

Republic of the Philippines  
Province of Cagayan  
**MUNICIPALITY OF IGUIG**



**OFFICE OF THE IGUG WATERWORKS  
SYSTEM**  
**External Services**

Republic of the Philippines  
Province of Cagayan  
**MUNICIPALITY OF IGUIG**



**1. WATER CONNECTION APPLICATION AND INSTALLATION**

This is a utility service which provides potable water and other uses for the convenience of the constituents.

<b>Office or Division:</b>	Office of the Iguig Waterworks System			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen G2B- Government to Business G2G- Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Clearance (1 original copy)		Office of the Punong Barangay		
2x2 ID Picture (1 piece)		Client		
Application form (2 original copies)		Office of the Iguig Waterworks System		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits complete requirements.	1. Assesses the requirements for approval of the application.  1.1 Issues order of payment.	None	5 minutes	<i>Chona C. Bucatan</i> <i>Administrative Aide 1</i> Office of the Iguig Waterworks System  Noted: Engr. Eliseo B. Tannagan
2. Pays required fees.	2. Issues official receipt.	2, 500.00	5 minutes	<i>Rowena B. Matammu</i> <i>Revenue Collection Clerk I</i> Office of the Iguig Waterworks System

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<p>3. Receives inspection notice.</p>	<p>3. Conducts inspection.</p>	<p>None</p>	<p>1 day</p>	<p><i>Leomer S. Caballes</i>  <i>Administrative Aide I</i>                      Office of the Igug Waterworks System</p>
<p>4. Purchases needed materials for the water connection.</p>	<p>4. Conducts installation.</p>	<p>None</p>	<p>1 day</p>	<p><i>Leomer S. Caballes</i>  <i>Administrative Aide I</i>                      Office of the Igug Waterworks System</p>
<p><b>TOTAL</b></p>		<p>2,500.00</p>	<p>2 days and 10 minutes.</p>	

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**2. WATER BILLS PAYMENT**

Payments shall be done in the office of the Iguig Waterworks System and or to the Bill-Collectors.

<b>Office or Division:</b>	Office of the Iguig Waterworks System			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen G2B- Government to Business G2G- Government to Government			
<b>Who may avail:</b>	All Consumers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Water Bill (1 original copy)		Client Copy		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Presents Water Bill Notice.	1. Issues official receipt.	As per billing notice	5 minutes	<i>Rowena B. Matammu</i> Revenue Collection Clerk / Office of the Iguig Waterworks System
<b>TOTAL</b>		As per Billing notice	5 minutes	

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### 3. WATER REPAIRS AND MAINTENANCE REQUEST

This office provides services on repairs and maintenance of the installed pipes and other installations as per request.

<b>Office or Division:</b>	Office of the Iguig Waterworks System			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen G2B- Government to Business G2G- Government to Government			
<b>Who may avail:</b>	All Consumers			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Request Form (2 original copies)			Iguig Water System Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits request form.	1. Receives and processes the request.	None	2 minutes	<i>Leomer S. Caballes</i> <i>Administrative Aide I</i> Office of the Iguig Waterworks System
	2. Conducts inspection.	None	4 hours	<i>Leomer S. Caballes</i> <i>Administrative Aide I</i> Office of the Iguig Waterworks System
	3. Issues bill of materials.	None	3 minutes	<i>Leomer S. Caballes</i> <i>Administrative Aide I</i> Office of the Iguig Waterworks System

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2. Purchases materials.	1. Conducts repairs.	None	1 day	<p><i>Leomer S. Caballes</i>  <i>Administrative Aide I</i>                  Office of the Iguig Waterworks System</p>
<b>TOTAL</b>			1 day and 4 hours and 5 minutes.	