

## APPLICATION FOR NEW SERVICE CONNECTION

Any person, firm or office interested of having water supply service may avail the service. The Services connection will not be installed until approved by the General Manager and all charges paid. Cost of materials was based on ½ Ø water meter. Schedule of installation will depend on the date and time of application (First come. First serve)

<b>Office/Division:</b>	Alicia Water District
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Gov. to Citizen (G2C): Gov to Business (G2B) and Gov to Gov (G2G)
<b>Who may avail:</b>	All resident of Alicia

Checklist of Requirements	Where to Secure
<p><b>Principal applicant</b></p> <ul style="list-style-type: none"> <li>Barangay Clearance</li> <li>Government issued Identification Card, Valid ID and Community Tax Certificate</li> </ul> <p><b>Thru Representative</b></p> <ul style="list-style-type: none"> <li>All Requirement of principal applicant</li> </ul>	<p>Barangay Hall</p> <p>BIR, Post office, DFA, PSA, SSS, GSIS, PAG-IBIG, Driver's License, Municipal Hall &amp; other concern agency.</p> <p>BIR, Post office, DFA, PSA, SSS, GSIS, PAG-IBIG, Driver's License, Municipal Hall &amp; other concern agency.</p>

Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1) Proceed to Front Desk and present requirements for application of service connection	Check the requirement & fill up	None	10 mins	Front Desk Officer
	Inspect the site & Calculate the necessary cost of materials, fees & charges.	None	40 mins	Water Maintenance

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2.) Read & Sign Water Service Contract	Prepare Water Service Contract and explain the rules and regulation of Alicia Water District	None	20 Minutes	Front Officer Desk
3.) Present of Estimation Paper and pay necessary cost of materials, fees & charges indicated there in	Accept payment and issue Official Receipts (OR)  Forward all documents to Acting Store Keeper for Preparation & approval of Job Order	Tapping Fee 150.00 Registration Fee 400.00 Meter Maintenance: 740.00 Customer Deposit 600.00- Residential 1,200- Commercial  Plus estimated Materials	5 minutes	Acting Cashier
End Of Transaction	Scheduling of New Service Connection	none	2 minutes	Maintenance Crew
	TOTAL	Residential w/o the materials 1,890.00 Commercial w/o the materials 2,490.00	1 hours 17 minutes	

Labor cost per unit for cutting, breaking of concrete pavement, excavation, backfilling, restoration of main line and service line and all expenses to be incurred in service connection and re-connection will charge to consumers