

Republic of the Philippines  
**ANTIPAS WATER DISTRICT**  
B. Cadungon St., Poblacion,  
Antipas, Cotabato

## **INQUIRY FOR SERVICE CONNECTION**

### **Schedule of Availability of Service**

Monday to Friday excluding Holiday  
8:00 A.M. to 5:00 P.M without noon break

### **Who may avail of the service?**

Applicants covered by the service areas.

### **What is the requirement?**

Willingness to apply for a service connection

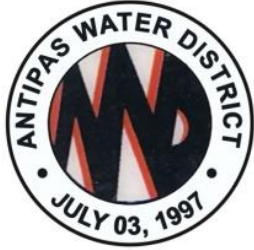
### **Duration**

10 minutes

### **How to avail the service:**

1. Visit the office
2. Tell your purpose to the Public Assistance Desk/ Officer of the Day
3. Wait to be entertained by the in-charge
4. The applicant must get the list of requirements.

-End of Transaction-



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## **NEW SERVICE CONNECTION**

### **Schedule of Availability of Service**

Monday to Friday excluding Holiday  
8:00 A.M. to 5:00 P.M without noon break

### **Who may avail of the service?**

Applicants covered by the service areas.

### **What is the requirement?**

1. Willingness to apply for a service connection
2. The applicant must attend the orientation seminar every Friday 10:00 A.M. at AWD office
3. Pay Php2,500.00 application fee at the cashier
4. Get a list of estimate of materials to be used for the installation of new service connection.

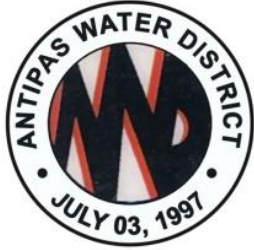
### **Duration**

2 hours

### **How to avail the service:**

1. Visit the office
2. Tell your purpose to the Public Assistance Desk/ Officer of the Day
5. Wait to be entertained by the in-charge
6. Attend orientation seminar every Friday 10:00 A.M. at AWD office
7. Applicant must be sure to get a list of estimate of materials to be used for the installation of new connection
8. Report to the AWD office for the availability of materials (materials ready)
9. Technical section will schedule when to install the approved new service connection

- End of Transaction -



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## **READING OF WATER CONSUMPTION**

### **Schedule of Availability of Service**

Every first Five (5) Working Days of the month excluding Holiday  
8:00 A.M. to 5:00 P.M without noon break

### **Who may avail of the service?**

All active connections covered by the service areas.

### **What is the requirement?**

Water Bill

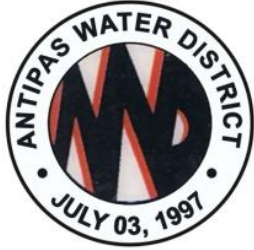
### **Duration**

3 minutes

### **How to avail the service:**

1. All active service connections with water meters, were read by the meter readers every first five (5) working days of the month and receive water bill monthly.

-End of Transaction -



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## **PAYMENT OF WATER BILL**

### **Schedule of Availability of Service**

Monday to Friday excluding Holiday  
8:00 A.M. to 5:00 P.M without noon break

### **Who may avail of the service?**

All active connections covered by the service areas.

### **What is the requirement?**

Water Bill

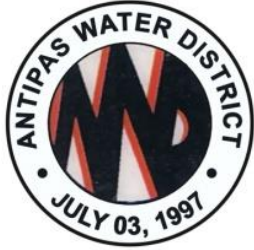
### **Duration**

3 minutes per water bill

### **How to avail the service:**

1. Present water bill to the cashier
2. Pay the corresponding amount billed
3. Wait for the Official Receipt

-End of Transaction-



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## **REPAIR OF SERVICE LINE CONNECTION**

### **Schedule of Availability of Service**

Monday to Friday excluding Holiday  
8:00 A.M. to 5:00 P.M without noon break

### **Who may avail of the service?**

Damage connections covered by the service areas.

### **Form Required?**

Maintenance Order

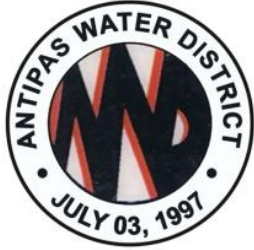
### **Duration**

3 hours for simple leakages  
4 hours for complicated leakages

### **How to avail the service:**

1. Visit the office
2. Tell your purpose to the officer of the day
3. Wait to be entertained by the in-charge
4. The in-charge will advice the concessionaire for the schedule of repair
5. The in-charge will fill-up a maintenance order form and forward the same to the technical section for repair.

-End of Transaction-



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## **TRANSFER OF SERVICE LINE CONNECTION**

### **Schedule of Availability of Service**

Monday to Friday excluding Holiday  
8:00 A.M. to 5:00 P.M without noon break

### **Who may avail of the service?**

Connections covered by the service areas.

### **What is the requirement?**

Payment of transfer fee amounting to Php 150.00

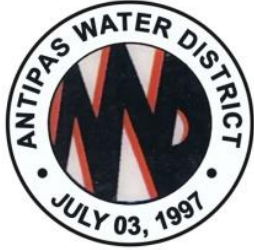
### **Duration**

3 – 4 hours

### **How to avail the service:**

1. Visit the office
2. Tell your purpose to the officer of the day
3. Wait to be entertained by the in-charge
4. Pay an amount of Php 150.00 to the cashier
5. Present the Official Receipt to the in-charge.
6. The in-charge will get the complete address of the applicant and schedule for the inspection and field survey.
7. The applicant must report to AWD office if materials were already bought for the schedule of transfer.

-End of Transaction-



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## **TRANSFER OF NAME/ RIGHT**

### **Schedule of Availability of Service**

Monday to Friday excluding Holiday  
8:00 A.M. to 5:00 P.M without noon break

### **Who may avail of the service?**

Connections covered by the service areas.

### **What is the requirement?**

1. Waiver of right
2. Orientation seminar every Friday 10:00 A.M. at AWD office

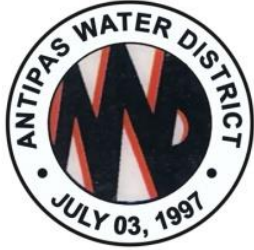
### **Duration**

1 hour

### **How to avail the service:**

1. Visit the office
2. Tell your purpose to the officer of the day
3. Wait to be entertained by the in-charge
4. Present the waiver of right to the in-charge
5. Attend the orientation seminar every Friday 10:00 A.M. at AWD office.

-End of Transaction-



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## **EXTENSION OF SERVICE CONNECTION**

### **Schedule of Availability of Service**

Monday to Friday excluding Holiday  
8:00 A.M. to 5:00 P.M without noon break

### **Who may avail of the service?**

Connections covered by the service areas.

### **What is the requirement?**

Payment of extension fee amounting to Php 50.00  
Payment of threading fee amounting to Php 20.00 per thread

### **Duration**

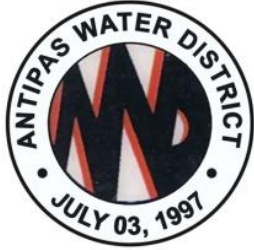
1 hour

### **How to avail the service:**

1. Visit the office
2. Tell your purpose to the officer of the day
3. Wait to be entertained by the in-charge
4. The in-charge will advice the applicant for schedule of inspection and field survey
5. The concessionaire must report to AWD Office if the materials are ready for the scheduled extension of connection.

-End of Transaction-





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## **DISCONNECTION OF SERVICE CONNECTION**

### **Schedule of Availability of Service**

Monday to Friday excluding Holiday  
8:00 A.M. to 5:00 P.M without noon break

### **Who may avail of the service?**

Connections covered by the service areas.

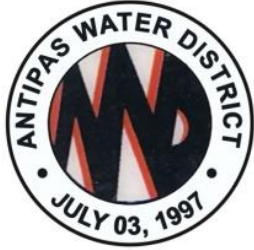
### **Duration**

15 minutes

### **How to avail the service:**

1. Visit the office
2. Tell your purpose to the officer of the day
3. Wait to be entertained by the in-charge
4. The in-charge will advice the concessionaire for the schedule of disconnection of water services/meter.

-End of Transaction-



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## **RECONNECTION OF SERVICE CONNECTION**

### **Schedule of Availability of Service**

Monday to Friday excluding Holiday  
8:00 A.M. to 5:00 P.M without noon break

### **Who may avail of the service?**

Connections covered by the service areas.

### **Duration**

5 minutes

### **How to avail the service:**

1. Visit the office
2. Tell your purpose to the officer of the day
3. Wait to be entertained by the in-charge
4. The in-charge will advice the applicant for the schedule of reconnection of service connection.
5. The concessionaire must apply for re-open of connection within 6 months to avoid forfeiture of membership and pay a re-opening fee of Php 115.00 upon re-connection.
6. For those delinquent connections, the concessionaire must pay the arrears plus Php 115.00 reconnection fee.

-End of Transaction-