

# HOW TO AVAIL THE SERVICES OF

## ENGINEERING AND CONSTRUCTION SECTION SERVICES

### IV. INSTALLATION OF NEW SERVICE CONNECTION

Schedule of Availability of Service: (By Accredited Plumbers)

- 8:00 A.M. to 5:00 P.M. without noon break, Mondays to Saturdays (including Holidays).

Who May Avail of the Services:

- Residents of Midsayap & Libungan including transients renting and doing business in Midsayap & Libungan who have complied the requirements for New Service Connection

What are the Requirements:

- Approved Request for Installation

**Duration: 4 Hours**

No	APPLICANT/ CLIENT	SERVICE PROVIDER	PROCESSING TIME (Under normal circumstances per transaction	PERSON IN- CHARGE	FEES	FORMS
1.	Provides Materials not Available at MMWD Stockroom	Prepares/Completes Materials based on the Bill of Materials & Estimates	10 Minutes	Junny Toralba / Glenn Espaldon/ Franklin Dalino /Rey Manuel Dela Serna / Jollie Avance / Juniver Sarad	None	Requisition and Issue Slip Form
2	Signs/conforms the Receipt of Water Meter and Bill of Materials. Accepts Completed installation	Installs the New Service Connection Inspects and tests after completion	3.5 Hours	Junny Toralba / Glenn Espaldon/ Franklin Dalino /Rey Manuel Dela Serna / Jollie Avance / Juniver Sarad	None	Duplicate copies of Water Meter Receipts Request for Installation Form Application Form & Information Sheet

- END OF TRANSACTION -

