



**Republic of the Philippines**  
**DAVAO CITY WATER DISTRICT**  
 Km. 2.7 Mc Arthur Highway, Matina, Davao City  
 Telephone No. (+63)(82)235-3293  
 Fax No. (+63)(82)226-4885  
 Website: http://www.davao-water.gov.ph

**METER READING, BILL HANDLING and DISCONNECTION SCHEDULE**  
 For the month of \_\_\_\_\_ (month/year)

<b>PREVIOUS MONTH'S SCHEDULED READING DATE</b>																				
<b>NO. OF DAYS</b>																				
<b>DATE</b>																				
<b>READING</b>																				
<b>BILLING</b>																				
<b>DELIVERY</b>																				
<b>BLUE BILL DUE DATE</b>																				
<b>FIRST DAY OF PENALTY</b>																				
<b>DUE DATE OF FINAL NOTICES</b>																				
<b>DEL. OF SHUT-OFF NOTICE</b>																				
<b>DISCONNECTION</b>																				
<b>NO. OF CONNS. WITH ELECTROMAG METERS</b>																				
<b>PREVIOUS MONTH'S SCHEDULED READING DATE</b>																				
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<b>DISCONNECTION</b>																				
<b>NO. OF CONNS. WITH ELECTROMAG METERS</b>																				

**Prepared by:**  
 \_\_\_\_\_  
**Supervising Utilities / Customer Service Officer**

**Checked by:**  
 \_\_\_\_\_  
**Manager, Accounts and Billing Division**

**Checked by:**  
 \_\_\_\_\_  
**Manager, Customer Care Division**

**Approved by:**  
 \_\_\_\_\_  
**Department Manager, CSD**

**AVERAGE NO. OF DAYS:** \_\_\_\_\_  
**Note/Holiday:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**AREAS COVERED:**

ZONE	ADDRESS	DUE DATE

**Total number of Electromag Meters:** \_\_\_\_\_