Republic of the Philippines

DAVAO CITY WATER DISTRICT

Mc Arthur Highway, Matina, Davao City
Telephone No. (+63)(82)235-3293
Website:http://www.davao-water.gov.ph

Priority No.

ORIENTATION SLIP

Date of Orientation :
Place of Orientation : Matina Bajada
Time : 10:00 AM 3:00 PM

APPLICANT'S NAME :
Present Address :

Contact Number :

Location of WATER CONNECTION applied for:

(Signature over Printed Name)
Applicant

AUTHORIZATION
(Please fill this portion up only when applicable)

I hereby authorize _____
(Name of Representative) to represent me during the Orientation for Applicants of New Service Connection/ Change of Account Name.

I will conform to and abide by all the Rules and Regulations of the DCWD as entered into by my duly authorized representative.

(Signature over Printed Name)
Applicant

(Signature over Printed Name)
Representative

PLEASE CALL DCWD THROUGH TELEPHONE NUMBERS: **221-9400 LOCAL 203 / 273 / 243** (Bajada)
OR **235-3293** (Matina) FOR SCHEDULING AND/OR RESERVATIONS OF SEATS
Please be at the Orientation Room 30 Minutes before scheduled time. Late comers will be rescheduled.
Submit fully accomplished Orientation Slip and Authorization with attached photocopies of IDs to avoid delay.
We discourage bringing of children inside the Orientation Room

SERVED BY:

Signature Over Printed Name
Commercial Services Department Employee

ORIENTATION REQUIREMENTS:
ONE (1) Photocopy each of the following in a single paper:
1) Valid Identification Card of Applicant
2) Valid Identification Card of Authorized Representative

ORIENTATION SCHEDULES:
1) Matina Office (Monday-Friday)
AM Session - 10:00AM - 11:00AM
PM Session - 3:00PM - 4:00PM
2) Bajada Office (Tuesday & Thursday Only)
AM Session - 10:00AM - 11:00AM
PM Session - 3:00PM - 4:00PM

STEPS TO FOLLOW IN APPLYING for WATER CONNECTION:
1) Attend orientation
2) Submit Application Form
3) Investigation
4) Pay NSC Fee / Contract Signing
5) Installation of Water Meter

PM-08-01-F01
Rev No. 0
Aug. 1, 2018

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