



Republic of the Philippines
NORALA
WATER DISTRICT
NORALA, SOUTH COTABATO

PROCESSING OF RECONNECTION 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 connections who were disconnected.

What is the requirement?

1. Community Tax Certificate (CTC)
2. Duly notarized application and agreement for water service connection
3. Copies of official receipts of service connection fee, other related fees and charges
4. 2 x 2 picture

Duration

15 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 residence certificate;
5. In-charge to verify record of accounts and status of connection;
6. 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 indicate schedule of installation.

-End of Transaction-

