

## Application of Water Connection

This service processes the application for water supply within the Municipality of Tagoloan.

<b>Office or Division:</b>	Municipal Economic Enterprise Development Office – Tagoloan Water & Sanitation System			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Concessionaires of Barangay Sta. Ana & Casinglot			
<b>CHECKLISTS OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Accomplished Application Form</li> <li>Barangay Clearance</li> <li>Tax Declaration or Certificate of Title or Barangay Certification (1 photocopy)</li> <li>Any government valid Identification w/ picture of the applicant (1 photocopy)</li> </ul>		-Barangay Hall		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit accomplished Application Form with complete requirements	1.1 Accept, verify & process application  1.2 On-site inspection by the Tagoloan Water & Sanitation System - technical team  1.3 Application verified by the Municipal Engineer	none	3 days	<i>Municipal Engineer/ Engineer IV</i> Municipal Engineer's Office  <i>Process Server</i> Municipal Economic Enterprise & Development Office

<p>2. Upon receiving text from Tagoloan Water &amp; Sanitation System personnel, proceed to Tagoloan Negosyo Center for Payment</p>	<p>2.1 Receive payment &amp; issue official receipt</p> <p>2.2 Install water meter to the area</p>	<p><i>Application Fee – P 100.00</i></p> <p><i>Water Meter - P 1,500.00</i></p> <p><i>Connection Fee – P 2,000.00</i></p> <p><i>(per ordinance no 73, s. 2018)</i></p>	<p>1 day</p>	<p><i>Computer Operator IV (Cashier)</i> Municipal Economic Enterprise &amp; Development Office</p>
<p>Accomplish the Client Satisfaction Survey form and drop it to the feedback box</p>	<p>Request client to accomplish Client Satisfaction Survey</p>		<p>10 minutes</p>	<p><i>Computer Operator IV (Cashier)</i> Municipal Economic Enterprise &amp; Development Office</p>
<p><b>TOTAL:</b></p>		<p><b>P 3, 600.00</b></p>	<p><b>4 days &amp; 10 minutes</b></p>	