



15. Water Connection for Subdivisions

Local water utilities like that of Digos Water District must ensure that basic service like that of water shall be delivered to great number at the least possible cost. In line with the Build, Build, Build program of the government, it is expected that a great influx of population will flock in Digos due to its strategic location. It is projected that subdivision developers will pour their investments in the city.

Under Sec. 6a of the Implementing Rules and Regulations of PD 957, otherwise known as Regulating the Sale of Subdivision Lots and Condominiums, Providing Penalties for Violations Thereof, the subdivision water supply shall be mandatory or obligatory connected to an appropriate public water system or community system.

Further, under Rule II, Section 4-C.6 of BP 220, otherwise known as Economic and Socialized Housing, whenever a public water supply system exists, connecting to it by the subdivision is necessary.

All of the afore-stated provisions point on the important role of water district in the orderly and well-balanced growth of urban areas.

Office or Division:	Office of the General Manager	
Classification:	Highly Technical Transactions	
Type of Transaction:	G2B – Government to Business	
Who May Avail:	Subdivision Developers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of intent (1 original)		Developer
<ul style="list-style-type: none"> • Expressing developer's intent to apply for water supply and to turn over/ donate the water system to the district after the completion of the project 		
2. Vicinity Map (1 original)		Developer
3. Water Distribution System Plan (1 original)		Developer
4. Specifications (1 original)		Developer
<ul style="list-style-type: none"> • Pipes • Fittings/Appurtenances 		
5. Trench Dimension (1 original)		Developer
6. Hydrants and Blow-offs Details (1 original)		Developer
7. Interconnection Details (1 original)		Developer



<p>8. Program of Works specifically for water system (1 original) 9. Water Demand Requirements (1 original) 10. Hydraulic Analysis (1 original) 11. Memorandum of Agreement (MOA) (7 original) 12. Official Receipt - Service Fee for Certification (1 original) 13. Certification (1 original) 14. Letter of Notification for the commencement of project (1 original) 15. Official Receipt - Bond (1 original) 16. Letter request for inspection (1 original) 17. Official Receipt – Inspection Fee (1 original) 18. As Built Plans (showing location of pipes, valves, hydrants/blow offs with specific coordinates) (1 original) 19. Hydro testing result (1 original) 20. Authorized signatory and Notarized SPA/Board Resolution/ Secretary’s Certificate Authorizing the Signatory to Sign the Deed of Donation if not the owner (1 original) 21. Deed of Donation (7 original)</p>		<p>Developer Developer Developer Developer and DWD DWD, Teller DWD, Office of the General Manager Developer DWD, Teller Developer DWD, Teller Developer Developer Developer Developer and DWD</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the Items 1-10 listed in the Checklist of Requirements to the Office of the General Manager</p>	<p>1.1 The receiving officer shall check the completeness of the documentary requirements submitted by the applicant. The receiving officer shall only determine the presence or absence of document using the checklist. 1.2 If the documents are complete, the cover letter shall be stamped “RECEIVED”. If not, the</p>		<p>10 minutes</p>	<p>Minutes/Agenda Officer <i>Office of the General Manager</i></p>



	3.2 Issue certification upon satisfactory compliance of the water district's standards as required in the policy.		½ day	Minutes/Agenda Officer <i>Office of the General Manager</i>
4. Secure Order of payment for the Bond	4. Issue order of payment for the Bond as computed by the Finance Division		10 minutes	Minutes/Agenda Officer <i>Office of the General Manager</i>
5. Proceed to the teller for payment of Bond in the form of cash or manager's check	5. Receive the cash or manager's check and issue official receipt.	Bond – 10% of the estimated cost of the project	3 minutes	Teller <i>Cash, Finance Division</i>
6. Notify the district of the commencement of the project and furnish official receipt as proof of bond.	6. Receive notification and proof of bond.		5 minutes	Minutes/Agenda Officer <i>Office of the General Manager</i>
7. Secure Order of Payment for Inspection Fee	7. Issue Order of Payment			Customer Service Assistant <i>Customer Services Division</i>
8. Request the district for a technical personnel to inspect and monitor the pipeline works during project implementation subject to the payment of inspection fee	8.1 Receive the cash for payment of Inspection Fee and issue official receipt.	Inspection Fee – P5.00 per lineal meter	3 minutes	Teller <i>Cash, Finance Division</i>
	8.2 Receive Request and official receipt.		5 minutes	Minutes/Agenda Officer <i>Office of the General Manager</i>
	8.3 DWD personnel will inspect and monitor the		2 days after completion of	Construction & Maintenance



	<p>construction of pipeline works and submit an Inspection Report to the Chairperson of TRC.</p> <p>8.4 The TRC shall notify the General Manager for the result of inspection and recommend for the acceptance/non acceptance of the water system.</p> <p>8.4.1 Issue Certificate of Inspection</p>		<p>works</p> <p>2 days</p>	<p>personnel</p> <p>TRC</p> <p>TRC</p>
<p>9. Execute Deed of Donation. Furnish a copy of Items 18-20 listed in the Checklist of Requirements upon execution of Deed of Donation</p>	<p>9.1 Accept the Deed of Donation.</p> <p>9.2 Process for the release of bond</p> <p>9.2.1 Prepare Request for Payment for the release of bond</p> <p>9.2.2 Process disbursement voucher</p> <p>9.2.3 Process check payable to the owner</p>		<p>2 days</p> <p>5 days</p>	<p>General Manager</p> <p>Minutes/Agenda Officer <i>Office of the General Manager</i></p> <p>Accounting Section Personnel <i>Finance Division</i></p> <p>Cash Section Personnel</p>



	or developer			<i>Finance Division</i>
	TOTAL	Fixed Total Fee: - P3,500.00 Case to Case Total Fees: <ul style="list-style-type: none"> • Bond – 10% of the estimated cost of the project • Inspection Fee – P5.00 per lineal meter 	19.5 days, 29 minutes	