

ISSUANCE OF CERTIFICATION - INSPECTION OF FLOWMETER INSTALLATION

RECIPIENTS: Commercial/Industrial establishments with own water system

AVAILABILITY OF SERVICE: Mondays to Fridays from 7:00 am to 5:00 pm (no noon break)
Saturdays from 7:00 am to 12:00noon

REQUIREMENTS:

- Any valid ID (SSS, GSIS, Voter's ID, Senior Citizen's ID, Company ID, Driver's License, Postal ID or any Government-issuedID)
- Endorsement Letter from the Municipal Environment and Natural Resources Office(MENRO)

FEES:

- Certification: Php300.00

HOW TO AVAIL THE SERVICE:

| Follow these Steps | | Duration of Activity (Under Normal circumstance) | Staff in Charge | Fee/s | Forms | Location |
|---|---|---|-----------------------------|--------------|--------------|--|
| Applicant/Customer | Service Provider | | | | | |
| 1. Proceed to Customer Service Counter, present the requirements and request for the issuance of certification. | Get the name of the client as well as the name and the location of the commercial/industrial establishment to which the certification will be issued. | 5 minutes | Customer Services Assistant | None | | Customer Service Counter (046) 430-0832 loc. 111 |

| Follow these Steps | | Duration of Activity (Under Normal circumstance) | Staff in Charge | Fee/s | Forms | Location |
|---|--|---|-----------------------------|--------------------------|----------------------|--|
| Applicant/Customer | Service Provider | | | | | |
| 2. Sign the Service Request Form | Prepare the Service Request Form and forward it to the Engineering division for inspection within the day or the following working day | 2 minutes | Customer Services Assistant | None | Service Request Form | Customer Service Counter (046) 430-0832 loc. 111 |
| 3. Proceed to the Cashier's Counter 1 and 2. for the payment of Inspection fee. | Accept payment and issue Official Receipt | 2 minutes | Cashier/Teller | Certification Php 300.00 | | Customer Lobby Area Cashier's Counters 1 and 2 (046) 430-0832 loc. 103 |

| Follow these Steps | | Duration of Activity (Under Normal circumstance) | Staff in Charge | Fee/s | Forms | Location |
|--|--|--|------------------------|--------------|----------------------|---|
| Applicant/Customer | Service Provider | | | | | |
| 4. Wait for up to 2 days for the siteinspection. | Hold on-site inspection. Verify records whether client is complying with the CWD's policy on groundwater extraction. | 45 minutes (Within the day or the following working day) | Maintenance Team | None | Service Request Form | Engineering Division (2 nd floor) (046)430-0832 loc. 108 |

| Follow these Steps | | Duration of Activity (Under Normal circumstance) | Staff in Charge | Fee/s | Forms | Location |
|---|--|---|-----------------------------|--------------|--------------|--|
| Applicant/Customer | Service Provider | | | | | |
| 5. Return after 1 day upon inspection for the release of certification. Proceed to Customer Service Counter, present the Official Receipt and receive the requested certification | Inform the client of the release of the certification then issue the certification | 5 minutes | Customer Services Assistant | None | Certificate | Customer Service Counter (046) 430-0832 loc. 111 |

*******END OF TRANSACTION*******

DURATION OF THE SERVICE: Maximum of 3 days

ISSUANCE OF CERTIFICATION - INSPECTION OF FLOWMETER INSTALLATION

