

4. Request for Change of Name/ Ownership

Clients can opt to change the name and ownership of their account or accounts of other/ previous clients with proper and legal documents.

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|---|--|---|------------------------|---|
| Office/ Division: | Commercial Section | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C – Government to Citizens G2G – Government to Government G2B – Government to Business | | | |
| Who may avail: | All concessionaires of Wao Water District; | | | |
| Checklist of Requirements | | Where to Secure | | |
| Valid Identification Card (1 photocopy) | | TIN /Voter's/Driver's/Postal | | |
| Barangay Clearance (1 original, 1 photocopy) | | Designated Barangay Hall | | |
| Proof of Ownership (1 photocopy) | | Land/ Lot and House Title/ Any form of Agreement | | |
| Letter of Authorization (1 original) | | From the previous owner/ client | | |
| Attended the orientation (Every Tuesday: 9:00 am - 9:30 am) | | WW D Orientation Hall | | |
| Fully accomplished application form for Service Connection | | Commercial Section - PACD Officer | | |
| Payment: Official Receipt (1 original) | | Finance Section - Teller 1 or Teller 2 | | |
| 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 | Water Resources Facilities Tender A Commercial Section |
| 2. Fill-out the application form and affix your signature 2.1 Submit accomplished form with all the necessary requirements | 2. Instruct the client on how / what to write in the said form 2.1 Check/ verify the authenticity of the requirements & forward it to the cashier for payment | None | 3 minutes | Applicant and the Water Resources Facilities Tender A Commercial Section |
| 3. Pay to the cashier | 3. Process payment and issue Collector's Official Receipt | Change of Name / Ownership Fee - PHP 50.00 | 5 minutes | Accounting Processor A Finance Section |

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|---|---|---|-------------------|---|
| 4. Go back to the PACD area and wait for the result | 4. Record official receipt number to the application form then affix signature; Start processing the request | None | 1 minute | Water Resources Facilities Tender A Commercial Section |
| TOTAL: | | Change of Name/ Ownership Fee - PHP 50.00 | 10 minutes | |

(Request for Change of Name/ Ownership) 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