



Application for Reconnection

- Installation of Reconnection/Re-open



How to Avail of the Services:

Step	Applicant/Client	Service Provider	Duration	Person	Fees	Form
1	Proceed/ Approach CSA/PCAD & Fill out Application Form	*Verify the Application Form *Determine the date of closure of the water connection & verify if the concessionaire has paid the present charges plus arrears if any > 7 days after disconnection >beyond 7 days after disconnection > beyond 60 days(2 mos. after disconnection) *paid the present charges *unpaid the present charges *Verify the Application & the computation of charges, + arrears if any *Submit for Approval: Gen. Manager	2 mins. 5 mins. 3 mins.	CSA-Noel Delmonte CSA-Noel Delmonte GM Gilbas	none 500.00 500.00 2,600.00	Application Form
2	Payment	*Accept payment & Issues Official Receipt *Endorses to Tech. Division for reconnection *Reconnection of Service *Re-open of Service Connection(water meter only) *Received and record the Accomplished Application Form from Tech. Division for	3 mins. 1 min. 1 hour 15 mins. 1 min.	Cashier- Lorena CSA-Noel Delmonte S. Tañada Dindo Golpeo Jr. Jimmy Goyal A. Javier CSA- Shiela Marie Luzuriaga		



Duration: 1 HOUR & 30 MINUTES

*** **NOTE:**

CSA - Customer Service Assistant

DM - Division Manager

GM - General Manager