

# NEW SERVICE CONNECTION (NSC) APPLICATION

## Schedule of Availability of Service (no noon break):

### **Bajada Office**

Monday to Friday  
7:30 AM to 5:00 PM

### **Matina Office**

Monday to Friday  
7:30 AM to 5:00 PM

### **Toril Collection Center \***

Monday to Friday  
8:00 AM to 5:00 PM

### **Victoria Plaza Collection Center\***

Monday to Sunday  
10:00 AM to 7:00 PM

Note: NSC Orientation is only conducted in both Bajada and Matina offices.  
All NSC Applications are processed in Bajada Office.

**Who May Avail of the Service:** General Public of Davao City within the service areas of DCWD

**Responsible Department and Personnel:** Commercial Department Counter - 1 Customer Service Assistant

## Requirements and Fees

### **1) Attendance to New Service Connection Orientation (1 hour duration):**

Bajada Office - Daily with two (2) sessions: 10:00 AM and 3:00 PM

### **2) Valid Identification:**

#### **a) If Transacted by Applicant:**

- Original and photocopy of one valid Identification Card or Barangay Clearance with ID picture

#### **b) If Transacted by Representative:**

- Original and photocopy of representative's one valid ID Card or Barangay Clearance with ID picture
- One photocopy of applicant's one valid ID Card or Barangay Clearance with ID picture
- Authorization Letter

#### **c) If Transacted by Corporate Representative:**

- Original and photocopy of representative's one valid ID Card with ID picture
- One photocopy of applicant's one valid ID Card with ID picture
- Authorization covered by a Board Resolution confirmed by Board Secretary

### **3) Proof of Ownership:**

#### **For Private Lot (any of the following)**

- Photocopy of the Lot Title
- Certified copy of the Building Permit

#### **For Private Lot with Pending Application for Title (any of the following)**

- Tax Declaration (Land) Certificate issued by the City Assessor's Office with TCT number
- Duly Notarized Deed of Sale/ Donation or Extra-judicial Settlement of Estate
- Certification from appropriate housing authority/ developer attesting to the applicant's ownership of the property
- Contract to Sell

### **For Informal Settlers with Accredited Associations (ALL must be submitted)**

- Association Certification – signed by the Association President
- Photocopy of Association President's Valid ID

### **For Informal Settlers in Government Property (ALL must be submitted)**

- Barangay Certification Attesting that the lot is government-owned
- Notarized Affidavit of Undertaking

### **For Informal Settlers with Association Not Accredited by DCWD**

(One time submission of ALL requirements for Accreditation)

- Lot title of the original lot owner
- Deed of sale /Purchase or Memorandum of Agreement between lot owner and Association
- SEC registration / Housing and Land Use Regulatory Board (HLURB) / Home Insurance Guaranty Corp. (HIGC) Certification
- Articles of Incorporation
- List of Association Officers with Specimen Signature and Designation
- Photocopy of Association President's Valid ID
- List of Bonafide members

### **For Corporate or Business Establishments**

- Lot title (if owned), or Notarized Lease Contract (if rented)
- Sec. Certification and/or Board Res. for Authorized representative

### **NOTE: For Building Two-storey and higher (ALL must be submitted)**

- As-built Plan or Site Development Plan with Vicinity map
- Isometric map with pipe sizes
- Plumbing Lay-out Plan signed and sealed by a Registered Master Plumber

### **4) New Service Connection Fee – per water meter size (in Peso):**

½" Ø Php	3,900.00	2" Ø Php	42,250.00
¾" Ø Php	21,450.00	4" Ø Php	81,900.00
1" Ø Php	24,700.00	6" Ø Php	104,000.00
1 ½" Ø Php	33,800.00	8" Ø Php	158,600.00

## **Duration of Transactions**

- 2 hours and 30 minutes - customer in-office transaction
- Under normal condition, water meter will be installed within 6 working days (primary line connection) and within 2 working days (Tee connection) after contract signing.



**DAVAO CITY WATER DISTRICT**

"Service with Dignity and Honor"