

## STEPS/REMINDERS TO WATER APPLICANTS

1. FILL UP the Form
2. READ the Water Service Connection Contract (pages 1-3) THOROUGHLY
3. SIGN EVERY PAGE of the Water Service Connection Contract (3 COPIES EACH – side of page) up to name of consumer
4. Draw SKETCH MAP of the location of your house (house number, zone, barangay)
5. RETURN the accomplished form with identification Card (ID w/picture) and Current year CEDULA
6. Attend the ORIENTATION (30 minutes only) @ 1:30 PM, WEDNESDAY or FRIDAY @ ICWD office
7. PAY the water service connection fees AFTER the inspection & attendance in the orientation
8. APPROVAL of the application by the Commercial Division Manager and the General Manager
9. Get the form NOTARIZED and bring in back to the ICWD Office for JOB ORDER for installation of water meter
10. Customer Service Assistance No. 09298045197 / 2992220

## SCHEDULE OF DUE DATES

ZONE	DAY OF READING	BARANGAY	DUE DATE
1	1	San Miguel, Francia	16
2	1	San Miguel, San Jose	16
3	1	San Roque	17
4	2	San Roque, San Nicolas	17
5	2	San Nicolas	18
6	& 3	San Nicolas & San Isidro	18
7	3	San Isidro, San Agustin	18
8	3 & 4	San Francisco, La Purisima	19
9	4	San Francisco, San Vicente, Sta. Cruz, Salvacion	19
10	4 & 5	San Juan	19
11	5	San Francisco, Market Site	20
12	5	San Francisco, Market Site, Rainside	20
13	5	Sto. Domingo, La Anunciacion	20
14	6	Perpetual Help, Sta. Teresita, San Andres	21
18	7	La Trinidad, Sto. Niño, La Medalla, San Antonio	21
15	7	Governement	22
17	7	San Jose (Baras)	22
19	7	Sta. Elena	22



**IRIGA CITY WATER DISTRICT**  
Rufino Llagas Sr. St., San Roque, Iriga City

**WATER SERVICE APPLICATION FORM**

**Water Service Application No.** \_\_\_\_\_

Classification:  Resident/Gov't.  
 Commercial  
 Commercial A  
 Commercial B  
 Commercial C

**APPLICANTS'S NAME:** \_\_\_\_\_  
First Name Middle Name Last Name

**SPOUSES'S NAME:** \_\_\_\_\_  
First Name Middle Name Last Name

**ADDRESS:** \_\_\_\_\_  
No. Street Zone Barangay

**Owned**       **Rented**

I hereby apply for a water service installation/connection with pipeline size of \_\_\_\_\_ to be installed at \_\_\_\_\_

I understand that the connection will not be made until it is approved and all charges are fully paid. I assume the responsibility for the water meter and conform/binds myself to the rules and regulations of the ICWD.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Spouse's Signature

\_\_\_\_\_  
 Date

**NEW SERVICE CONNECTION FEES**

**Type of Connection:** \_\_\_\_\_

Materials:                      Php \_\_\_\_\_

Registration Fee:              \_\_\_\_\_

Meter Maintenance Fee:      \_\_\_\_\_

Service Fee:                      \_\_\_\_\_

Notarial Fee:                      \_\_\_\_\_

Total Installation              Php \_\_\_\_\_

Crossroad/restoration          \_\_\_\_\_

**TOTAL**                              Php \_\_\_\_\_

Note: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Note: If rented, please have the owner sign below:*

I hereby bind myself to pay any unpaid water bills of the occupant/s in case he/she vacates the premises permanently.

\_\_\_\_\_  
 Owner of the Bldg./Property

\_\_\_\_\_  
 Date

Inspected by: \_\_\_\_\_

Approved for Installation

\_\_\_\_\_

**MARIBETH O. MARZAN**  
 Commercial Div. Manager

**ROMULO M. CORPORAL, JR.**  
 General Manager



IRIGA CITY WATER DISTRICT  
Rufino Llagas Sr. St., San Roque, Iriga City

### INFORMATION SHEET

**APPLICANT'S NAME:** \_\_\_\_\_  
First Name Middle Name Last Name

**ADDRESS:** \_\_\_\_\_  
No. Street Zone Barangay

Owned       Rented (please indicate Owner's Name) \_\_\_\_\_

**CTC No.:** \_\_\_\_\_ **Date Issued:** \_\_\_\_\_ **At:** \_\_\_\_\_

**OCCUPATION:** \_\_\_\_\_ **TELEPHONE NO.:** \_\_\_\_\_

**AGE.:** \_\_\_\_\_ **SEX :** \_\_\_\_\_ **CIVIL STATUS:** \_\_\_\_\_

**If married, NAME OF SPOUSE:** \_\_\_\_\_ **OCCUPATION:** \_\_\_\_\_

**NO. OF HOUSEHOLD MEMBERS (including household helper/s):** \_\_\_\_\_

Name	Age	Name	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Present water source used by household (please check)**

- Hand Pump       Artesian Well  
 Dug Well       Others (please specify) \_\_\_\_\_

**Distance of water source to dwelling of household:** \_\_\_\_\_ meters

**Activity/lies the household member would engage in if supply is available (please check)**

Backyard Gardening

Areas to be cultivated: \_\_\_\_\_ meters

Livestock and Poultry Raising:

Kind	No. of Heads
1. Chicken	_____
2. Swine	_____
3. Other (please specify)	_____

**Family Gross Income per month:** \_\_\_\_\_

**I HEREBY CERTIFY** that the information given above are true and correct to the best of my knowledge.

<input type="checkbox"/> New Application
<input type="checkbox"/> Reconnection
<input type="checkbox"/> Change of Name
Former: _____
Acct. No. _____

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Spouse Signature

*We are doing our best to serve you better!*



**IRIGA CITY WATER DISTRICT**  
Rufino Llagas Sr. St., San Roque, Iriga City

**INSPECTION REPORT**

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

Applicant's Name : \_\_\_\_\_  
Zone / Address : \_\_\_\_\_

**SKETCH**

Account No. \_\_\_\_\_  
Type of Connection \_\_\_\_\_

**MATERIALS**

Quantity	Unit	Size	Description	Remarks
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Applicant's Signature: \_\_\_\_\_  
\_\_\_\_\_

Inspected by: \_\_\_\_\_  
\_\_\_\_\_

Republic of the Philippines  
**IRIGA CITY WATER DISTRICT**

**WATER SERVICE CONNECTION CONTRACT**

Pursuant to the pertinent provisions of Presidential Decree No. 198, as amended, and existing laws, rules and regulations governing water supply for public consumption, this agreement entered into by and between the **IRIGA CITY WATER DISTRICT (ICWD)**, herein referred to as the **DISTRICT**, represented by the General Manager, duly authorized and empowered to act in its behalf, and \_\_\_\_\_, with postal address at \_\_\_\_\_ herein referred to as the **CONSUMER**;

1. The DISTRICT agrees to provide water services to the premises applied for the consumer based on the DISTRICT's applicable rates and charge schedule which may be reasonably modified by a resolution of the Board of Directors of the DISTRICT, subject to review and approval by the Local Water Utilities Administration (LWUA);
2. The DISTRICT reserves the right to determine the kind of materials, including water meters, to be used in the water connection, and their location within the premises to be served. The laying consumer's water connection shall not be done until the location thereof has been approved by the DISTRICT;
3. In the laying of the consumer's water connection, the work of tapping the main connection to the service pipe, including the necessary excavation of areas where the main connection is located and the filling-up thereof shall be done by employees of the DISTRICT upon payment of the fees prescribed by the DISTRICT;
4. Damage to the road pavements resulting from the tapping of the main connection to the service pipe shall be charged to the CONSUMER who shall pay the same to office of the DISTRICT;
5. The DISTRICT shall not be held responsible for any interruption of water supply beyond its control and for damages resulting from low or high pressure of the same;
6. The DISTRICT reserves the right to shut-off water supply whenever absolutely necessary and no action for damages shall lie against the DISTRICT with respect thereto. Whenever practicable, the DISTRICT shall notify the CONSUMER before the shut-off and shall state the possible length of the time thereof;
7. All facilities previously installed in the consumers' premises under the management of the former Iriga City Water System shall belong to the DISTRICT;
8. This contract is not transferable and shall be accompanied by the duly approved written application for water service connections in a form prescribed by the DISTRICT;
9. The CONSUMER agrees to absolutely refrain from selling his water supply from the DISTRICT and from allowing water connection to premises other than one applied for;
10. All water bills, service charges and other fees shall be paid directly to the office of the DISTRICT.

The CONSUMER agrees to pay all water bills in accordance with the cyclic method of billing and collection being implemented by the DISTRICT;

11. The CONSUMER agrees to pay the DISTRICT the following:

- I. For new service connection (exclusive of Materials):

A. Dual Tapping:	Php2,200.00	
	Registration Fee	300.00
	Service Fee	300.00
	Notarial Fee	100.00
	Meter Maintenance Fee	1,500.00

- B. Mainline Tapping: Php2,500.00  
(W/out Restoration)

	Registration Fee	300.00
	Service Fee	600.00
	Notarial Fee	100.00
	Meter Maintenance Fee	1,500.00

- II. For Reconnection

A. Standard	500.00
B. Mainline	1,000.00

III. For Transfer of Meter

A. Service Fee

300.00

B. Other Charges

IV. Change of Name of Consumer

The CONSUMER agrees to any reasonable increase of water rates and changes related to items II, III and IV above-mentioned and shall interpose no objection to the same provided that notice with respect thereto shall have been served to the CONSUMER prior to the implementation thereof. The present schedule of water rates is hereto attached and made an integral part of this contract;

12. The CONSUMER agrees to allow the DISTRICT's authorized representatives to enter his premises while they are in the performance of their official functions and duties and especially for the purpose of conducting inspection on the consumer's in-house plumbing installations. If without any valid reason, the authorized representatives of the DISTRICT are prevented from entering the consumers premises, the DISTRICT reserved the right to disconnect the service, after due notice, directly from the DISTRICT's main and all expenses of said disconnection shall be reimbursed by the consumer before the service is reconnected;
13. The responsibilities, duties and obligations of the DISTRICT with regard to the maintenance of the pipeline installations are limited up to the water meter only;
14. The DISTRICT, through its authorized representatives, shall have the right to conduct in-place water meter tests and shall have the option to replace water meter whenever under-reading is suspected. On the other hand, the CONSUMER may request the DISTRICT for an accuracy test of water meter in his premises subject to rules and regulations of the DISTRICT.
15. All water meters, service lines, curb cocks and valves connected to the DISTRICT's mains shall be under the control and supervision of the DISTRICT, However, the CONSUMER shall be held liable for any damage to the aforesaid materials resulting from his negligence and the corresponding costs of repair shall be included in the immediately succeeding water bill.
16. In addition to the ground mentioned in Par. 12 hereof, the DISTRICT reserves the right to disconnect service lines from the mains based on any of the following grounds:
  - a. Non-payment of water bills plus penalties for least two (2) months.
  - b. Unreasonable use of water.
  - c. Illegal water connection.
  - d. Tampering of water meter of its seal.
  - e. Repairs by the DISTRICT on lines to which it is directly responsible.
  - f. Refusal of the CONSUMER to make the necessary repairs for leaking service lines.
  - g. Causes beyond the district's control.
  - h. Violation of any of the terms of this contract.In all of the above cases, due notice shall be made prior to disconnection.

17. If two (2) connections exists in one (1) premises and are registered under the same CONSUMER, any irregularity in the use of water in one shall be ground for the disconnection of both, after due notice.
18. Water bill shall be sent to the CONSUMER at least five (5) days prior to its due date. Payment may be made even without the bill. A surcharge of ten (10%) of unpaid and overdue water bill shall be added thereto plus two (2%) percent for every month in penalty provided that notice shall have been served to the CONSUMER prior to the implementation thereof.
19. Water connections installed before the 16<sup>th</sup> day of the month shall be billed at the end of the month while that on the 16<sup>th</sup> or thereafter shall be billed at the end of the following month.
20. Averaging of consumption for the past six (6) months or less, as the case may be, shall be made in the following cases:
  - a. The water meter is malfunctioning resulting under reading
  - b. The water meter is malfunctioning resulting over reading
  - c. The water meter is not functioning
21. Substantial amount of water bill due to in-house leakage or any cause beyond the DISTRICT's control shall be paid in full by the CONSUMER.
22. Connections without prior approval from the DISTRICT before and after the water meter are illegal. In this respect, proper action shall be made by the DISTRICT pursuant to pertinent laws.
23. Legal but unused water connection for whatever reason shall be billed the minimum charge every month;

24. A CONSUMER whose service line has been disconnected from the water service for more than one (1) year shall be considered as new applicant and shall comply with the requirements thereof for purposes of reconnection;
25. Claims for refund shall be in writing, stating the reason therefore, and subject to the district's rules and regulation;
26. Any complaint on water service shall be forwarded directly to the DISTRICT's main office. The complaint must be in writing, stating therein the identity of the complainant and his address.
27. The competent courts of the City of Iriga shall be the exclusive venue of any legal action arising out of this contract.

IN WITNESS WHEREOF, we have hereunto set our hands this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at Iriga City, Philippines.

**IRIGA CITY WATER DISTRICT**

By

**ROMULO M. CORPORAL, Jr.**  
 General Manager  
 CTC No. 23558713  
 Issued on January 14, 2015  
 At Iriga City

\_\_\_\_\_  
 Consumer  
 CTC No. \_\_\_\_\_  
 Issued on \_\_\_\_\_  
 At \_\_\_\_\_

With my Conformity:

\_\_\_\_\_  
 Spouse

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILPPINES )  
 CITY OF IRIGA ) Sc.

BEFORE ME, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, personally appeared Mr. Romulo M. Corporal, Jr. with Community Tax No.23558713, issued on January 14, 2015 at Iriga City and \_\_\_\_\_ with Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, known to me to be the same person who executed the foregoing Water Service Connection Contract, and they acknowledged to me that the same is their free act and deed.

The instrument, consisting of two (2) pages, including the page in which is acknowledgement is written, as been signed on the left margin of each and every page thereof by the parties and sealed with my notarial seal.

IN WITNESS WHEREOF, I have here unto set my hand the day, year and place above-written.

Doc. No. \_\_\_\_\_  
 Page No. \_\_\_\_\_  
 Book No. \_\_\_\_\_

## NOTICE OF IMPLEMENTATION

Be it known to our valued concessionaires that the PHASE VIII of the new water rates will be implemented effective November 11 consumption (December 2011 billing). The established water rates have been approved and confirmed by the Board of Trustees of the Local Water Utilities Administration (LWUA) through Board of Trustees Resolution No. 20, Series 2001, and adopted by the Iriga City Water District through Board Resolution No. 17 Series of 2011.

**Iriga City Water District  
NEW WATER RATES  
Per LWUA Board Resolution No. 20 Series of 2001  
Effective November 2011 Consumption (December 2011 Billing)**

Classification	Meter Size	Minimum Charge (10 Cubic Meter)	Commodity Charges			
			11-20 cu.m.	21-30 cu.m.	31-40 cu.m.	41 and over cu.m.
Residential / Government	1/2"	214.95	23.45	25.45	28.20	31.50
	1"	681.85	23.45	25.45	28.20	31.50
Commercial	1/2"	429.90	46.90	50.90	56.40	63.00
	1"	1375.70	46.90	50.90	56.40	63.00
Semi-Commercial	1/2"	376.15	41.05	44.55	49.35	55.15
	1/2"	322.45	35.20	38.20	42.30	47.25
	1/2"	268.70	29.30	31.80	35.25	39.40