

# The OFFICE of the GENERAL MANAGER

1. General supervision of internal and external business affairs of the Agency.
2. Directs the activities of the Departments and Divisions in achieving utility goals and objectives.
3. Renders reports directly to the Board of Directors.
4. Carries out and implements Government mandated laws, rules and regulations and Board approved policies.
5. Coordinates with regulatory agencies such as LWUA, COA, DBM, OGCC, GOCC, LGU, etc. concerning the operation of Silang Water District.
6. Represents the District in Inter-Agency functions and conventions relative to the operation of the District e.g., PAWD, CAWD, STAWD, AWWA etc.
7. Manages and oversees the performance of employees as well as the overall condition of the workforce.
8. Coordinates and handles requests, complaints and suggestions from the public.
9. Proposes/recommends to the Board the policies, budgets, contracts and projects.
10. Conducts meetings to employees.
11. Sustain financial stability.
12. Achieves maximum operational efficiency.

13. General administration and support services.
14. Improves and maintains existing water facilities and resources.
15. Proofreads, evaluates and gives directives or instructions whenever necessary in the performance of duties.
16. Maintain effective and efficient delivery of service to Silanguenos.
17. Oversees the over-all operation of Silang Water District.

**SILANG WMD**