

# HOW TO AVAIL THE SERVICES OF

## COMMERCIAL SECTION SERVICES

### II. PROCESSING OF NEW SERVICE APPLICATION

Schedule of Availability of Service:

- 8:00 A.M. to 5:00 P.M. without noon break, Mondays to Fridays (except on Holidays)  
**Note: 8:00 A.M. to 8:30 A.M. - 30 minute break for Mondays Convocation**

Who May Avail of the Services:

- Residents of Midsayap & Libungan including transients renting and doing business in Midsayap & Libungan

What are the Requirements:

1. Fully accomplished Application Form and Information Sheet;
2. Proof of Billing/ Statement of Account of either COTELCO, MCSC or MCVV, etc. If any of the above requirements is not available, submit a Barangay Clearance;
3. Attendance to the MMWD Orientation Seminar at 1:00 P.M. on Tuesdays or Thursdays at the MMWD Office;
4. Photocopy of 1 valid government issued ID of the applicant and the co-maker (i.e. Voter's ID, SSS ID, Driver's License, etc.)
5. Payment of the following fees:
  - A. Application Fee—P3,755.00
  - B. Labor—(Per Actual Estimate—100%)
  - C. Guarantee Deposit—P800.00 (For Residential/Government) & P1,500.00 (For Commercial/Semi-Commercial)
  - D. Memorandum of Agreement (MOA) with Service Line Owner;
  - E. Certification from Owner of Building (For Tenants or Non-Owners of Building)

**Duration: 40 Minutes**

| No | APPLICANT/<br>CLIENT                                                                          | SERVICE<br>PROVIDER                                                                 | PROCESSING TIME<br>(Under normal<br>circumstances per<br>transaction) | PERSON<br>IN-CHARGE                                                    | FEES | FORMS                                             |
|----|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------------|------|---------------------------------------------------|
| 1. | Gets Priority Service Number (PSN) from the Guard-On-Duty                                     | Gives Client the PSN                                                                | 30 Seconds                                                            | Guard-On-Duty                                                          | None | PSN                                               |
| 2. | Proceeds to Commercial Section. Waits for the priority number to be called & presents the PSN | Calls Priority Number and Receives the PSN                                          | 1 Minute                                                              | Engr. Darwin A. Dispo / Jesiebelle D. Taroy/<br>Federico B. Ventanilla | None | PSN                                               |
| 3. | Fills-out Application & Contract Form and Information Sheet                                   | Gives Client the Application & Contract Form and Information Sheet to be filled-out | 8 Minutes                                                             | Engr. Darwin A. Dispo / Jesiebelle D. Taroy/<br>Federico B. Ventanilla | None | Application & Contract Form and Information Sheet |

- END OF TRANSACTION -