

APPLICATION ON NEW WATER SERVICE CONNECTION

1. **Orientation.** Applicants must attend orientation seminar every **Tuesday at 9:00am.**
2. Fill up 12 copies (**4 sets**) of Application Form and Service Contract.
3. Submit the filled up application form to the Customer Service (Refer to Requirements)
4. **Assessment or Evaluation of the Area.** The crew from the Engineering and Maintenance Division will assess or evaluate the area. After evaluation, a list of materials and fittings will be given to the applicant.
5. **Approval of the Contract.** The In-charge in Commercial Section will check and review the application and contract. After checking, the General Manager will approve the application.
6. **Purchase of Pipes and Fittings.** The applicant will purchase the pipes and fittings enumerated in the list of materials given to the applicant during the assessment to be used "After Water Meter".
7. **Payment.** The applicant will pay to the teller/cashier the Maintenance Fee of **P 3,102.00** including the angle valve with lock wing.
8. **Installation.** The assigned plumber will install the water meter to the designated service pad.