



**LOCAL WATER UTILITIES ADMINISTRATION**

P.O. BOX 34, U.P. Post Office, Katipunan Avenue, Balara, Quezon City  
Tel No.: 920-5581 to 99; 920-56-01 Fax No: (632) 922-34-34  
Administrator's Direct Line: (02) 929-61-07  
LWUA Website: www.lwua.gov.ph

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FEBRUARY 27, 2018

**MEMORANDUM CIRCULAR NO. 007-18**

**TO: ALL WATER DISTRICTS**

**SUBJECT: SUBMISSION OF INFORMATION ON ALL DISCIPLINARY  
ACTION/S AGAINST WATER DISTRICT GENERAL MANAGERS  
AND BOARD OF DIRECTORS**

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In the exigency of the service, all Water Districts (WDs) are hereby directed to duly notify the Administration, for its information, any and all disciplinary action/s filed against or imposed upon the WD's General Manager (GM) and/or any member of its Board of Directors, within five (5) working days upon receipt by the Water District of copy of said disciplinary action.

This is to ensure that the Administration shall be kept fully aware of the status of the WD's Management and its Board of Directors.

For expeditious receipt of the required information, the utilization of courier services to send the same is hereby enjoined.

For strict compliance, effective immediately.

  
**JUCI A. LAPUS**  
Acting Administrator