



Application for New Water Service Connection

How to Avail of the Services:

Step	Applicant/ Client	Service Provider	Duration	Person	Fees	Form
1	Proceed/ Approach CSA/PACD and Fill up Applicants Information Form	* Verify applicants Information Form submitted. * Explain how to avail water service connection/ conduct interview. * Advice client to wait for the Inspection report. * Endorse to Technical Division for site inspection.	5-10 mins.	CSA- Noel Delmonte		Applicants Information Form
2		* Receives and review the inspected applicants information form. *Computes cost estimate and other charges, then give it back to client.	5 mins.	CSA- Noel Delmonte/ Gemma H. Calupit		
3	Attend Orientation Seminar	* Orient the applicants on the rules and regulations governing the Water Service Connection. (Every Friday)	2 hours	CSA- Noel Delmonte/ Venice Lao		
4	Fill out Application Form for Water Service Connection and Submit the Requirements.	* Check the application and the requirements. * Verify the application and the computation of payments. * Submit for Approval by the General Manager. * Advice the client to pay the computed charges.	3 mins. 2 mins.	CSA- Noel Delmonte GM Gilbas		Service Application Form
5	Payment of Registration Fee and Other charges	* Accept payment and Issue Official Receipt. *Endorse to Technical Division for installation. *Installation of New Service Connection. * Receive/record the accomplish application for billing.	3 mins. 1 min. 4 hours 1 min.	Cashier- Loren Gerona CSA - Noel Delmonte Samson Tañada Dindo Golpeo Jimmy Goyyal Antonio Javier CSA- Shiela Maire Luzuriaga	Php3,600.00	Official Receipt



Duration: **6 HOURS & 21 MINUTES**

*** New Service Application is free and available at the BWD Office.

*** New Service Application must be properly filled up & signed before it will be approved by the General Manager.

*** Time will vary as to the distance of the location.