



Zamboanga City Water District  
SERVICE APPLICATION SECTION

CUSTOMER SERVICE DIVISION, COMMERCIAL SERVICES DEPARTMENT

REQUIREMENTS FOR WATER SERVICE CONN. APPLICATIONS

>> CHECKLIST <<

- 1 ORIENTATION/SEMINAR CERTIFICATE (Every Saturday, 8:30AM)
- 2 CERTIFIED TRUE COPY OF THE LAND TITLE (Register of Deeds)
- 3 CERTIFICATION/ AUTHORIZATION from the LOT OWNER duly NOTARIZED by a NOTARY PUBLIC (This form is available at the SERVICE APPLICATION SECTION)
- 4 SKETCH - LOCATION / SITE DEVELOPMENT PLAN
- 5 Barangay Clearance (CEO's Requirement)
- 6 CERTIFIED PLUMBING SYSTEM (CPS)
- 7 BUILDING PERMIT (City Engineer's Office)
- 8 EXCAVATION PERMIT (CEO / DPWH - Port Area)
- 9 PHOTO - Thru' ZCWD Webcam
- 10 For URBAN POOR Applicants:
  - 10-a SEC Registration
  - 10-b Authorization/ Certification from the Homeowner's President and/ or Housing and Land Management Division (HLMD) - CMO
- 11 Autho. to utilize the Unrestored Demolished Conc. Pavement
- 12 Special Power of Attorney, authorizing rep. to sign in his/her behalf
- 13 Promissory Note      14 Copy of Income Tax Return
- 15 Affidavit, Combined Monthly Income not exceeding P 15,000.00
- 16 Lessor Liability incase of Delinquency
- 17 OTHERS \_\_\_\_\_  
\_\_\_\_\_

SAS Personnel

>> ROUTING SLIP <<

After Complying all Req'ts including ORIENTATION SEMINAR CERTIFICATE, pls. follow the ROUTE below:

- 1 TREASURY SECTION [4th Floor] - pay Inspection Fee, P 150.00
- 2 SERVICE APPLICATION SECTION [ Ground Floor ]
  - a DESK - 1 (for creation of Temporary Customer's Profile/Database)
  - b FOR PHOTO CAPTURE THRU ZCWD WEBCAM
  - c FOR INSPECTION SCHEDULE (w/in 2 days from Submission Date)
  - d PROCESSING OF INSPECTED APPLICATION DOCUMENTS (Targeted time for payment is 3 days from successful Site Inspection)
  - e OIC, CSD - Recommendation for Approval of Application Docs.
- 3 COMMERCIAL SERVICES DEPARTMENT OFFICE
  - a Mngr. BAGTASOS - For Approval of Application Docs.
- 4 SERVICE APPLICATION SECTION [ DESK - 1 ] - release of Approved Docs
- 5 ACCOUNTING SECTION [ 3rd Floor ]
  - a Preparation of MATERIALS STORE REQUISITION
  - b PRE-AUDIT OF MATL'S / CHARGES FOR THE APPLIED CONN.
- 6 TREASURY SECTION [ 4th Floor ] - Payment of Appropriate Charges
- 7 AGM, FINANCE GROUP - For Approval of Materials Store Requisition
- 8 SERVICE APPLICATION SECTION [ DESK - 2 ]
  - Turn-over of PAID APPLICATIONS and RETRIEVAL of Owner's Copy

NOTE: KINDLY READ THE ROUTING SLIP FOR MORE INFO.