be posted to MKWD webpage.

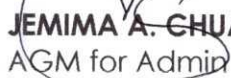
If approved, briefing and orientation on the protocols and precautionary measures against exposure to COVID-19 will be conducted to all meter readers.

For your comment and perusal.

Respectfully yours:

  
**LALAINA A. WITARA, MPS**  
Department Manager, CSD

AGM's Comment: okay for endorsement  
to GM for approval

  
**JEMIMA A. CHUA, MPA**  
AGM for Admin and Finance