



Philippine Economic Zone Authority

MEMORANDUM CIRCULAR NO.: 2019-019

FOR : Economic Zone Locator Enterprises
Economic Zone Developer Operators
Economic Zone Administrators and Managers

FROM : Deputy Director General TERESO O. PANGA
Officer In Charge

SUBJECT : Water Safety Plan Schedule of Submission, Requirements, and
PEZA WSP Review Committee

DATE : 22 May 2019

In relation with PEZA Memorandum Circular No. 2018-021: Extension of Deadline for the Submission of Water Safety Plan (WSP) and Clarification on the Scope of Drinking Water Service Provider dated 01 October 2018, we would like to inform Economic Zone Locator Enterprises and Developers providing drinking water in the economic zones the following updates:

1. Extended Deadline of Submission of WSP

The Department of Health (DOH) has extended the deadline for the submission of WSP from 28 February 2019 to **31 December 2019**. This was granted by the DOH through a letter dated 25 March 2019.

2. Implementation of WSP in the Economic Zones by Phase

In the same letter, DOH supported our proposal to implement the submission of WSPs by phase. In this regard, drinking water service providers are encouraged to submit their WSPs following the schedule below:

WSP Submission Due Date	Water Service Provider for the Following Zones
31 October 2019	Manufacturing Economic Zones
29 November 2019	IT Parks/Centers, Medical Tourism Parks/Centers and Facility Provider Compounds
31 December 2019	Tourism Economic Zones and Agro-Industrial Economic Zones

3. Required Documents

The required documents for the submission of WSP in PEZA is described in Annex A. The review and approval of submitted WSP will follow the process described in DOH Department Circular No. 2018-0125: Manual of Operations on Review and Approval of the Water Safety Plans of Drinking-Water Service Providers dated 27 March 2018. The process flow for the review and approval of WSPs submitted in PEZA is presented in Annex B. The members of PEZA WSP Review Committee (RC) is described in Annex C.

4. Further Clarification on Coverage

The DOH also clarified WSP Policy coverage for the following:

1. Manufacturing Firms with their Own Water System
According to the DOH, the policy on WSP is not applicable to manufacturing firms that operate its own water system though the water is being distributed to its employees for domestic purposes. They are, however, encourage to develop their WSPs.
2. Drinking Water Service Providers in an Island (i.e. a small island registered as Tourism Economic Zone)
As explained by the DOH, the management of the island must require its drinking water service providers to submit their WSPs if they distribute their water to different locators operating in the island. However, if the management of the island only distributes the water exclusive to its guests and employees at no cost to the latter, the WSP is not mandatory.

For concerns, please contact PEZA Environmental Safety Group at Telephone Nos. (02) 551-34-51 loc. 221 / (02) 551-65-61 (telefax) or send an e-mail to ensd@peza.gov.ph.

For your information and guidance.

Annex A

Required Documents for the Submission of WSP

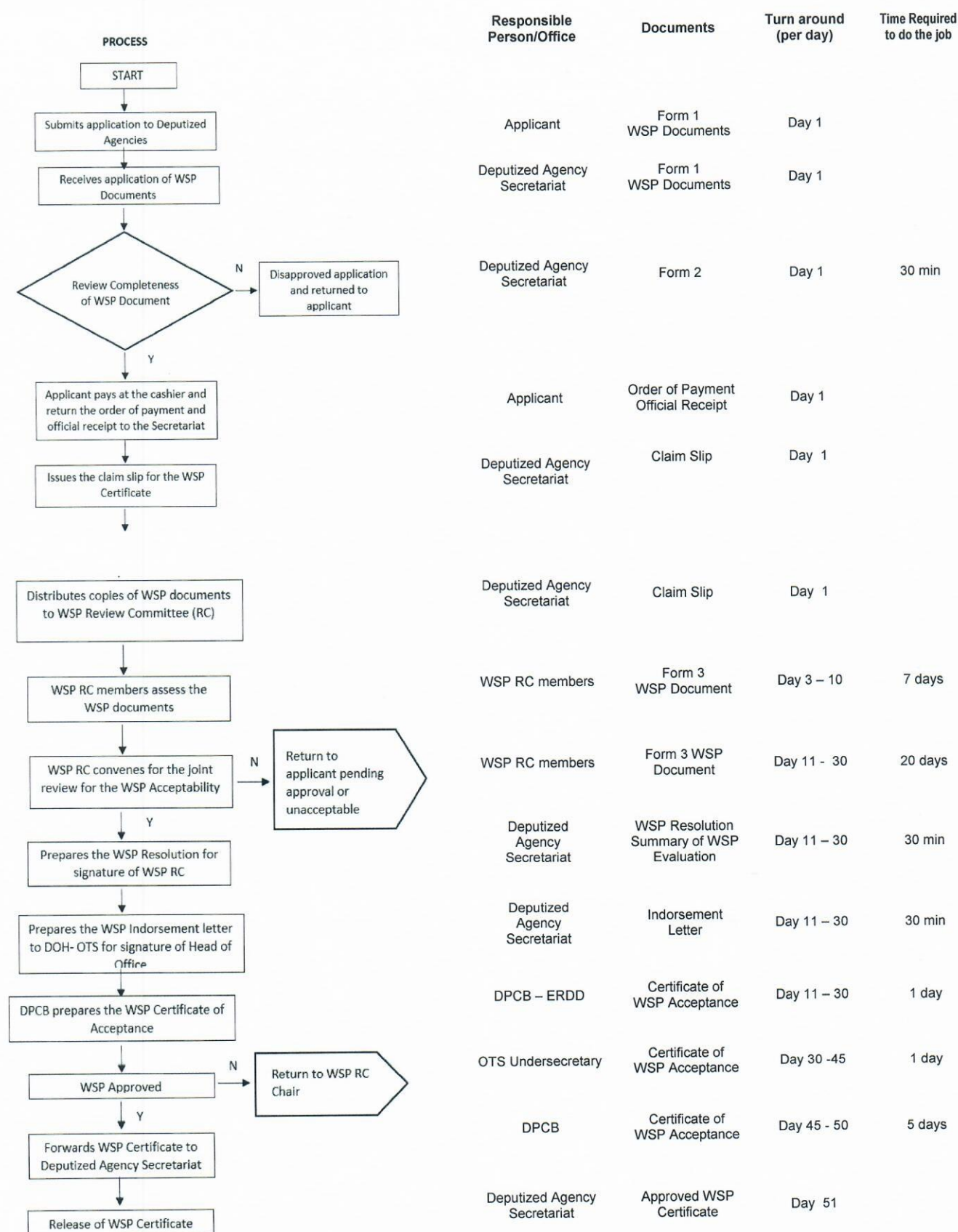
1. Duly accomplished Water Safety Plan Review Application Form (WSP Form1), please see Annex D for the sample copy of WSP Form 1;
2. Five (5) printed copies of the Water Safety Plan; and,
3. One (1) electronic copy of the Water Safety Plan.

Note: A sixth copy of the Water Safety Plan may be prepared as the proponent's receiving copy.

Annex B

CASE D

REVIEW AND APPROVAL OF WSP OF PRIVATE DRINKING-WATER CONCESSIONAIRES OPERATING UNDER DOH DEPUTIZED AGENCIES AT NATIONAL LEVEL¹



¹ From DOH Department Circular No. 2018-0125: Manual of Operations on Review and Approval of the Water Safety Plans of Drinking-Water Service Providers (PEZA was deputized by the DOH to review WSPs of water service providers in economic zones)

Annex C

PEZA Water Safety Plan Review Committee

Following DOH Administrative Order No. 2017-006: Guidelines for the Review and Approval of the Water Safety Plans of Drinking-Water Service Providers, the PEZA Water Safety Plan Review Committee (WSP RC) is established as follows:

1. One (1) member from PEZA Environmental Safety Group (ESG);
2. One (1) member from PEZA Environmental Health and Safety Division (EHSD) Cluster that covers the area where the water service provider is located;
3. One (1) member from the DOH Regional Office that covers the area where the water service provider is located (in case there is no representative available at DOH Regional Office, one (1) member from DOH Central Office will be requested);
4. One (1) member from a Water Related Agency or the Academe; and,
5. One (1) member will be a Peer Reviewer from a drinking water service provider association or establishment.

Annex D

FORM 1

WATER SAFETY PLAN REVIEW APPLICATION FORM

Application No. _____

Date: _____

Head/Chief of RLED/Environmental Sanitation Unit/ DOH National/Regional Deputized Agency Designated

Office/DOH Regional Deputized Academic Institution Designated Unit

RLED/Environmental Sanitation Unit/ DOH National/Regional Deputized Agency Designated
Office/DOH Regional Deputized Academic Institution Designated Unit

Attention: Chairperson, Water Safety Plan Review Committee

Dear Sir/Madam:

I have the honor to submit the Water Safety Plan of _____ (Name of Drinking Water Service Provider) _____ for review and issuance of Certificate of Acceptance with pertinent information to support the application.

Owner/General Manager/Operator: _____

Business Address: _____

Operational Service Area: _____

Type of Water Supply System

☐ Level 1 ☐ Level 2 ☐ Level 3 ☐ Retail Water ☐ Bulk Water ☐ Mobile Water

Type of Water Service Provider

- ☐ Water District
- ☐ Rural Waterworks and Sanitation Association (RWSA)
- ☐ MWSS Concessionaire (or similar water service provider)
- ☐ Local Government Unit (LGU)
- ☐ Barangay Waterworks and Sanitation Association (BWSA)
- ☐ Community Based Waterworks
- ☐ Special Economic Zone Water Service Provider
- ☐ Drinking-Water Service Cooperative
- ☐ Housing Subdivision Water Service Provider
- ☐ Retail Drinking Water-Service Provider (Water Refilling Station)
- ☐ Bulk Water Service Provider
- ☐ Mobile Drinking-Water Service Provider
- ☐ Others, specify: _____

I hereby certify that the statements made in this application and the attachments hereof are given/submitted under pain of PERJURY/FALSIFICATION OF OFFICIAL DOCUMENTS against the affiant if warranted.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____ in _____.

Affiant/Applicant

SUBSCRIBED AND SWORN to before me, in _____, this _____ day of _____, _____ . Affiant exhibiting to me his/her _____ ID No. _____ issued at _____ on _____.

WITNES MY HAND AND SEAL the same date and place above stated.

Notary Public