

19. WATER SERVICES OFFICE

EXTERNAL SERVICE



A. WATER SERVICE APPLICATION

The Water Service application were given to individual/company who wish to apply for water connection on water supply from Pulilan Water System.

Office or Division:		WATER SERVICE OFFICE		
Classification:		Simple		
Type of Transaction:		G2C - Government to Client		
Who may avail:		Concessionaires		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Community Tax Certificate (Original Copy)		Municipality or Barangay		
2. Signature of the Applicant, Home Owner, and Lot Owner (Original Copy)				
3. Sketch of Location (Original Copy)				
4. Two Valid I.D. (Photo Copy)				
5. Lot Title or Tax Declaration (Photo Copy)				
6. Brgy. Water Application Permit (Original Copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application form and supporting documents	1. Receive and check the completeness of required documents submitted	none	2 Minutes	PACD
	2. Approve and issue order of inspection	none	3 Minutes	Clerk (Water Service Office)
	3. Issue the order of payment if the application passed the inspection process.	none	2 Minutes	PACD
2. Pay the necessary fees	4. Accept the payment and issue the Official Receipt.	P1,850.00	3 minutes	Clerk (Water Service Office)
	5. Install the water line	none	3 days	Plumber (Water Service Office)
	TOTAL	P1,850.00	3 days and 10 minutes	