



Republic of the Philippines
NORALA
WATER DISTRICT
NORALA, SOUTH COTABATO

PROCESSING OF NEW SERVICE APPLICATION

Schedule of Availability of Service

Monday to Friday excluding Holiday
8:00 A.M. to 5:00 P.M. without noon break

Who may avail of the service?

Those covered by the service areas willing and capable to pay.

What is the requirement?

1. Proof of lot/property ownership
2. Authorization from property owner
3. Barangay clearance/Endorsement, Community Tax Certificate (CTC)
4. Duly notarized application and agreement for water service connection
5. Certificate of attendance for orientation/seminar
6. Copies of official receipts of service connection fee, other related fees and charges
7. 2 x 2 picture
8. Photocopy of senior citizen ID, if applicable

Duration

30 minutes

How to avail of the service:

1. Visit the office;
2. Tell your purpose;
3. Wait to be entertained by the in-charge;
4. Submit your requirements;
5. In-charge to review completeness of the documents presented;
6. If no discrepancy, signing of Service Application and Construction Order with sketch plan and cost estimates;
7. Forward to the General Manager for approval;
8. Payment to cashier and wait for the issuance of Official Receipt;
9. Signing of Application and Agreement for Water Service Connection;
10. In-charge will fill up the survey form with the information from the applicant;
11. In-charge will indicate schedule of installation.

-End of Transaction-

