

Request for Tributary/Lateral Lines

Schedule of the Availability of the Service:

Monday - Friday 8:00 to 5:00 pm

Who may avail of the Service:

Group of individuals who are interested to avail of the services of TCWD

What are the requirements:

1. Letter request duly signed by the Brgy. Chair/Sitio President or Group Leader
2. Attach signatories of interested concessionaires
3. Minimum number of 15 interested concessionaires
4. Sketch (indicating proximity to brgy road/road right of way duly declared by the brgy)
5. For right of way traversing through a private property, Deed of donation executed by the owner

Duration:

1. Approval or disapproval of request within 15-20 days from receipt
2. Implementation of approved requests within 4 - 6 months from receipt of request

How to avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal)	Person in Charge	Fees	Form
1	Submit letter request duly signed by the Brgy Chair/Sitio President or Group Leader together with the signatures of residents/applicants to the General Manager	1. Assess TCWD capacity to serve with regards to water supply availability, proximity to existing water facility installations, estimate of investment requirement and confirmation of road right of way clearance in coordination with other Divisions concerned;	15 working days	Engr. A. Abella Acting Engrng and Operations Dept. Manager	None	Work Order & Inspection
2		<p>2. If not viable : Return request in writing informing reasons of disapproval</p> <p>If viable:</p> <p>a. Endorse to Engineering Division for preparation of Program of Work and Cost Estimates</p> <p>b. Approval of POW & Cost Estimates</p> <p>c. Endorse to Board of Directors for funding</p> <p>d. Procurement of materials & labor</p>	<p>1 week from receipt</p> <p>2 days from submission</p> <p>15 working days</p> <p>if Public Bidding - 45 Working days</p> <p>if Shopping - 15 to 30 working days</p>	<p>FR Abellana General Manager</p> <p>Engr. MD Cabante Engrg Div Mgr</p> <p>FR Abellana General Manager</p> <p>Board of Directors</p> <p>Bid & Awards Committee (AVMercader) Procurement Section</p>	none	<p>Program of Work</p> <p>Supplemental Budget/BOD Resolution</p> <p>Bid documents/Purchase Order</p>