



**MUNICIPALITY OF TUBIGON**

**CITIZEN'S  
CHARTER**





# **WATERWORKS OFFICE**

## ADMINISTRATIVE SERVICES





**1. APPLICATION OF MEMBERSHIP FOR WATER CONNECTION**

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. Barangay Clearance 2. Membership Form		Barangay Waterworks Office	
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME
1. Submit barangay clearance and filled out membership form for evaluation	Evaluates and reviews filled out form		3 minutes
2. Submit the evaluated form and conduct joint site inspection	Check and review filled out form		5 minutes
3. Submit evaluated form to Waterworks Superintendent for final approval	Approved/Sign the membership form		1 minute
4. Upon approval, proceed to cashier for membership fee	Accept payment & Issue /release OR	150	2 minutes
TOTAL:			11 mins.