

RE-APPLICATION FOR SERVICE CONNECTION

Schedule of Availability of Service:

Monday to Friday

8:00 am to 12:00 pm – 1:00 to 5:00

Who may Avail of the Service:

Concessionaires who were disconnected for more than a year.

What are the Requirements:

1. Applicant Data Sheet
2. Proof of Ownership of Property (Deed of Sale, Tag #, and Brgy. Certification that states that he/she is the true owner of the house)
3. Barangay Clearance (for water connection and states that he/she is a bonafide resident of that barangay)
4. Certificate of Attendance (Seminar)
5. 2 pcs. Recent 2x2 pictures
6. Recent Community Tax Certificate (Cedula)
7. Sketch of Location

HOW TO AVAIL THE SERVICES (NEW SERVICE CONNECTION)						
Step	Applicant/ Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Forms
1	Inquiry	Provide application data sheet and the list of requirements, and previous account balance before they were disconnected	5 minutes	Eirish / Mabel / Charrise (CSR)	None	Application Data Sheet
2	Attend Seminar	Conduct Seminar regarding the rules and regulations of the Cadiz City Water District	1 hour – without discrepancy 2 hours – with discrepancy	Eirish / Mabel (CSR)	None	Water Rates & copy Service Contract
3		Inspection confirmation of sketch location	5 minutes	Eirish (CSR)	None	Job Order

4	Submission of Requirements	Receive complete requirements before approval for installation	5 minutes	Eirish (CSR)	None	None
5	Signing of Contract	Assist customers in signing of Service Connection Contract	5 minutes	Eirish (CSR)	Php 100 Notarial Fee	Service Connection Contract
6	Receives Statement of Accounts	Prepare Statement of account for the amount of total materials needed	5 minutes	Eirish (CSR)	Depends on the estimated materials	Job Order
7	Payment of Statement of Account	Issue Official Receipt for the total amount of the installation and materials needed	5 minutes	Leo/Cherry (Collector)	Php 3000+ cost of materials needed	Official Receipt
8		Issuance of materials from the stock room and giving it to the plumbers	30 minutes	Micheal (Storekeeper)	None	Job Order
9		Printing of Meter reading card and giving it to the meter readers	5 minutes	Mabel (CSR)	None	Index Card
10		Activation of new connection to the computer	10 minutes	Eirish (CSR)	None	None
11		Installing of new connection to the applicant	Within 3 working days	Plumbers	None	Job Order
END OF TRANSACTION						