

# APPLICATION FOR NEW SERVICE CONNECTION

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## 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/Municipal 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:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Service Provider</b>	<b>Duration of Activity (Under Normal Circumstances)</b>	<b>Person in charge</b>	<b>Fee</b>	<b>Form</b>
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		Inspection Slip
2		Actual Inspection	15 minutes	Inspector		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		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		Approved Application Form
5	Proceed to Cashier with the payment slip	Process payment and issue Official Receipt (O.R)	1 minute	Cashier		Official Receipt
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		
7	Proceed to Maintenance Division	Inform applicant of installation schedule.	5 minutes	Maintenance Clerk		
8		Actual installation of meter	2 hours	Maintenance Crew		Maintenance Order

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

**END OF TRANSACTION**