

RELOCATION OF SERVICE CONNECTION

Schedule of Availability of Service:

Monday to Friday

8:00 am to 5:00 pm with noon break

Who may Avail of the Service:

All concessionaires within the service areas of Cadiz City Water District.

How to Avail of the Service:

Step	Applicant/ Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In Charge	Fees	Forms
1	Inquiry	Received request for relocation	minutes	Eirish / Mabel / Charrise (CSR)	None	Service Request Form
2	Receive Statement of Accounts	Prepare Statement of account for the amount of total materials needed	minutes	Eirish (CSR)	Depends on the estimated materials	Job Order
3	Payment to Collector	Issue OR for the total amount of materials needed	5 minutes	Leo/Cherry (Collector)	Php 200+ costs of materials needed	Official receipt
4		Issuance of materials needed	minutes	Michael (Storekeeper)	None	Job Order
5		Relocating of water connection	(depends on the situation)	Plumbers	None	Job Order

END OF TRANSACTION

- **FORM IS AVAILABLE FREE OF CHARGE**
- **DURATION OF ACTIVITY UNDER NORMAL CIRCUMSTANCES**