



Request for Change Name/ Ownership

Fill-out Water Service
Contract for Change
Name

Submit accomplished Water Service
contract with the requirements

- ✓ 2 Valid ID's
- ✓ Proof of Ownership
- ✓ Attendance to
Orientation Seminar

Attend Orientation Seminar every
Tuesday 9am

Customer Service Officer check and
receives the accomplished Water
Service Contract and requirements

Present Official receipt to Customer
Service Officer as proof of payment
for him to Change Name

Payment to
designated teller
for Change Name
of P 150.00

