

APPLICATION FOR NEW SERVICE CONNECTION

Schedule of Availability of Service:

Monday – Friday 7:00 am – 5:00 pm without noon break
Saturday 8:00 am – 12:00 noon

Who May Avail of the Service:

Residents of Dasmariñas who wants to avail of the water service connection from Dasmariñas Water District.

What are the requirements:

New Service Connection

1. Barangay Clearance for water connection
2. Cedula or any Government issued I.D.
3. Proof of ownership
 - a. Land Title (photo copy)
 - b. Clearance from subdivision Developer's Clearance
 - Move-in
 - Homeowner's Clearance
 - c. Deed of Sale (if Second Owner)
4. If by representative
 - a. Authorization Letter
 - b. Photo copy of Identification Card (ID) of Owner and his/her representative.

Additional requirements in case of Excess Lot:

1. Mayor's Endorsement
2. DWD Management Permit

Additional Requirements in case of DPWH/ Municipal Permit

1. DPWH/City Hall Permit

What are the Fees:

Please see separate list of New Connection Packages
Partial payment of New Connection Package (subject for approval)

How to avail of the Service:

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in charge	Fee	Form
1	Proceed to Application Section	Prepare inspection slip and schedule of inspection. Inform applicant on the list of requirements. Applicant should be present during the inspection for proper meter location.	5- 10 Minutes	Application Clerk	N/A	Inspection Slip
2		Actual Inspection	15 minutes	Inspector	N/A	Notice of Inspection
3	Submit Notice of Inspection and requirements necessary for water meter connection.	Check and evaluate requirements submitted. Assess required fees.	10-15 minutes	Application Clerk	N/A	Notice of Inspection and complete requirements
4	Proceed to Credit and Collection Section.	Verification and approval of New Water Connection.	5-10 minutes	Credit and Collection Clerk	N/A	Approved Application Form
5	Proceed to Cashier with the payment slip.	Process payment and issue Official Receipt (O.R).	1 minute	Cashier	As Assessed	Official Receipt

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in charge	Fee	Form
6	Return to Processing Section with the inspection slip together with the Official Receipt. Fill-up Application Form and sign Contract and Affidavit of Undertaking.	Assist applicant in filling-up the application form and orient applicant on DWD Uniform Policies and Procedures. Record transaction made by the concessionaire.	10 minutes	Application Clerk	N/A	Application Form, Contract and Affidavit of Understanding
7	Proceed to Maintenance Division	Inform applicant of installation schedule.	5 minutes	Maintenance Clerk	N/A	
8		Actual installation of meter.	2 hours	Maintenance Crew	N/A	Maintenance Order

*Application fees vary on the Connection Packages and additional materials.

END OF TRANSACTION