

Republic of the Philippines
VICTORIAS CITY WATER DISTRICT
Quirino St., Victorias City, Negros Occidental

APPLICANT DATA SHEET

NEW SERVICE APPLICATION

DATE: _____

SERVICE RE-APPLICATION

M.O. #: _____

PICTURE 2 x 2

APPLICANT INFORMATION

LAST NAME : _____
FIRST NAME : _____
MIDDLE NAME : _____
ADDRESS : _____
TEL./CEL. NO. : _____ GOV'T. ISSUED ID : _____
OCCUPATION : _____ ID NO. : _____
COMPANY ADDRESS : _____
COMPANY TEL. NO. : _____ ANNUAL GROSS INCOME: _____
DATE OF BIRTH : _____ PLACE OF BIRTH : _____
SEX : _____ CIVIL STATUS : _____
CITIZENSHIP : _____ EMAIL ADDRESS : _____
NUMBER OF CHILDREN: _____ NO. OF HOUSEHOLD MEMBERS: _____

NAME OF SPOUSE (If Married)

LAST NAME : _____
FIRST NAME : _____
MIDDLE NAME : _____
TEL./CEL. NO. : _____ GOV'T. ISSUED ID : _____
OCCUPATION : _____ ID NO. : _____
COMPANY ADDRESS : _____
COMPANY TEL. NO. : _____ ANNUAL GROSS INCOME: _____

RESIDENCE STATUS:

Rent:

Own:

Others: Specify: _____

IF RENT, WRITE THE FULL NAME OF THE OWNER

LAST NAME : _____
FIRST NAME : _____
MIDDLE NAME : _____

I hereby authorize the above-mentioned name to apply for a service connection to my house/building.

Signature of Owner

PURPOSE OF WATER SERVICE APPLICATION

**REPUBLIC OF THE PHILIPPINES
VICTORIAS WATER DISTRICT
Quirino Street, Victorias City
Negros Occidental**

METER ACCOUNTABILITY INVOICE AND ACCESSORIES

TO: ----- M.O. # -----
ADDRESS: ----- MIA # -----
WM SERIAL #: ----- DATE: -----
=====

TERMS AND CONDITIONS

In consideration for the above mentioned meter and meter stand, receipt of which is hereto acknowledge and I hereby agree:

That I have read and fully understand the provisions of Section 16, 17 & 18 of P.D. 198, the Rules and Regulations regarding meter, and to be bound by it the provisions of which are reproduced hereof.

EXCERPTS FROM THE MINUTES OF THE REGULAR BOARD MEETING OF THE VICTORIAS WATER DISTRICT PER RESOLUTION NO. 20, DATED JUNE 29, 1993.

1. **WATER METER-** All water connections must be metered. The meter shall be placed at an accessible place and shall at no time be obstructed and shall be near to the water main as may be practiceable. All meters connected with the supply shall be under the control of, tested and sealed by the district and shall not be removed, relocated or otherwise changed without the knowledge and consent of the District.
2. **METER READING-** An authorized Meter Reader shall make meter reading monthly. However, a special reading may be made upon the request of the consumers in case where a property changes ownership or tenant. Such reading shall be entered upon a house card, which shall be tackled in a convenient and safe place, as near to the meter as possible.
3. **DAMAGE TO METER-** The water consumer shall be held liable for any damage to the meter due to his negligence or carelessness. It shall be the responsibility of the owner of the property to protect the meter and the inlet valve as a result of such physical damage shall be included in the next bill.
4. **METER TESTING-** When the accuracy of the meter is questioned, the district upon request will cause an official test to be made at its own expense. The consumers shall be notified of the time and place of such test or may be present before the District will make such test. The meter shall be tested on variable rated delivery and if the average registration is more than FIVE (5) percent in excess of the actual quantity of water passing through the meter, the District shall refund to the consumer the overcharge based on the month when the complain was made unless it can be shown that the error was due to some cause for which the data can be fixed. In this case, the overcharge shall be computed back to and not beyond such time. The consumer shall pay the amount of ONE HUNDRED PESOS (P100.00) upon request of such test as service charge.

ATTESTED:

CONFORMED:

ENGR. ABRAHAM J. DE DIOS JR.
General Manager

Signature of Consumer

VICTORIAS CITY WATER DISTRICT
Victorias City, Negros Occidental

SERVICE APPLICATION AND CONSTRUCTION ORDER

APPLICANT: _____

ACCOUNT NO. _____

SERVICE ADDRESS: _____

I hereby apply for a water service connection, size _____
to be located at _____

I understand that installation of water connection will not be made until it is approved and all charges are paid. I assume responsibility for the meter and all water that passes through the connection. I will conform to the Rules & Regulations of the Victorias Water District.

Applicant's Signature _____

Date _____

INVESTIGATION RESULTS OF APPLICATION

System is / / Adequate
/ / Not Adequate
/ / Others

INVESTIGATED BY: _____

REMARKS: _____

A S S E S S M E N T S D U E

Application & Investigation Fee P
Installation Fee (Labor & Materials) _____
Other Charges: _____
Materials (excess/personal) _____
Reconnection Fee _____
Guarantee Deposit _____
Water Bill Account _____

TOTAL ASSESSED FEES ----- P

P A Y M E N T S

DATE: _____
O/R # _____
AMOUNT _____

SKETCH OF LOCATION OF THE PROPOSED SERVICE CONNECTION:

APPROVED FOR CONSTRUCTION:

INSTALLED BY:

LINOT. BASCUG
Division Manager

Date of Approval: _____

_____ Plumber

Date Installed: _____

SERVICE CONNECTION RECORDS:

Service Connection # _____

Water Meter Size _____
Serial Number _____
Initial Reading _____

INSPECTED & APPROVED BY:

DANILO N. ESPERA
Water Utilities Development Officer

Victorias City Water District
 Victorias City, Negros Occidental

Memo Number: _____
 Date: _____
 Bill Number: _____
 Zone No.: _____

BILLING ADJUSTMENT MEMO

Concessioner: _____
 Account Number: _____

EXPLANATION

AS BILLED	SHOULD BE	INCREASE (DECREASE)	ACCOUNT			
			TITLE	No.	Debit	Credit
cu. m	cu. m	cu. m	Accounts Receivable			
WB			Income from Waterworks System			
PEN						
ARR						
OTHER AMOUNT						

Prepared By:

Approved By:

PANISALES, ERNESTO JR. P.

BASCUG, LINO CORNELIO CECILIO T.
 DIVISION MANAGER C

Doc. Date: _____



**VICTORIAS CITY WATER DISTRICT
APPLICATION FOR
SENIOR CITIZEN DISCOUNT AVAILMENT**

NAME: _____ **CODE NO.** _____

DATE OF BIRTH: _____ **ACCOUNT NO.** _____

DOCUMENTARY REQUIREMENTS SUBMITTED:

- APPLICATION LETTER**
- PICTURE HOLDING THE LATEST NEWSPAPER**
- PROOF OF RESIDENCE/BARANGAY CLEARANCE**
- VALID SENIOR CITIZEN CARD ID NO.**
- AUTHORIZATION LETTER**
(IF APPLYING THROUGH REPRESENTATIVE)
- GOVERNMENT ISSUED ID**
(OF THE REPRESENTATIVE)

CONDITIONS FOR AVAILMENT:

1. THE SENIOR CITIZEN MUST BE A RESIDENT OF THE HOUSEHOLD.
2. CONSUMPTION SHOULD NOT EXCEED 30 CUBIC METERS.
3. THIS IS GRANTED BY HOUSEHOLD REGARDLESS OF THE NUMBER OF SENIOR CITIZENS LIVING THEREIN.
4. METER REGISTRATION SHOULD BE IN THE NAME OF THE SENIOR CITIZEN FOR A PERIOD OF ONE (1) YEAR.
5. THE APPROVED APPLICATION ID VALID FOR A PERIOD OF ONE (1) YEAR AND SUBJECT FOR RENEWAL.

SIGNATURE OVER PRINTED NAME OF THE APPLICANT

DATE

EDSEL J. MOYANI
EVALUATED BY

LINO T. BASCUG
RECOMMENDED APPROVAL

ABRAHAM J. DE DIOS JR.
APPROVED

VICTORIAS CITY WATER DISTRICT

Victorias City, Negros Occidental

METER READING SCHEDULE FOR THE MONTH OF

Zone	Reading Date	Due Date	Penalty Date	Discon. Date
011	_____	_____	_____	_____
021	_____	_____	_____	_____
031	_____	_____	_____	_____
032	_____	_____	_____	_____
041	_____	_____	_____	_____
042	_____	_____	_____	_____
051	_____	_____	_____	_____
061	_____	_____	_____	_____
071	_____	_____	_____	_____
072	_____	_____	_____	_____
081	_____	_____	_____	_____
082	_____	_____	_____	_____
091	_____	_____	_____	_____
101	_____	_____	_____	_____
111	_____	_____	_____	_____
121	_____	_____	_____	_____
122	_____	_____	_____	_____
131	_____	_____	_____	_____
141	_____	_____	_____	_____
151	_____	_____	_____	_____
161	_____	_____	_____	_____
162	_____	_____	_____	_____
163	_____	_____	_____	_____
171	_____	_____	_____	_____
172	_____	_____	_____	_____
181	_____	_____	_____	_____
182	_____	_____	_____	_____
191	_____	_____	_____	_____
192	_____	_____	_____	_____
201	_____	_____	_____	_____
202	_____	_____	_____	_____

VCWD Requirement for New Connection

1. Photocopy of one (1) valid government issued ID with three (3) specimen signatures and present the original ID
2. Barangay Clearance
3. Proof of ownership of property or authorization from the owner of property with proof of ownership
4. One (1) 2 x 2 ID picture
5. Vicinity Map

VCWD Requirement for New Connection

5. Photocopy of one (1) valid government issued ID with three (3) specimen signatures and present the original ID
6. Barangay Clearance
7. Proof of ownership of property or authorization from the owner of property with proof of ownership
8. One (1) 2 x 2 ID picture
9. Vicinity Map

VCWD Requirement for New Connection

11. Photocopy of one (1) valid government issued ID with three (3) specimen signatures and present the original ID
12. Barangay Clearance
13. Proof of ownership of property or authorization from the owner of property with proof of ownership
14. One (1) 2 x 2 ID picture
15. Vicinity Map

VCWD Requirement for New Connection

1. Photocopy of one (1) valid government issued ID with three (3) specimen signatures and present the original ID
 2. Barangay Clearance
 3. Proof of ownership of property or authorization from the owner of property with proof of ownership
 4. One (1) 2 x 2 ID picture
- Vicinity Map

VCWD Requirement for New Connection

6. Photocopy of one (1) valid government issued ID with three (3) specimen signatures and present the original ID
7. Barangay Clearance
8. Proof of ownership of property or authorization from the owner of property with proof of ownership
9. One (1) 2 x 2 ID picture
10. Vicinity Map

VCWD Requirement for New Connection

1. Photocopy of one (1) valid government issued ID with three (3) specimen signatures and present the original ID
2. Barangay Clearance
3. Proof of ownership of property or authorization from the owner of property with proof of ownership
4. One (1) 2 x 2 ID picture
5. Vicinity Map

VCWD Materials Needed for Installation of New Connection

- 1 pc – Gate Valve ½ (brass)
- 2 pcs – Adaptor ½ I.S.O
- 1 pc – Faucet ½
- 1 pc – Coupling ½ - G.I

VCWD Materials Needed for Installation of New Connection

- 1 pc – Gate Valve ½ (brass)
- 2 pcs – Adaptor ½ I.S.O
- 1 pc – Faucet ½
- 1 pc – Coupling ½ - G.I

VCWD Materials Needed for Installation of New Connection

- 1 pc – Gate Valve ½ (brass)
- 2 pcs – Adaptor ½ I.S.O
- 1 pc – Faucet ½
- 1 pc – Coupling ½ - G.I

VCWD Materials Needed for Installation of New Connection

- 1 pc – Gate Valve ½ (brass)
- 2 pcs – Adaptor ½ I.S.O
- 1 pc – Faucet ½
- 1 pc – Coupling ½ - G.I