



RECONNECTION OF WATER SERVICE

For reopening of water service due to voluntary disconnection or forced disconnection.

Section/Unit:	COMMERCIAL/FINANCE/PRODUCTION & TECHNICAL			
Classification:	Simple			
Type of Transaction:	(G2C) Government to Citizen			
Who may avail the service:	RWD Concessionaires			
Checklist of Requirements:			Where to Secure:	
1. Payment of all Unpaid bill/ Arrears			Commercial Section	
2. Official Receipt				
Clients Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
Proceed to Public Assistance Desk Officer	Account Evaluation	None	2 minutes	Officer of the Day
Pay the Reconnection Fee and unpaid bills/accounts (if any)	The Collector receives payment and issue Official Receipt to the Client	600.00 Plus arrears (if any)	3 minutes	Apple Hazzle E. Abin Designated Collector
Present the Official Receipt to Officer In Charge (PACD) or UCSA	<ul style="list-style-type: none"> Inspect the status of closed connection/ Conduct Occular Inspection 	None	One (1) hour	Rommel M. Mallo WRFO-C or Jesus D. Espadilla-UW-B
	<ul style="list-style-type: none"> Accomplished the Service Request Form for reconnection and inform the client about the schedule for reconnection 		5 minutes	Lyza Q. Pascual-U/CSA-D
	<ul style="list-style-type: none"> Conducts Reopening of water service connection 		One(1) day	Rommel M. Mallo-WRFO-C Jesus D. Espadilla- UW-B
Total		Php 600.00	One (1) day & One (1) hour & 10 minutes	