



Manolo Fortich Water District

A. Ditona St., Tankulan, Manolo Fortich, Bukidnon

Email: mfwd_buk@yahoo.com

Hotline: 0917-718-1311

Frontline Services

Request for Change Name

This service is given to those who want to change the name of the service connection which will be reflected in the water bill/statement of account.

Office or Division:	Commercial and Finance Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client ; G2B-Government to Business; G2G – Government to Government			
Who May Avail:	Customer/Client with registered water service connection			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
3 Copies of Application Form and Water Service Contract		Commercial Section		
1 Photocopy Proof of Ownership of the property where water service connection is installed				
1 copy of original water bill (reflecting current registered name)				
1 Valid ID (1 photocopy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1.Client fills out the water connection application form with the required documents	1. The customer service officer receives and check the application form and support documents	none	10 Mins	Customer Service Assistant

2.Client submits the notarized application to the customer service desk	2. The Commercial Section Head reviews and signs application and forward documents to the General Manager (GM) for approval		4 Mins	Commercial Section In Charge
	3. The GM signs approval		3 Mins	General Manager
	4. When approved, Billing Section will effect change of name in the Water Billing System		3 Mins	Billing In Charge
TOTAL		None	20 Minutes	