I. Programs and Activities
   A. World Interfaith Harmony, Tree Planting, and Other Activities

   Metro Kidapawan Water District’s vision is to provide adequate, safe, potable, and affordable water in its service area, and with this we are protecting and managing the source of this water supply distributed to its consumers. Several tree planting and other activities are held in 2021 in order to provide a venue for the participants to know where the supply of our water sources are located and how the District care and manage the environment. The District protects and conserve the watershed since it is a core for the sustainable development which is important for the future of children, women, and men.

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY</th>
<th>LOCATION</th>
<th>PARTICULARS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>WORLD INTERFAITH HARMONY 2021</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February 15, 2021</td>
<td>World Interfaith Harmony</td>
<td>MKWD</td>
<td>Montage of recorded prayer videos of Pastors, Priests, Imam of Five (5) religious sect</td>
</tr>
<tr>
<td></td>
<td><strong>WATER CONSCIOUSNESS MONTH 2021</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>March 1, 2021</td>
<td>Hanging of Tarpaulins to 3 Municipalities and 1 City</td>
<td>Magpet, Makilala, Matalam and Kidapawan City</td>
<td>Launching during the convocation</td>
</tr>
<tr>
<td>March 22, 2021</td>
<td>World Water Day (WWD) Celebration, A One-time Big-Time Oplan: Tanim Kabundukan</td>
<td>Inanapo Sping Source, Batasan Spring Source, Lapaan Spring Source, Ilian Spring Source, Lumot Spring Source</td>
<td>As the culmination of the WWD 2021, MKWD conducted a Tree Planting and Tree Parenting</td>
</tr>
<tr>
<td>March 26, 2021</td>
<td>International Day of Forests</td>
<td>Inanapo Sping Source, Batasan Spring Source, Lapaan Spring Source, Ilian Spring Source, Lumot Spring Source</td>
<td>To conduct Tree Planting, Tree Parenting</td>
</tr>
<tr>
<td>March 31, 2021</td>
<td>Hymn Writing Contest</td>
<td>Covered Court, MKWD Compound, KC</td>
<td>Four (4) Entries were adjudged</td>
</tr>
<tr>
<td></td>
<td><strong>EARTH DAY CELEBRATION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 23, 2021</td>
<td>Earth Day</td>
<td>Inanapo, Lawan, Ilian, Lapaan and Lumot</td>
<td>Tree Planting together with MKWD Green Warriors, Kidapawan City PNP, BAHANDI IP-Youth Federation, MINTRANSSCO = 149 pax</td>
</tr>
</tbody>
</table>
**WORLD ENVIRONMENT DAY 2021 AND ARBOR DAY**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Location</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 5, 2021</td>
<td>World Environment Day</td>
<td>MKWD Watershed</td>
<td>Tree Planting</td>
</tr>
<tr>
<td>November 13, 20 and 21, 2021</td>
<td>Simultaneous Tree Planting Theme: Save the Environment, Plant Trees</td>
<td>Lapaan Spring Source, Ilian Spring Source, Puwagan Spring Source, Lumot Spring Source, Notongon Spring Source and Inanapo Spring Source</td>
<td>Simultaneous Tree Planting with MKWD Personnel, Civic Organization and Alpha Phi Omega (APO) Fraternity and Sorority Alumni Association of Kidapawan</td>
</tr>
</tbody>
</table>

**WORLD INTERFAITH HARMONY 2021**

![Image]

**WATER CONSCIOUSNESS MONTH 2021**

**Water Consciousness Month inlunsad ng MKWD: Atty. Paolo M. Evangelista, panauhing pandangal**

WORLD WATER DAY 2021

INTERNATIONAL DAY OF FORESTS
EARTH DAY CELEBRATION

WORLD ENVIRONMENT DAY 2021 AND ARBOR DAY

WORLD ENVIRONMENT AWARENESS MONTH
B. International Women’s Month

MKWD Women Employees Association (MKWD WEA) in partnership with the Gender Development Committee celebrated the International Women’s Day last March 10, 2021 to strengthen women empowerment and to give recognition to our fellow front liners.

International Women’s Day 2021 theme is “Women in leadership: Achieving an equal future in a COVID world.” This year’s celebration is different from the previous years because it is set in the COVID 19 pandemic backdrop which highlights women’s participation in fighting this pandemic health concerns. In line with this, we have given recognition to our family members who are front liners particularly in the field of medical and military service.

Other activities are Trivia contest and getting acquainted with Women Concessionaires during paying of water bills, and Pampering Activities for Women.

The activity was successfully done with the participation of women employees and support from MKWD Management and Board of Directors.
C. Mother’s Day

The MKWD Women Employees Association with its goal of giving aid and being responsive to the needs of women and children for the social development of a community conducted a Mother’s Day Celebration on May 10, 2021 in recognition of all mothers of MKWD.

To make this celebration significant, MKWD Women’s Pantry was given to our concessionaires. It exemplifies the value of sharing and giving during this challenging time of Covid-19.

This activity is also in partnership with MKWD Gender and Development Committee.
D. Nutrition Month

The MKWD Women Employees Association together with Gender and Development Committee with its social responsibility in promoting good health and nutrition celebrated Nutrition Month on July 28, 2021, with the theme, “MALNUTRISYON PATULOY NA LABANAN, FIRST 1000 DAYS TUTUKAN.” This is a meaningful activity which highlights the importance of good nutrition, healthy diet and healthy lifestyle.

**LIST OF ACTIVITIES:**

**Trivia Contest**

There is a short question and answer portion relating to food and nutrition to paying concessionaires on scheduled due dates of water bill on July 15, 16 & 19, 2021. Prizes are assorted vegetables and eggs.

Lecture on How to make vegetable pizza, squash and malunggay bread and cookies. We invited Ms. Ayn Jena C. Esquivel as our resource speaker who conducted a demo lecture in Malunggay bread making and vegetable pizza.

The activity was successfully done with the participation of MKWD women employees and continuous support of MKWD Board of Directors and Management.
E. Fire Prevention Month

Metro Kidapawan Water District commemorated through a month long celebration the Fire Prevention Month which is observed annually during the first day of March. The Fire Prevention Month Committee was the in-charge to spearhead and facilitate all the activities in line with the approved plans and programs.

Main objective of this activity to promote and intensify public and employees’ awareness of the importance of Fire Prevention to save lives and properties. Series of activities and precautionary measures were conducted in relation with this year’s theme of Fire Prevention Month “Sa Pag-was sa Sunog, Hindi Ka Nag-iisa”.

The following are the completed activities of Fire Prevention Month Celebration for the whole duration of March 2021 participated by employees and spearheaded by Fire Prevention Month Committee, to wit:

1. Hanging of streamer near office entrance gate to promote public awareness especially to MKWD concessionaires. This was held on the first day of March 2021 at 7:00am with the presence of all the committee members with representatives from the Human Resource Department and Information office.

2. Video presentations regarding activities of fire prevention month including fire safety tips and awareness with trivia question and answer portion after the presentation. This was held every Mondays, Wednesdays and Thursdays of the week at the MKWD main lobby purposely for public information especially to our paying consumers. There was also a corresponding prize such as personalized mugs to those who got the right answer during trivia question and answer.

3. Inspection of fire safety implements and safety plans to the different MKWD divisions in coordination with GSD. This was held last March 4 and 11, 2021 with the FPMC inspection team with Engr. Raffy Mantabote as representative from General Services Division. Started at 9:00am and the team inspected the MKWD main building, Accounting & Budget office building, AHRD Building, RE building and MD & WRPD office building. The following were inspected by the team, to wit:
   a. Fire extinguishers
   b. Safety plans/ fire escape plan
   c. Emergency alarm system
   d. Electrical wirings and reported all defective and faulty wirings.
4. Fire Prevention Program, Lectures and drills held last March 17, 2021 with the following program activities which were held, to wit:
   a. Short program held at the covered court area started 8:30am with two personnel from every division including from the office of General Manager. Part of the program was the inspirational message from GM Stella M. Gonzales, introduction of resource speakers from the Bureau of Fire Protection and orientation and briefing for smooth flow of the entire activity.
   b. Part two were Lectures on Fire safety tips and awareness programs which was conducted through webinar with resource speakers from the Bureau of Fire Protection. Participants of the webinar was divided into two groups in order to follow the standards and protocols of Covid 19 set by the local IATF. Protocols such as one meter social distancing and wearing of face masks were observed during the conducted webinar lectures.
   c. Part Three was the actual fire escape, firefighting drills in which basic skills on fire escape and firefighting were taught to the participants which was spearhead by the representatives from the Kidapawan City Bureau of Fire Protection. Actual drills of fire escape was conducted and also selected participants were also given the chance to conducted firefighting skill using fire extinguishers.

5. Site inspection of installed Fire Hydrants per service area coverage of MKWD together with invited representatives from Bureau of Fire offices. This was held last March 25 & 30, 2021 spearheaded by the Committee with representatives from the System Valves and Appurtenances Unit and Production Division of WRPMD. Invited representatives from Bureau of Fire Protection per area of offices from BFP Kidapawan, Makilala and Magpet were also present during the activity. Total of Thirty-Six Fire hydrants from Kidapawan area, Four Fire Hydrants from Makilala and Two from Magpet area were inspected and checked if it is functional by conducting flushing activity on every Fire Hydrant.
PICTURES DURING FIRE PREVENTION WEBINAR

March 17, 2021
MKWD Mini Conference Room and MKWD Mess Hall

PICTURES DURING FIRE ESCAPE AND FIRE DRILL ACTIVITY

March 17, 2021
MKWD Covered Court
F. National Disaster Resilience Month

The Metro Kidapawan Water District through its Crisis Management Team headed by Engr. Wenifredo D. Ceniza in coordination with the Watershed Unit, headed by Forester Noli S. Baquid observed the National Disaster Resilience Month for 2021 with the following activities:

Tree Planting

More or less twenty (20) personnel assigned to Lawan landslide area; Kipoto area; Ilian Spring source; and Notongon Spring source which are part of the Watersheds under the care of MKWD planted various trees endemic of the area in the morning of July 22, 2021.

Below is the table of the number and type of planted trees:

<table>
<thead>
<tr>
<th>Area</th>
<th>Type of Seedling</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lawan Landslide Area</td>
<td>Kalingag and Sagimsim</td>
<td>320</td>
</tr>
<tr>
<td>Kipoto Area</td>
<td>Agoho Pine trees</td>
<td>100</td>
</tr>
<tr>
<td>Ilian Spring Source</td>
<td>Sagimsim</td>
<td>100</td>
</tr>
<tr>
<td>Notongon Spring Source</td>
<td>Sagimsim</td>
<td>313</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>833</strong></td>
</tr>
</tbody>
</table>

Orientation Seminar on Water Contamination

Conducted by the Crisis Management Team through its Assistant Chairperson, Engr. Raffy G. Mantabote in the afternoon of July 22, 2021. It was participated by more or less twenty (20) personnel assigned at the sources of MKWD.

The seminar was designed specifically for sources personnel because they are the ones directly handling the treatment of water at the sources.

E. Collage-making Contest

The other activity such as the E-Collage making Contest did not push through because of strict health protocols during that time and the Chairperson of the Committee in-charge contacted the virus and was advised to rest at home.
PHOTOS – NDRM 2021 Tree Planting

July 22, 2021 AM

Ilian Spring Source

Kipoto Area

Lawan Landslide Area
PHOTOS – Orientation Seminar on Water Contamination
July 22, 2021 PM at the Lapaan Treatment Plant Facility
Brgy. Perez, Kidapawan City

G. Minimum Precautionary Measure Against COVID-19

To establish a new set of habits in the new normal, routine and practices which are easy to implement and doable to prevent the transmission of the corona virus to personnel at the workplace, their families and customers, MKWD had the following measures and accomplishments:
<table>
<thead>
<tr>
<th>Performance Indicator/s</th>
<th>Accomplishments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wash Hand Facilities</td>
<td>Installed six (6) units of Hand washing Area with provision of soap and water and 100% functional.</td>
</tr>
<tr>
<td>Sanitation and Hygiene Activities</td>
<td>Installed 16 units of Alcohol station with stand in entrance door of all offices/area in the office and 100% functional.</td>
</tr>
<tr>
<td>Disinfection Activities</td>
<td>Conducted and performed disinfection activities all buildings and facilities inside MKWD premises at least once a week or as the need arises.</td>
</tr>
<tr>
<td>Provision of face masks and gloves</td>
<td>All Employees were provided with face masks and gloves for tellers.</td>
</tr>
<tr>
<td>Other Resiliency Programs</td>
<td>Provided three (3) units thermal scanner for Gate 3 (for personnel), Gate 1 (for customers) and Field Collection and 100% functional.</td>
</tr>
<tr>
<td></td>
<td>Provided 1 gadget for QR Code at Gate 1 (for customers) and 100% functional.</td>
</tr>
<tr>
<td></td>
<td>Completed installation of acrylic glass barriers at the Customer Servicing Division and Customer Accounts Division.</td>
</tr>
</tbody>
</table>
97.55% of personnel were vaccinated or 239 out of 245 personnel
RESULT OF SURPRISE VISIT FROM CITY-IATF

ANNEX A:

REPUBLIC OF THE PHILIPPINES
Region X
Province of Cotabato
City of Kidapawan

NAME OF ESTABLISHMENT

ADDRESS

CONTACT NUMBER

REMARKS

1. Presence of hand washing/sanitization area outside the establishment. Availability of sanitizing agents (alcohol).  
2. Presence of feedback with disinfectant.  
3. Conducted regular cleaning in all exposed areas and/or common areas within the establishment.  
4. Conducted regular inspection of door, handle, handrail or any surfaces.  
5. Conducted regular inspection of door, handle, handrail or any surfaces.  
6. Conducted regular inspection of door, handle, handrail or any surfaces.  
7. Conducted regular inspection of door, handle, handrail or any surfaces.  
8. Conducted regular inspection of door, handle, handrail or any surfaces.  
9. Conducted regular inspection of door, handle, handrail or any surfaces.  
10. Conducted regular inspection of door, handle, handrail or any surfaces.  

Note: Any violation of the quarantine protocols shall be corrected within 24 hours upon issuance of this compliance of the checklist. Any confirmed case(s) (2) violations of quarantine protocols shall lead to the closure of the establishment.

Prepared by: ________

Revised by: ________
USE OF THERMAL SCANNERS

INSPECTION OF QR CODES
II. Meetings and Trainings

MEETINGS

The Gender and Development (GAD) Focal Point System new set of committee members first held its meeting last September 10, 2021 at the MKWD Mess Hall. Discussed were the roles and responsibilities of the members of the committee and the Plans and Programs for the GAD Plan and Budget for the year 2022.

TRAININGS

There were only two (2) trainings in 2021 attended by MKWD Board and employees related to GAD,

Harmonized Gender and Development Guidelines (HGDG) Webinar was hosted by Baguio Water District Training Center conducted last August 19-21, 2021.

The training was attended by BOD Virginia L. Dayaday, Chairperson-Committee on GAD with BOD Lynnie G. Cagape- GAD Committee Member and 2 MKWD staff- Joan C. Nodalo, CPA and Ethyl Catherine G. Monserate, CPA both from Accounting and Budget Division.

Ladderized Gender and Development Track 2 Seminar was conducted by LWUA-TRD-TAD last June 1-3, 2022.

This was attended by AGM for Operations, Engr. Wilesper Lisandro M. Alqueza, AGM-Admin & Finance, Ms. Jemima A. Chua and Department Manager of the Engineering & Construction Department, Engr. Ramil A. Condez.
A total of Seventeen Thousand (P17,000.00) Pesos was utilized for the two (2) trainings attended.