



**DAVAO CITY WATER DISTRICT**  
Mc Arthur Highway, Matina, Davao City

**PROMISSORY NOTE**

Date: \_\_\_\_\_

I, \_\_\_\_\_ a resident of \_\_\_\_\_, in line with my;  
 New Service Connection Application       Change of Account Name Request  
 Reconnection Request      Others: \_\_\_\_\_,

for service water account located at \_\_\_\_\_ with the Davao City Water District, do hereby promise to pay the Service Connection Fee and/or Arrears on Outstanding Balance, the sum amounting to \_\_\_\_\_ (Php \_\_\_\_\_). It shall be payable within \_\_\_\_\_ months at \_\_\_\_\_ (Php \_\_\_\_\_) per month. The monthly installment shall be added in my monthly billing, beginning on \_\_\_\_\_ (month/year) until the total amount is fully paid.

Further, I hereby agree that failure to pay on part, all remaining unpaid balance shall be immediately due and demandable, and shall be subject to DCWD Disconnection Policy.

Account No.: \_\_\_\_\_  
Partial Payment: \_\_\_\_\_  
O.R. No.: \_\_\_\_\_  
PN. : \_\_\_\_\_

Documents attached:  
 Account Holder/Maker Gov't. Issued I.D.  
 Authorized Representative Gov't. Issued I.D.  
 Notarized Authorization/SPA/GPA  
 Board Resolution/Secretary Cert.  
 Others: \_\_\_\_\_

Account Holder/Maker: \_\_\_\_\_  
Printed Name/Signature      Authorized Representative of the Account Holder      Date  
Maker/ Actual Occupant ( Printed Name/ Signature)

Prepared By:	Approved By:
Customer Service Assistant	Supervisor

CSD-F04  
Rev. No. 0  
Aug 1, 2018



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