



MUNICIPALITY OF TUBIGON

**CITIZEN'S
CHARTER**





WATERWORKS OFFICE

ADMINISTRATIVE SERVICES





3. REQUEST FOR RECONNECTION/DISCONNECTION

To provide access to potable water supply and dedicated service of safe and adequate water within the area of operation for the benefit of its constituents as its primary concern.

Office or Division:	WATERWORKS OFFICE		
Classification:	SIMPLE		
Type of Transaction:	G2C-Government to Client		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1) Re connection / Dis connection Form		Waterworks Office	
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME
1) Submit filled out designated form for evaluation	Check on the database client dues/arrears		3 minutes
1. Submit the evaluated form to Waterworks Superintendent for immediate response	Accept payment & release OR	150	5 minutes
TOTAL:		None	8 minutes