

How to avail of the service of **New Service Connection**

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF THE ACTIVITY (Under Normal Circumstances)	PERSON IN CHARGE	FEES	FORM
1	To apply for New Service Connection	Interview & orientation of applicants and filing up of application form	10 minutes	Maria Ana M. Toribio Catherine Uechi	-	Service Application Form
		Assess, verify and evaluate filled-up service application form, prepares cost estimate form then prepares and issue service requests.	10 minutes	Maria Ana M. Toribio		Cost estimate forms, service application & service request form.
		Takes action on the given service request, conduct ocular inspection for possible location and estimate cost of materials for new service connections.	3 hours	Oscar Wesley G.Rivero		Cost estimate form
		Verifies and recomputes estimated cost of materials and check the availability of stocks & material preparation.	10 minutes	Norma O. Garrido Mario B. Beltran		Cost estimate form
2	To pay registration fee & cost of materials	Issues official receipts.	5 minutes	Ronaldo N. Laccay	R – 1,500.00 C – 1,800.00 Cost of mat'ls.	Bill of materials & official receipt (official receipts)
3	Acknowledges schedule of service connection	Takes action for the installation of new service connection & schedule of installation	1 to 3 days	Oscar Wesley G. Rivero Romeo N. Aguilar Noel Alvarez Reynie Abad(Job Order) Ferdinand Adorio(Job Order) Wilson Aguto(Job Order) Recto Lasaran(Job Order)	As per estimated cost	Service application & construction order.
End of Transaction						

*Form is available **FREE OF CHARGE**