



NEW WATER SERVICE APPLICATION

For New Water Service connection

Section/Unit:	COMMERCIAL/FINANCE/PRODUCTION & TECHNICAL			
Classification:	Complex			
Type of Transaction:	(G2C) Government to Citizen			
Who may avail the service:	Customer			
Checklist of Requirements:			Where to Secure:	
1. Community Tax Certificate			LGU, Ragay	
2. Barangay Certificate (Residency)			LGU, Ragay	
3. Application Form			Commercial Section	
4. Final Inspection Report (Bill Estimates)			Production & Technical	
5. Official Receipts			Finance	
6. One (1) Valid ID				
Clients Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
Proceed to Public Assistance Desk Officer	<ul style="list-style-type: none"> Assist the Client Prepares Payment Slip / Service Request 	None	4 minutes	Officer of the Day
Proceed to Cashier to pay the inspection fee.	The Collector receives payment and issue Official Receipt to the Client	150.00	2 minutes	Apple Hazzle E. Abin Designated Collector
Present the Official Receipt to the Public Assistance Desk Officer	<ul style="list-style-type: none"> Inform the client schedule of Site Inspection Forwarded to Operation & Technical Section for Occular Inspection/ Estimates of Materials 	None	2 minutes 1 day	Rommel M. Mallo-WRFO-C or Jesus D. Espadilla- UW-B
The Applicant/ client will return back the copy of Bill Estimates to Ragay Water District	Prepares and print the billing for materials and Other charges	None	10 minutes	Apple Hazzle E. Abin – U/CSA-C or Lyza Q. Pascual- U/CSA-D
Proceed to Cashier to pay the fees and other charges as stated in the Billing Materials.	The Collector receives payment and issue Official Receipt to the Client	Reg Fee -2,500 Water Meter-1,500 + cost of materials	5 minutes	Apple Hazzle E. Abin Designated Collector

The Applicant/ Client signing up the application form for water service connection	Assist the applicant in filling up the Application Form	None	10 minutes	Lyza Q. Pascual- U/CSA-D & Client
Attends the Orientation on Water Service Connection	Conduct Orientation	None	10 minutes	Lyza Q. Pascual- U/CSA-D & Client
Signed the Contract Agreement & Approval by the Head of Office	Contract Signing & approval Forwarded to Technical Section for Installation Proper of New Water Service Connection	None	5 minutes Three (3) days	Lyza Q. Pascual- U/CSA-D / Client & Celia T. Jarabejo - GM Rommel M. Mallo-WRFO- C or Jesus D. Espadilla- UW-B
	Total	Php 4,150.00 + Cost of Materials & labor	Three (3) days & 50 minutes	

*Cost of material varies depending on the actual ocular inspection.