

3. Request for Change of Classification

Clients can opt to change their classification from residential to commercial or vice versa.

Office / Division :	Commercial Section			
Classification :	Simple			
Type of Transaction :	G2C - Government to Citizens G2B - Government to Business			
Who may avail:	All residential and with businesses concessionaires of Wao Water District;			
Checklist of Requirements		Where to Secure		
Inspection Report		Commercial Section - PACD Officer		
Client Steps	Agency Action	Fees to Be Paid	Processing Time	Person Responsible
1.State your concern to the PACD officer at the lobby	1. Give the Service Connection Application Form to the client	None	1 minute	<i>Water Resources Facilities Tender A</i> Commercial Section
2. Fill-up the application form and affix your signature	2. Instruct the client on how / what to write in the said form	None	2 minutes	Applicant
3. Can go home and wait for the commercial/ technical staff to do the inspection	3. Schedule and conduct inspection	None	30 minutes	<i>Water Resources Facilities Tender A</i> Commercial Section or <i>Engineering Aide B</i> Engineering Section
4. Wait for the advice from the commercial personnel	4. Make an inspection report. Furnish a copy to the PACD officer for preparation of summary report 4.1 Make summary report and furnish a copy to the Billing in-charge	None	7 minutes 5 minutes	<i>Engineering Aide B</i> Engineering Section <i>Water Resources Facilities Tender A</i> Commercial Section

<p>5. Wait for the advice from the commercial personnel</p> <p>*The client will be informed thru a letter which will be delivered to their homes</p>	<p>5. Prepare and distribute the letter</p> <p>5.1 Give feedback regarding the request</p>	<p>None</p>	<p>Maximum of 1 day</p>	<p><i>Water Resources Facilities Tender A</i></p> <p>Commercial Section</p>
<p style="text-align: right;">TOTAL:</p>		<p>None</p>	<p>1 day & 45 minutes</p>	

(Request for Change of Classification) is covered under R.A. 11032

*Transacting client during payment of appropriate fee and receiving of requested copy of documents shall observe proper health protocols adopted by the WWD in view of the COVID-19 pandemic.

**Action Officers/Service Providers shall, during payment of appropriate fee and releasing of requested copy of documents, observe precautionary measures by wearing medical masks, frequent handwashing, among other measures in attending to clients as defined in OM No. 16, s. 2020 on Adoption of Alternative Work Arrangements and Other Precautionary Measures in Light of Code Red Sub-Level 2