



DAVAO CITY WATER DISTRICT
Mc Arthur Highway, Matina, Davao City
Telephone No. (+63)(82) 235-3293 connecting all departments
Website: [http:// www.davao-water.gov.ph](http://www.davao-water.gov.ph)

ACTION PLAN WORKSHEET
Commercial Services Department

ITEM #	ROOT CAUSE/S	RECOMMENDATION/ACTION PLAN	RESPONSIBLE PERSON	TARGET DATE	DATE COMPLETED	REMARKS

Prepared by : _____
(Signature over Printed Name)

Date : _____