

DISCONNECTION OF WATER SERVICE

About the service:

This is done when a concessionaire has 2months arrears on his/her water bill and other liabilities with the District which after a served notice, no action was taken by the concessionaire..

Requirements:

notice - 2 months unpaid bill, other unpaid liabilities from the District & notice not acted upon by the concessionaire
 application for voluntary disconnection

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS		IT WILL TAKE YOU (under normal circumstances)	FEE	CONCERN JWD EMPLOYEE
1	Verification of payments (with explanation if needed)	10 min		Agnes Rodriguez /Alternate Cashier / Engr. Edgardo G. Terrado
2	Issuance & Delivery of Disconnection notice & Other Notice(w/ 5 days <i>grace period to settle the matter</i>)	1 hr		Joselito R. Royo / alternate Plumber / concerned meter reader
3	Delivery of Maintenance order(<i>served day after the given grace period of the Disco notice</i>)	1 hr		Joselito R. Royo / alternate Plumber / concerned meter reader
4	Disconnection of water connection (right after the delivery of maintenance order)	30 min		JOselito R. Royo / Alternate Plumber

note: *during application for voluntary disconnection, all dues from the District must be paid first and it will be advisable that the disconnection will be done right after the meter reading schedule.Delivery of notice varies on the distance, but disconnection notices are served after the 2nd month due date of the unpaid bill.*