

4) SERVICE INFORMATION PER GOVERNMENT SERVICE⁵

GOVERNMENT SERVICE: Application for New Water Service Connection					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
		Ask the Public Assistance and Complaints Desk officer for an application form (Humingi ng application form sa PACD Officer)		1 minute	
		Fill-up the application form and affix your signature (Mag fill-up ng application form at lagdaan)		2 minutes	
1. Fully accomplished application form 2. Barangay Clearance 3. Photocopy of one (1) valid ID 4. For Senior Citizen: Photocopy of Senior Citizen's I.D.	This is done to ensure the validity/ security of contract between the concessionaire & the district.	Submit the fully accomplished application form together with the original and photocopied requirements (Ipass ang application form kasama ang mga kailangang dokumento)		2 minutes	
5. Attended the orientation (Every Tuesday: 9:00 am- 9:30 am)	This is done in order to inform the concessionaires of the policies or rules & regulations of the district.	Attend orientation (Dumalo ng orientation.)		30 minutes	
		Wait for the advice from the commercial and technical personnel (Maghintay ng payo galing sa mga empleyado)			
6. Payment: Cash or Check	PD 198: Chapter IX- Revenues; Sec. 37- Rates and Charges	Pay Installation/Registration & Maintenance fee to the cashier (Magbayad ng bayarin sa kahera)		5 minutes	P3,500.00
TOTAL				40 minutes	P 3,500.00