

VISION

MKWD envisions an economically viable public utility firm whose index of success is customer satisfaction in the provision of adequate, safe, potable and affordable water for Kidapawan City, Makilala, Magpet and Matalam service areas.

MISSION

The provision of cost effective services and environmentally sensitive management of water resources that is committed to service development and self reliance.

GOAL

MKWD aims for the protection, preservation and sustainability of our water resources. We will always adhere to sound practices in the management of the natural environment and watershed recharge areas.

FOREWORD

The Utility Rules and Regulations (URR) has been adopted by the Board of Directors of Metro Kidapawan Water District (MKWD) as a general guideline for management and staff on the operation and maintenance for an efficient water system, as well as to provide safe and sufficient potable water for the satisfaction of customer.

The URR gives information on rules and policies for application of service connection, its maintenance, billing, water rates and miscellaneous service charges.

THE UTILITY RULES AND REGULATIONS

The Board of Directors of Metro Kidapawan Water District (MKWD) does ordain as follows:

*Section 1. **Title.***

The Utility Rules and Regulations (URR) of Metro Kidapawan Water District (MKWD).

*Section 2. **Scope.***

Rules and Policies indicated herein shall apply to all water customers and constituents who wish to avail the services of the water district.

*Section 3. **Words and Phrases.***

For purposes of these regulations, all words used in the present tense shall include the future; all words in the plural shall include the singular and all the other way around.

*Section 4. **Definition of Terms.***

As stipulated in this URR, the following terms shall mean:

*4.1 **Accredited Plumber*** – an MKWD labor only contractor whose skill is to install, repair and maintain piping, fittings and fixtures involved in the distribution and service lines

*4.2 **Board*** - The policy making body of Metro Kidapawan Water District

*4.3 **Bulk Water*** – water supplied to retail water utilities through water carriers and associated infrastructure including pumping stations, reservoirs and pipe lines

*4.4 **Co-Maker*** – a person who guarantees another individual's account including its financial obligations to the District

4.5 Commercial – A type of connection utilizing water from the services of the Water District for business operations

4.6 Cross Connection – actual or potential connections between a potable and non potable water supply that may contribute to the degradation of the quality of water inside your home or business

4.7 Dead Meter – a non-functioning water meter

4.8 Disconnection – to terminate a service connection

4.9 Distribution Line - pipe lines owned and operated by the water district located on public Right of Way (ROW), streets or private properties with Right of Way (ROW) which is used in distribution of water to the service line

4.10 Fast Meter – upon test of water meter and found to register more than the actual discharge

4.11 Leak Meter – a leaking water meter

4.12 Levy – an amount of money that must be paid to the Water District

4.13 Main Line – means a line that serves as a common source of supply for more than one distribution line

4.14 Maintenance Order (MO) – a type of request issued for a particular activity that requires maintenance action and is free of charge.

4.15 Management - This refers to the key personnel who runs the day-to-day affairs of the Water District. (all managerial positions)

4.16 Master List – The Official List of Registered Customer of the Water District.

4.17 Master Meter - a device use to measure the quantity or rate of water flowing within the commercial establishments, malls, apartment complex, and community with more than one (1) household or its equivalent

4.18 Miscellaneous Service Charges (MSC) – This refers to the cost of labor, materials, transportation expenses, supervision, engineering cost and all other necessary overhead expenses indicated on the URR and other tariffs officially approved by the Board

4.19 Potable water – water that is safe to drink and is fit for human consumption

4.20 Pounds per square inch (psi) – unit of measurement for pressure used by the District as reference

4.21 Reclassification of Connection – a change of one classification to another as provided in this URR, particularly for the purpose of its type of utilization

4.22 Reconnect – the process of reconnecting disconnected accounts to the service line after all necessary fees and requirements are settled and complied

4.23 Residential Connection – A type of connection that only serves a single residence with a primary family or an individual

4.24 Safe Water – is treated water that has been tested free from harmful and potentially harmful substances and has met or exceeded drinking water quality standards

4.25 Service Connection – The pipeline connected from main water supply line to the water meter stand

4.26 Service Line – A pipe connecting the service structure to the water meter

4.27 Service Request (SR) – a type of request issued for a particular activity that requires fee as per approved Miscellaneous Service Charge

4.28 Sharing Water – the act of providing or extending water supply without the knowledge of water district and/or as specified in the applicant service contract

4.29 Single Family – A family comprises of father, mother and unmarried children

4.30 Stolen Water Meter – A water meter intentionally detached or taken

4.31 Tampering – intervening with a water meter or equipment causing damage or unnecessary expense to the utility

4.32 Transfer Connection – the act to relocate existing water connection to new location

4.33 Transfer Meter Stand – an act to relocate existing water meter stand to new location based on MKWD standards

4.34 Transfer Source – an act to transfer existing water source to another water source. This usually refers to the tapping point

4.35 Transmission Line – means any pipeline conveying raw or treated water from source or remote storage facility to a treatment plant and/or distribution storage tank

4.36 Voluntary Disconnection – water connection voluntarily requested by the customer for disconnection upon payment of closing bill and other corresponding fees.

4.37 Water District – This refers to the Metro Kidapawan Water District (MKWD), a Government Owned and Controlled Corporation based on the Supreme Court's Decision on G.R. Nos. 9523738 which was promulgated on September 13, 1991

Resolution. The creation was by virtue of Sangguniang Panlalawigan of Cotabato Resolution No. 122 and P.D. 198, as amended.

4.38 Water Meter – A water meter is an instrument used for recording the quantity of water passing through a service line.

Section 5. Size and Location of Service Connection.

Metro Kidapawan Water District reserves the right to determine the size of service connections, source of supply, water meter size and its location with respect to the boundaries of premises to be served.

The location of the water meter must be near the MKWD main or distribution line where it will be convenient for MKWD personnel to access during reading, repairs and disconnection.

Service connection installation from the district mains to the water meter shall be within a public road and/or outside a private property. Unless supported by legal documents, pipelines before and including the water meter must be located outside the private lot for maintenance purposes.



Section 6. Required Fittings for Service Connections.

Every service connection installed must be based on the standard design established by the MKWD. Refer to "Annex D" for the Standard Individual Connection

Section 7. Pressure Conditions.

All applicants for new service and transfer connections must adhere to water supply and pressure conditions on the distribution system where the location of the proposed connection is applied.

Applicants understand that the Water District is relieved from any liabilities on damages arising out of low and high pressure conditions and interruption of water services.

For two storeys and above residential, commercial or industrial structures, applicants are required to install or construct an elevated water tank to ensure adequate water supply even during peak hours.

Provision of water storage (elevated tanks or pressure tanks) and pumps (as deemed necessary), which will be determined during the pre-application stage.

Exempted to water storage tanks are 1-bedroom residential houses.

Please see Annex E for Standards on Pressure Tank System

Section 8. Application for Service Connection.

A person, firm or corporation, either public or private, may avail of the services of water district provided that the following requirements are complied with, to wit:

8.1 Payment for application fee and/or guarantee deposit.

Note: *Transient applicants are required to pay the amount of Ten Thousand Pesos (P 10,000.00) as guarantee deposit which can be withdrawn after the completion of the project.

*Transient applicant refers to temporary service connection installed for purposes of construction, special occasion and other related request for a definite period of time.

8.2 All applicants (new connection and transfers) will undergo Orientation first before complying necessary documentary requirements.

8.3 A Requirement Data Sheet (Annex A) will be provided to applicants. This contains the list of requirements and a space for the location sketch map.

8.4 Payment for new connection and transfers transactions must be made using Package Options (Annex B)

8.5 Applicants with more than one active connection, orientation seminar is required if the date of last application is more than three years.

8.6 No proxy is allowed during the orientation seminar.

8.7 All unpaid accounts of previous owner or customer where the service line will be connected shall be settled prior to the installation of service connection.

8.8 Requirements for new applicant and 6-month and above disconnected connection:

Residence Certificate
Latest ID Picture 2"x2"
Valid Identification Card

* If applicants are not available to appear in person the following requirements shall be complied with;

Special Power of Attorney (SPA)
Contact Number (Mobile or Telephone Number)
E-mail address
Barangay clearance

* For Business purposes the following are required:

Business Permit
Special Power of Attorney (SPA)
Contact Number (Mobile or Telephone Number)
Email Address

8.9 Application for service connection on apartments, commercial buildings, duplex type residential buildings and other related establishment with multiple water meters under particular ownership must be applied by the owner itself.

8.10 New connection which will be attached to existing service connection must secure authorization from the principal connection.

8.11 Master meter must conform to the standards and specifications derived by the Planning and Design Division (PDD).

8.12 For applicants for new service connection that will traverse streets/roads, bridges, private or public properties must secure Right of Way (ROW) permit prior to its installation.

8.13 All applicants for new service connection with lease status of occupancy will be **supported by a letter of certification from the owner with active account as CO-MAKER.**

8.14 The following additional submissions are necessary for the tenant/rental condition:

- Copy of Leasing Contract
- Owner's Authorization (to transact)
- Special Power of Attorney (SPA) or an equivalent legal document

8.15 All new service connections are required to pay a service connection guarantee deposit of at least three (3) months water bill based on the computation provided as follows;

a. Residential	P 950.00
b. Government	P 5,000.00
c. Commercial / Industrial	P 4,400.00
d. Semi-Commercial (A, B and C)	P 2,200.00
e. Other Conditions	To be computed by ECD

Section 9. Water District Applicant Contract.

The MKWD applicant contract with affixed signature shall serve as the binding agreement between the water district and the service connection applicant which includes all provisions specified on the service contract, URR and MOA regarding the status on water supply services (if applicable).

The MKWD applicant contract includes the following:

1. The applicant must conform and abide with the METRO KIDAPAWAN WATER DISTRICT (MKWD) Utility Rules and Regulations (URR);
2. The METRO KIDAPAWAN WATER DISTRICT (MKWD) shall install meter as provided at the address given for the applicant. Charge shall begin when the service line is installed and the meter or its equivalent is set;
3. Once the meter is installed, the diligence of good father is required of the customer to maintain its safety. In case the meter is stolen, lost and/or damaged, its replacement shall be shouldered by the customer. Provided however, that should MKWD found it deemed necessary to replace the said meter to ensure quality of water service, the MKWD may replace the same at its own cost;
4. Water bills shall be paid regularly at MKWD office or its authorized collecting banks. **Failure to receive a bill does not excuse the customer from paying its monthly bill;**
5. A water bill tended to the customer shall have corresponding due date, after due date, an additional ten percent (10%) of its amount due shall be collected. If not paid on grace period of five (5) days, an extension fee in the amount of twenty-five pesos (Php 25.00) shall be added and collected; Bills not paid for more than fifteen days from the delivery date shall be considered delinquent. A notice of disconnection shall be served allowing the customer to pay his obligation within forty-eight (48) hours, if payment is not received within that period it will be disconnected.
6. A payment in lump sum shall be applied first to bills in arrears, surcharge, expenses and penalties before application to current obligation;
7. Water meter found to be unserviceable or malfunctioning (fast meter, dead meter, leak meter), the average consumption of the customer for three (3) previous months or six (6) months previous which ever is higher will be basis of consumption for subsequent bills;
8. MKWD is not responsible for interruption of the service for causes beyond its control and not be liable for the damages it may cause;
9. The MKWD or its authorized representative/s shall be allowed to enter the premises of the customer for purposes of inspection, plumbing connections, reading meter, disconnection as specified in their maintenance order/service request;
10. Cross connection from a water supply source not connected to the water district main/distribution line is strictly prohibited.
11. The customer shall maintain pipes and fixtures after the meter. While the pipes and fixtures laid before the meter except for the ball valve will be maintained by MKWD.
12. Customer status shall remain permanent unless there will be a request and corresponding investigation regarding the service connection.
13. In the event that the applicant is only a tenant or does not own the house, the owner of the house or building will be jointly and severally liable with the applicant;
14. If the service connection installed in the same address found to have an unpaid account, MKWD reserves the right to disconnect the service connection unless settled.

15. Disconnected connections for more than six (6) months are required to pay the following:

- a. Reconnection fee
- b. Unpaid Accounts (depending on the terms for deferred payment)

Section 10. Types of Service Connection

10.1 Service Connection

10.1.1 Only MKWD Accredited Plumbers are authorized to install service connections to ensure that installation is following the District's standards and specifications.



10.1.2 Cross connection to a private reservoir/tank, community mains or distribution line and other water service provider tapped before the water meter is strictly prohibited. Such act shall constitute an illegal activity.

10.1.3 Vertical pipe with 25mm in diameter designed for clustered water meters must be limited to 6 service connections only.

10.1.4 Allowable number of service line per single connection from the main is limited to two (2) connections only (attached connection); provided that necessary authorization must be secured from the principal customer.

The location of the water meter must be along the distribution lines for accessibility of MKWD personnel.

In the case of pipes traversing across the road, applicants are responsible for excavation and encasing expenses

10.1.5 All of the water meters has to be installed in a direction that is adjacent to the main lines or transmission lines (the utility line), and it is specifically prohibited for any of the water meters to be installed in a direction that is opposite to the utility line. (See Annex H for Water Meter Placement)

10.1.6 Installing all vertical outlets in places where MKWD personnel may visibly see them is mandatory. A specific area, such as a corner of the lot, is included

10.1.7 In addition to the requirements for new and transfer connections, an applicant is required to submit a Plumbing Layout Plan printed on legal-sized bond paper (8.5" x 13") and officially signed and sealed by a Civil Engineer or Registered Plumber.

10.1.8 All service connections within a commercial building shall be applied and named after the owner of said establishment.

10.1.9 Memorandum of Agreement (MOA) is required to all areas with less than the minimum required pressure of 10 psi.

10.2 Master Meter - a device use to measure the quantity or rate of water flowing within the commercial establishments, malls, apartment complex, and community with more than one (1) household.

10.2.1 Master Meter must be installed on the following service connection:

- a. Malls and Other Commercial Establishments – a large building or series of connected buildings containing a variety of retail stores and restaurants.
- b. Subdivisions – the division of a lot, tract, or parcel of land into two or more lots, plats, sites or other division of land.
- c. The Density of the Number of Connection with Respect to the Total Length of the Distribution Line (Ratio: 25 conn: 500 meters DL).
- d. Any areas or establishments duly recommended by the district.

10.2.2 All Master Meter will be provided by the customer subject for calibration of the district.

10.2.3 Sizes and standards of master meter must be predetermined by the district.

10.2.4 All master meters found to be defective and beyond repair must be replaced by the customer if the said appurtenance has transcended more than five (5) years in operation

10.2.5 All master meters damaged due to negligence and other reason such as stolen, burned, broken on other physical factors replacement will be at the expense of the customer.

Section 11. Customer's Obligations.

11.1 On Payment

11.1.1 Payment of water bills and other miscellaneous charges shall be made at the office of MKWD or through its authorized collecting banks (for current water bills) only.

11.1.2 Collection schedule for Magpet, Makilala and Matalam service areas are indicated in the customers' water bill wherein payment can be made in these designated areas.

11.1.3 Registered enterprises from June 2005 onwards with an investment value or capitalization of One Million Pesos (P1,000,000.00) or more, shall be granted a ten percent (10%) discount on its water bills for the first 3 years of operation, provided however that the water bills shall be paid within seven (7) working days after its billing date. Furthermore, minimum consumption of said business enterprise must be 50 cubic meter per month.

11.2 On Billing and Disconnection

11.2.1 Customers are given fourteen (14) calendar days or two weeks **from its billing date** to pay their water bills on time. Starting on its 16th day, a surcharge of ten percent (10%) will be added on to the water bill.

11.2.2 Customers who fail to pay the water bill **five (5) days after due date** shall pay an extension fee of Twenty Five Pesos (P 25.00) for every delinquent water bill for the pursuit of such delinquency.

11.2.3 If after twenty (20) days **from the date of billing** and the water bill remains unpaid, water service will be disconnected without prior notice and this will only be reconnected after the requirements are complied with.

11.2.4 Failure to receive water bill does not relieve a customer of liability. Any amount shall be deemed a debt to MKWD.

11.2.5 Each customer must provide a bill box where water bill can be dropped prior to installation of service line.

11.2.6 Any connection installed before the scheduled reading date of a particular zone shall be billed accordingly.

11.2.7 Any request for voluntary disconnection after the reading date shall incur a closing bill and shall be settled before disconnection.

11.2.8 A disconnected connection not reconnected within the month shall incur a closing bill.

11.2.9 If water connection is to be transferred to other areas, the customer has to pay first inspection fee and closing bill before the request will be acted upon. Other charges incurred during the activity shall be charged to bill.

11.3 On Water Meter

11.3.1 The location of the water meter must be within the 7.5 meter distance from MKWD mainline or distribution line for accessibility of MKWD personnel during reading, repairs and disconnection.

11.3.2 It is the sole responsibility of customer to protect their water meter from physical damage. Any damage to the water meter arising from negligence or carelessness shall be borne by the customer except when damage is caused by wear and tear.

11.3.3 Water meters stolen or lost, the customer has to bear the cost for the replacement.

11.4 Dilapidated Pipes After Water Meter

11.4.1 Maintenance of water service line after the meter must be shouldered by the owner. If found to be dilapidated pipes and

that is hazardous with high risk for contamination it must be replaced by the owner.

11.5 Promissory Notes

Customer opted to request for extension of payment thru promissory notes will be given 7 days from the date the promissory note was made. Failure to settle their accounts the District will disconnect their service connection.

Section 12. Maintenance of Service Connections.

The Water District shall maintain service line before the water meter. From the water meter, maintenance will be borne by customer. All pipes and fittings including gate valves, control valves and other water supply materials shall be provided by the customer. Any services of an MKWD Accredited Plumber will be charge to the customer based on approved tariff on charges.

Section 13. Disconnection of a Service Connection.

The Water District may disconnect a service connection on the following reasons:

- Non-payment of the water bills and water meter
- Voluntary disconnection
- Illegal connections (tampering of meters, water pilferage and other similar acts)
- Violation of provisions stated on service contract and URR
- Identified risk/hazard within the service line

Section 14. Reconnection.

A disconnected connection can be activated only upon payment of the necessary fees to Water District. Disconnected water meter must undergo calibration before it will be installed. Further, all

customers with disconnected connection will undergo re-orientation seminar before reconnection.

Section 14.2 Cut-off time for disconnection and reconnection is 4:00 o'clock in the afternoon.

Section 14.3 All fittings/materials required during reconnection will be shouldered by the customer.

Section 14.4 Reconnection of disconnected accounts are required to pay a service connection guarantee deposit of at least three (3) months water bill based on the computation provided as follows;

a. Residential	P 950.00
b. Government	P 5,000.00
c. Commercial / Industrial	P 4,400.00
d. Semi-Commercial (A, B and C)	P 2,200.00
e. Other Conditions	To be computed by ECD

*Section 15. **Dropped from the Master List.***

If for any reason a disconnected connection was not reconnected within six (6) months, the customer is considered "DROPPED" from the Master List of Registered Customers.

However, any unpaid accounts of an in-active connection shall be chargeable to any active connection not necessarily having the same name and upon recommendation of the investigator. Any installment payment resulting to the settlement of the inactive account must be covered by an agreement as conformed by the Division and Department Managers. Provided further, that the amount agreed upon must be more than One Hundred Pesos (P 100.00).

Customers considered Dropped from the Master list who wish to reconnect the connection will apply as new connection. The remaining balance shall be paid on an installment basis as may be determined by the District.

*Section 16. **Illegal Activities.***

The following activities are considered illegal:

- a. Installation of service connection without an approved application from the Water District.
- b. Installation of service connection by persons other than authorized personnel of the Water District.
- c. Service connection installation which is not in compliance with the Water District standards.
- d. Unauthorized reconnection of disconnected service connections.
- e. Unauthorized position adjustment, transfer or any other plumbing works from the water meter stand to the main or distribution line.
- f. Tampering of meter, usage of jumpers, water pilferage and other similar acts.
- g. The use of electrical and/or mechanical suction pump directly connected to individual service connection is strictly prohibited. Such activity is equivalent to tampering of water district property.
- h. Installation of magnetic wires and other foreign objects inside the water meter.
- i. Intentional/physical damage or any detrimental acts that will cause leak.
- j. Direct usage of pump equipment without sump.
- k. "By-pass connection" whereby water does not pass the meter.
- l. Any illegal water withdrawal from the fire hydrants.

Section 17. Tampering of Water District Properties.

It is hereby declared unlawful for any person to:

- a. Destroy, damage or interfere with any dam, reservoir, aqueduct, pipes or other water supply works, appliance, machinery, buildings or property of Water District;
- b. Do any malicious act which shall injuriously affect the quantity or quality of the water delivered by the Water District or the supply, conveyance, measurement or interference with or without the presence of Water District's personnel.
- c. Prevent, obstruct and interfere with the survey works, construction of access road, water mains, distribution network and any related works of the Water District.
- d. Tap, make or cause to be made any connections with water lines without prior authority or consent from the Water District.
- e. Tamper, install or use tampered water meters, sticks, magnets reversing water meters, shortening of vane wheels and other devices to steal water or interfere with accurate registry of metering of water usage, or otherwise result in its diversion in a manner where water is stolen or wasted.
- f. Use or receive the direct benefit of water services with knowledge that the diversion, tampering or illegal connection existed at the time of that use, or that the use of or receipt was otherwise without the authorization of the Water District.
- g. Steal or pilfer water meters, mainlines, pipes and related facilities of the Water District.
- h. Steal water for profit or resale.

- i. Knowingly possess stolen or tampered water meters.
- j. Knowingly or willfully allow the occurrence of any of the above.

Section 18. Prima Facie Evidence.

The presence of any of the circumstances other than conditions stated on Section 16 and 17 shall constitute prima facie evidence of theft, pilferage or of any unlawful acts hereof:

- a. The existence or illegal or unauthorized tapping to the water main or distribution line.
- b. The existence of any illegal connections such as a reversed meter, shortened vane wheel, bypass or other connections which adversely affect the registration of the water meter.
- c. The presence of a bored hole in the glass over of the water meter, or at the back of any part of the meter including the vertical vane.
- d. The presence of tampered or fake seals on the water meter. Inspection of a tampered water meter shall be done in the presence of the registered water customer or any person to witness the proceedings.
- e. The presence of the reversed water meter in the premises, insertion of rod, wire or sticks in the water meter, shortened vane wheel, removal or alteration of any part of the meter mechanism, use of magnet and any similar devices which interfere with the meter registration.
- f. Destruction of the water meter protection and other metering accessories.

- g. Abnormal imprints, traces or marks found in the water meter assembly.

Section 19. Special Aggravating Circumstances.

The following shall be considered as special aggravating circumstances:

- a. When the violation committed is in conspiracy with at least another person, both of whom shall be considered as principals.
- b. When the offense is committed, or in connivance with a private plumber, officer, employee of the Water District, who shall also be considered as principals.
- c. When the violation is coupled with the same from the source which is illegal, unregistered, unauthorized or a source with a tampered water meter.

Section 20. Penalties.

The Water District will conduct an investigation and evaluation on any detected and/or reported illegal connection and if prima facie evidence of theft or pilferage exists, in accordance with sections 16, 17 and 18 of the URR, the Water District will immediately disconnect the water services without need of a court or administrative order. Restoration thereof shall only be done if the provisions of this section will be followed for the first three (3) offenses.

Any person who violates Section 16, 17 and 18 of the URR shall be fined with the monetary penalties as follows:

- First Offense : P 10,000.00
- Second Offense: P 15,000.00
- Third Offense : P 20,000.00
- Fourth Offense: denial of services from the WD

The offender shall pay the cost of the water stolen plus the damages on the properties of the Water District.

If the offender is a juridical person, the penalty shall be imposed on the Chairman, President, General Manager, Administrator, and the Officers thereof who shall have knowingly permitted, or are otherwise responsible for the commission of the offense.

Any person who shall violate Section 16, 17 and 18 of the URR shall be punished by imprisonment of six (6) months to two (2) years and pay the actual cost of materials and cost of water resulted from stealing, obstruction of services and damages of properties.

Criminal and administrative charges will be filed to any plumber or employee of the Water District who provided assistance in the commission of any violation hereof. Criminal charges will also be filed to offenders using stolen water for profit or resale.

a. Computation of the Cost of Stolen Water on Service Lines

The following formula shall be used in the computation on cost of stolen water:

This shall be based on the Average Monthly Consumption from the date of the disconnection until the illegal connection or any other form of water pilferages on the service line was discovered. Computation shall include the billed amount for the stolen water with surcharge.

b. Computation of the Cost of Stolen Water on Distribution/Main/Transmission or from any Water System Appurtenances and Interference with Water Production Flow

Cost of Water = Average Water Flow x Time x Average Effective Rate of Cubic Meter

In addition, if there are property/ies of the Water District damaged during the duration of the illegal act, the actual cost of the damaged materials will be added to the total obligations.

Section 21. Incentive for Reported Illegal Connections.

Any person and/or individual reported an illegal connection, tampering of water meter, water pilferage and other similar acts will receive an incentive of 50 % percent of the penalty depending upon the type of offense made. All illegal connection reports will be treated as confidential by the Water District.

Section 22. Maintenance of Water Pressure and Shutting Down for Emergency Repairs.

The Water District is responsible for the maintenance of pressure within the system and reserves the right to discontinue the service in the occurrence of maintenance and emergency repairs.

Section 23. Fire Protection Capacity.

The Water District may install and maintain pipeline capacity and additional hydrants for fire protection purposes; provided, that prior agreement has been executed with the Bureau of Fire Protection, public entity having principal fire protection responsibility within the district whereby the Water District will be reimbursed over the reasonable life of the said facilities for the cost of installation and operation of such fire protection capacity and facilities (Chapter VII, Section 32 PD 198, as amended).

Section 24. Private Fire Hydrant.

A person, firm or establishment who may want to have their own fire hydrant shall shoulder the cost of materials (in cases where the Bureau of Fire Protection cannot provide them) and the only responsibility of the Water District is the installation and maintenance of the said fire hydrant, provided that the person, firm or establishment will sign a memorandum of agreement/contract that the water from the fire hydrant will only be used for firefighting purposes.

Person, firm or establishment who wants to have a fire hydrant near its premises but outside the private area must shoulder the cost of materials and fittings. The Water District will install and maintain the fire hydrant. Water withdrawn from the hydrant is strictly to be used for firefighting purposes only.

For fire hydrants within a private area, materials, fittings and labor expenses must be shouldered by the customer. Fire hydrants within a private area must be installed with a master meter located outside the area and to be billed on a monthly basis with a classification of bulk/wholesale. Maintenance from the master meter will be borne by the customer.

Provision of Fire Hydrants for Offices, Multi-Commercial Buildings, and/or Other Commercial Establishments, which will be positioned in the most conventional area for the fire truck. Additionally, this will be determined during the pre-application phase.

Section 25. Water Meter.

25.1 MKWD reserves the right to maintain all water meters on every connection. Disconnected water meter must be deposited at MKWD with complete data on the disconnection report.

All water meters will remain as property of the district.

25.2 Location

All water meters will be installed outside the boundary line of a property which is convenient for the meter readers, plumbers and personnel of the Water District to read, maintain and disconnect.

25.3 Standard Design

Height of water meter from the Finish Floor Line must be 0.36 meters and pipe size is 13mm in diameter.

Maximum distance of water meter from the tapping point is 7.5 meters and must be outside a private property.

25.4 Maintenance

Each customer must provide a box for the protection of the water meter.

If water meter becomes defective due to wear and tear, replacement will be made at no cost to the customer. However, for water meter damaged due to negligence and other reason such as stolen, burned, broken or other physical external factors, replacement will be at the expense of the customer.

Testing shall be done with or without the presence of customers except for Service Request (SR), provided that the time, place and result of testing will be recorded.

At any time the water meter above 3 years will be changed under Regular Preventive Maintenance and General Metering Program.

Section 26. Bill Adjustments

26.1 **Leakage** - In order to be considered for an adjustment, the customer must take corrective action immediately after discovering a leak, and provide MKWD with proof of repair within three (3) working days from the billing date of the period in which the water loss occurred.

Water loss adjustment will be determined and computed based on the observations recorded during investigation and validation being conducted.

With the following considerations:

- a. Adjustment will only be availed once
- b. Only current water bill will be adjusted
- c. Percentage adjustment will be based on the following parameters:
 - > Number of days/weeks the leak was reported
 - > Volume loss due to leak
 - > Conditions of leak

Computations for adjustment are as follows:

- 30% can be availed when the customer will pay the adjusted bill once
- 20% availment for those who opted to pay the adjusted bill on installment basis but not to exceed six (6) months

26.2 **Malfunctioned Water Meter** – The District has the right to test any customers meter at any time whenever there are irregularities noted on its consumption with or without the presence of the customer or upon a written service request of the customer. This includes the following:

- 26.2.1 Dead Meter
- 26.2.2 Fast Meter
- 26.2.3 Leak Meter

In the event that the test results indicate that the meter is faulty or inaccurate, the meter will be calibrated or replaced free of charge, and billing adjustment maybe made on its current contested water bill as far back to three (3) to six (6) months average on its known functioning usage/consumption whichever is higher.

26.3 **Erroneous Reading** – In the event a faulty reading was made by meter readers. A validation of said complaint must be in place thru maintenance order for re-reading and this will be the basis for adjustment.

26.4 **Abrupt Decrease in Consumption** – All service connections with an abrupt decrease of 30% of their regular monthly bills shall be billed with an average billing based on their 3 to 6 months consumption whichever is higher.

The concerned service connection may be investigated by the MKWD Investigation Unit as to the reason of abrupt decrease in billing at anytime and if found that there is defect on their water meters, *Section 26.2 Malfunctioned Water Meter* will apply and if found to have no occupants as reason for the abrupt decrease, it will be adjusted accordingly

Section 27. Refunds

If, for any reason, a customer is entitled to a refund such as overpayment, application fee or other related payment, such refund will be treated as an advance payment for water bill while for application fee, this can be transferred to another new service connection provided an authorization will be issued by the original applicant.



*Section 28. **Bills Under Protest.***

All disputed bills will be filed to water district before due date for immediate investigation. Disputed bills filed after due date will incur surcharge and other penalties.

Result of investigation will be considered final and executory. Any over or under payment made by the customer as a result to the findings of the investigation will be automatically offset to the subsequent bill.

*Section 29. **Conversion Factors and Definitions in Determining the Classification of Connections.***

*29.1 **RESIDENTIAL*** Single Family and/or a person drawing from Water District which they use for their daily living such as cooking, bathing, drinking, flushing of toilets, watering plants and other domestic household usage.

*29.2 **GOVERNMENT*** Government offices are billed with residential rate if water drawn from the Water District are used for the personal hygiene of their employees and clients, cleaning of their offices and surroundings, washing of office vehicles and use in performing their duties in order to sustain their operations.

*29.3 **COMMERCIAL*** Establishments drawing water from the service of the Water District for purposes of using their water in their business operations in order to promote their sale of goods and/or any activity to produce a saleable product like food, goods, services or as defined in the list, to wit:

1. Rest houses
2. Hotels, lodges and the like
3. Hospitals (private or public)
4. Cafeterias managed by cooperatives, corporation, etc.
5. Ice cream parlors
6. Beauty parlors
7. Funeral parlors
8. Spas
9. Beer houses
10. Bars, nightclubs
11. Restaurants
12. Gasoline stations
13. Bus stations
14. Concrete hollow blocks & concrete product manufacturers
15. Theaters
16. Carenderias
17. Confectioneries and bakeries
18. Ice plants
19. Boarding/Lodging houses
20. Billiard halls, games and other entertainment places
21. Nurseries with 500 and above seedlings
22. Piggery with 5 sows and above
23. Poultry with more than 100 heads
24. Swimming pools for public use
25. Resorts
26. Residential user who sells or supplies water to Others
27. Staff house with more than 5 person
28. Car wash
29. Private schools
30. LGU managed public toilets/slaughter houses
31. Fish and meat stalls
32. Buildings and apartments with one central water meter (master meter)
33. Canteens/cafeterias inside government property/premise
34. Government offices undergoing construction
35. Residential houses undergoing construction

36. Sharing water through water hose or other water conduit
37. Water Refilling Stations
38. More than one (1) family user in one (1) connection
39. Rice mill and other agricultural plant with processing machineries

29.4 **SEMI-COMMERCIAL A**

1. Photo services
2. Dental and medical clinics
3. Warehouses
4. Groceries/gift shops
5. Private offices
6. Drugstores
7. Wholesale and retail outlets
8. Furniture shops
9. Churches/religious institutions without schools

29.5 **SEMI-COMMERCIAL B** Small business establishment's with or without permit to operate legally with capitalization of not more than P30,000.00 but not less than P20,000.00, to wit:

1. Sari-sari stores
2. Vulcanizing and repair shops
3. Other premises utilized for selling of food, goods or services

29.6 **SEMI-COMMERCIAL C** Drawing water from the services of the Water District which they used for their daily activities with one central water meter and assumes payment of water bill, to wit:

1. Non-profit dormitories owned by GO's, NGO's and Foundations
2. Non-profit staff house owned by GO's, NGO's and Foundations

Section 30. Water Rates.

All water rates and charges shall be set by a resolution of the Board of Directors of the Water District. The following are the schedule of rates:

KIDAPAWAN, MAKILALA AND MAGPET AND MATALAM Based on LWUA Board Resolution No. 38 and effective December 2020.



WATER RATES

CLASSIFICATION	SIZE OF PIPE	0 - 10 (Minimum Charge)	11 - 20 cu.m.	21 - 30 cu.m.	31 - 40 cu.m.	41 - 50 cu.m.	51 & above
Residential/ Government	1/2"	204.50	23.40	26.40	29.50	32.80	36.40
	3/4"	327.50	23.40	26.40	29.50	32.80	36.40
	1"	654.40	23.40	26.40	29.50	32.80	36.40
	1 1/2"	1,636.00	23.40	26.40	29.50	32.80	36.40
	2"	4,090.00	23.40	26.40	29.50	32.80	36.40
	3"	7,362.00	23.40	26.40	29.50	32.80	36.40
	4"	14,724.00	23.40	26.40	29.50	32.80	36.40
	5"	24,540.00	23.40	26.40	29.50	32.80	36.40
	6"	39,264.00	23.40	26.40	29.50	32.80	36.40
Commercial / Industrial	1/2"	409.00	46.80	52.80	59.00	65.60	72.80
	3/4"	654.40	46.80	52.80	59.00	65.60	72.80
	1"	1,308.80	46.80	52.80	59.00	65.60	72.80
	1 1/2"	3,272.00	46.80	52.80	59.00	65.60	72.80
	2"	8,180.00	46.80	52.80	59.00	65.60	72.80
	3"	14,724.00	46.80	52.80	59.00	65.60	72.80
	4"	29,448.00	46.80	52.80	59.00	65.60	72.80
	5"	49,080.00	46.80	52.80	59.00	65.60	72.80
	6"	78,528.00	46.80	52.80	59.00	65.60	72.80
Semi- Commercial A	1/2"	357.85	40.95	46.20	51.60	57.40	63.70
	3/4"	572.60	40.95	46.20	51.60	57.40	63.70
	1"	1,145.20	40.95	46.20	51.60	57.40	63.70
	1 1/2"	2,863.00	40.95	46.20	51.60	57.40	63.70
	2"	7,157.50	40.95	46.20	51.60	57.40	63.70
	3"	12,883.50	40.95	46.20	51.60	57.40	63.70
	4"	25,767.00	40.95	46.20	51.60	57.40	63.70
	5"	42,945.00	40.95	46.20	51.60	57.40	63.70
	6"	68,712.00	40.95	46.20	51.60	57.40	63.70
10"	98,773.50	40.95	46.20	51.60	57.40	63.70	

CLASSIFICATION	SIZE OF PIPE	0 - 10 (Minimum Charge)	11 - 20 cu.m.	21 - 30 cu.m.	31 - 40 cu.m.	41 - 50 cu.m.	51 & above
Semi-Commercial B	1/2"	306.75	35.10	39.60	44.25	49.20	54.60
	3/4"	490.80	35.10	39.60	44.25	49.20	54.60
	1"	981.60	35.10	39.60	44.25	49.20	54.60
	1 1/2"	2,454.00	35.10	39.60	44.25	49.20	54.60
	2"	6,135.00	35.10	39.60	44.25	49.20	54.60
	3"	11,043.00	35.10	39.60	44.25	49.20	54.60
	4"	22,086.00	35.10	39.60	44.25	49.20	54.60
	5"	36,810.00	35.10	39.60	44.25	49.20	54.60
	6"	58,896.00	35.10	39.60	44.25	49.20	54.60
	10"	84,663.00	35.10	39.60	44.25	49.20	54.60
Semi-Commercial C	1/2"	255.60	29.25	33.00	36.85	41.00	45.50
	3/4"	409.00	29.25	33.00	36.85	41.00	45.50
	1"	818.00	29.25	33.00	36.85	41.00	45.50
	1 1/2"	2,045.00	29.25	33.00	36.85	41.00	45.50
	2"	5,112.50	29.25	33.00	36.85	41.00	45.50
	3"	9,202.50	29.25	33.00	36.85	41.00	45.50
	4"	18,405.00	29.25	33.00	36.85	41.00	45.50
	5"	30,675.00	29.25	33.00	36.85	41.00	45.50
	6"	49,080.00	29.25	33.00	36.85	41.00	45.50
	10"	70,552.50	29.25	33.00	36.85	41.00	45.50
Bulk / Wholesale	1/2"	613.50	70.20	79.20	88.50	98.40	109.20
	3/4"	981.60	70.20	79.20	88.50	98.40	109.20
	1"	1,983.20	70.20	79.20	88.50	98.40	109.20
	1 1/2"	4,908.00	70.20	79.20	88.50	98.40	109.20
	2"	12,270.00	70.20	79.20	88.50	98.40	109.20
	3"	25,086.00	70.20	79.20	88.50	98.40	109.20
	4"	44,172.00	70.20	79.20	88.50	98.40	109.20
	5"	73,620.00	70.20	79.20	88.50	98.40	109.20
	6"	117,792.00	70.20	79.20	88.50	98.40	109.20
	10"	169,326.00	70.20	79.20	88.50	98.40	109.20

Section 31. Miscellaneous Service Charges.

The Miscellaneous Service Charges (MSC) of the Water District took effect on February 01, 1997 based on Board Resolution Number 052-97 are as follows:

Application Fee: (Classified according to pipe size)

1/2"	P 1,650.00
3/4"	3,650.00
1"	4,150.00
2"	4,650.00
2" and above	5,000.00

All water meters for service line connection with diameter of 13mm shall be purchased from MKWD. As an option, customer who cannot afford to provide and buy water meters for individual service line connections may opt for the Meter Rental Scheme (Board Resolution No. 008, dated January 13, 2010):

1. Annual Rental Fee of Three Hundred Pesos (P300.00)
2. Semi-annual Rental Fee of One Hundred Fifty Pesos (P150.00)
3. Quarterly Rental Fee of Seventy Five Pesos (P75.00)
4. Monthly Rental Fee of Twenty Five Pesos (P25.00)



All of these are payable upon its first billing and every year, six months, three months or monthly as the case may be. If after a month, quarter, six months or year the customer opted not to continue renting the water meter, the amount he has paid for rental shall not be deducted from the actual cost of the water meter to be purchased. His rented water meter will be pulled-out and replaced with his newly purchased water meter.

PARTICULARS

AMOUNT

a. Service Fee		300.00
b. Transfer Fee		300.00
c. Inspection Fee (Transfer of connection, source and water meter)		300.00
d. Change Water Meter		150.00
e. Re-opening Fee		300.00
Voluntary Disconnection		200.00
f. Reclassification Fee		300.00
g. Extension Fee		25.00
h. Threading Fee (per thread)		12.00
i. Test Water Meter		200.00
j. Pull out for Test Bench		400.00
k. Addition Pipe (per 6 meters)	PE	
	1/2"	10.00
	3/4"	14.00
	1"	18.00
	GI	
	1/2"	12.00
	3/4"	16.00
	1"	20.00

l. Additional faucet (per faucet)		10.00
	1/2"	50.00
m. Boring Fee		
	3/4"	75.00
	1"	100.00
n. Inspection Fee (for pre-installed plumbing facilities)		
	Residential	150.00
	Commercial	200.00
o. Hydro testing Fee (excluding cost of the water)		
Commercial :		
Service Fee		500.00
Hydro testing Fee per storey		500.00
Subdivision Housing:		
Service Fee/Testing (1-500 meters)		500.00
Hydro testing Fee per 50 households		1,500.00
p. Certification Fee (HLURB – Housing Requirements)		
Individual / Residential		100.00
Developers / Commercial		200.00
q. Laboratory Fee (Microbiological)		
Treated Sample		500.00
Untreated Sample		750.00
r. Dismantling Fee (per pipe)		
	1/2"	3.00
	3/4"	6.00
	1"	9.00

150.00

s. Excavation Fee (across the road excavation in its standard depth including backfilling) per linear meter	1/2"	50.00
	3/4"	75.00
	1"	100.00

t. Engineering Fees		
Plans and Details (which includes survey of Hydraulic analysis and Program of Works)	3% of Direct Material Cost	
Supervision Cost (which includes Daily/weekly Monitoring, Project Supervision with complete report)	5% of Direct Material Cost	

EARTHWORKS (EXCAVATION AND BACKFILLING)

Particulars	Rate (Php)
a. Pipe Layout	
Note:	
Additional charge of 20% will be added on compacted areas such as roads and pathways duly recommended by official inspector, project in-charge or PDD	
b. Interconnection works (per cubic meter)	
a) Excavation	160.00
b) Backfilling	40.00
c. Service Line Tapping / Source (per cubic meter)	
a) Excavation	160.00
b) Backfilling	40.00

CONCRETE CHISELLING

Note: Including pipe exit holes and other fixtures

	Width (mm)	Tile Finished	Rates (per meter)		
			Concrete Pavement	Plastered Wall	Non plastered wall
Per 25mm Depth	50.00	150.00	150.00	120.00	80.00
	75.00	160.00	160.00	130.00	90.00
	100.00	170.00	170.00	140.00	100.00
	125.00	180.00	180.00	150.00	110.00
	150.00	190.00	190.00	160.00	120.00
	175.00	200.00	200.00	170.00	130.00
	200.00	210.00	210.00	180.00	140.00

PIPE INSTALLATION

Note: For HDPE, Upvc and GI Pipes

Pipe size (mm)	Rate (per 6 meters)	Remarks
Less than 50	30.00	
50	40.00	
63	45.00	Including chamfering and hauling services within 50m radius
75	55.00	
100	70.00	
150	85.00	
200	110.00	
250	150.00	
300	200.00	

INTERCONNECTION

Note: Maximum of 4 fittings per section

Pipe size (mm)	Rate	Remarks
Less than 50	not applicable	1) Including hauling services within 50m radius
50	500.00	
63	600.00	
75	700.00	
100	800.00	
150	1,300.00	2) 25% additional fee per additional fittings
200	1,500.00	
250	2,000.00	
300	2,200.00	

INSTALLATION OF VALVES, COUPLING, TEE, ELBOW AND OTHER APPURTENANCES

Pipe size (mm)	Rate	Remarks
50	200.00	
63	250.00	Charges will be per piece including hauling services within 50m radius
75	300.00	
100	350.00	
150	400.00	
200	500.00	
250	700.00	
300	800.00	

HAULING FEE

a. Pipes, fittings, and other appurtenances

Conditions:

Unless covered by the conditions set by B.3, B.4 and B.5, the following hauling rates shall serve as basis for payments or estimates:

Sizes (mm)	Rate in pesos per item (100 meter distance)				Remarks
	Valves, Tee, Elbow	STC, Adapter	Pipes	Meters, ARV	
50	8.00	6.00	8.00	8.00	
63	10.00	8.00	10.00	10.00	On areas with an increasing slope or with an angle of inclination greater than 10%, the PDD may recommend to increase the charges within 30% of derived rate
75	10.00	8.00	12.00	10.00	
100	12.00	10.00	15.00	12.00	
150	15.00	12.00	20.00	15.00	
200	20.00	15.00	25.00	20.00	
250	22.00	20.00	30.00	22.00	
300	25.00	22.00	35.00	25.00	

b. Construction Materials

> Cement and aggregates

P 20.00 to P 50.00 per bag per 200 meters to be recommended by Planning and Design Division (PDD)

> Lumber

P 3.00 to P 8.00 per board foot per 200 meters to be recommended by Planning and Design Division (PDD)

> Other Items

P 0.50 to 1.50 per kilo per 200 meters to be recommended by Planning and Design Division (PDD)

SERVICE LINE FEES

Particulars	Rate (Php)
a) Re-opening Fee	300.00
b) Vertical Pipe	500.00
> including excavation, backfilling and installation of 2 water meters	
add: for more than 2 water meters (per water meter)	50.00
	20% of B.3
c) Dismantling fee (per pipe)	
d) Threading	
13mm	20.00
19mm	25.00
25mm	30.00
e) Installation of faucet, shower valves (CV, AV, Corporation Stop/Cock, etc.)	15.00
f) Estimate or repair fee (accredited plumber)	80.00

DAILY SERVICES

Particulars	Rate (Php)
a) Project/Supervising Engineer	450.00
b) Foreman	400.00
c) Head Carpenter	375.00
d) Carpenter	350.00
e) Head Mason	375.00
f) Mason	350.00
g) Equipment Operator	350.00
h) Equipment Assistant	300.00
i) Electrician	350.00
j) Plumber/Pipe Fitter	325.00
k) Class A Laborer (Semi-Skilled)	325.00
l) Class B Laborer (Manual)	300.00
m) Class C Laborer	250.00
n) Utility A	300.00
o) Utility B	250.00

OTHER CONSTRUCTION AND MAINTENANCE WORKS

Particulars	Rate (Php)
a) Civil	
b) Electrical	Lumpsum cost will vary from 20% to 35% of
c) Plumbing	Direct Material Cost
d) Steel	depending on the recommendation of PDD
e) Masonry	
f) Carpentry	
g) Painting	

RENTALS

Equipment / Tools	Maximum Rental per hour	Maximum Rental per day	Remarks
Backhoe	2,000.00		
Compactor (plate)		700.00	
Compactor (roller)	1,600.00		
Concrete cutter		700.00	
Dump Truck	1,800.00		
Generator Set (Electric)		700.00	Allowable adjustment is within (+/-) 15% range of derived figures to be recommended by PDD
Generator Set (Engine Operated)		1,000.00	
Hand Drill		600.00	
Mixer (Bagger)		800.00	
Water Pump		800.00	
Welding Machine (engine operated)		1,700.00	
Wood Planer		600.00	



Section 32. Pipe Sizes of Connections

- a. Application for New Installation/Transfer Connections, the following sizes of service connection must be predetermined by the Engineering and Operation and Commercial Services Departments depending on its purpose and usage, to wit:

Residential & Semi-Commercial A, B & C	1/2"
Government:	
Less than 20 persons	1/2"
More than 20 persons	3/4"
Commercial:	
Hotels (with more than 10 rooms)	1"
Hospitals (with more than 10 rooms)	1"
Restaurants	1"

- b. After the meter installations, maintenance will be under the full responsibility of the customer concerned.

Section 33. Requirements for Distribution Line Installation & or Expansion.

33.1 Subdivision Owners / Developers

- a. Subdivision Plan indicating the potential number of households to be served
- b. Topographic or Road Profile Map
- c. Development Plan
- d. Any subdivision with 100 household are required to construct elevated tank considering inclusive of the existing connection and whose design and volume will be determined by the District
- e. A master water meter will be installed so as to determine the actual volume of the water coming into the

subdivision against the total consumption of the subdivision residents.

- f. The design of the water system within the subdivision will be prepared by the Engineering and Operations Department to ensure that it conforms to the standards and specifications of the Water District.

33.2 LGUs or Petitioners

- a. Resolution/Request letter for expansion
- b. Site Inspection / Evaluation on the area
- c. Gathering of data and other information
- d. Hydraulic analysis to be conducted base on the data gathered and Program of Works
- e. Once the project is completed, it will be turned over to the District under the supervision of the OMD

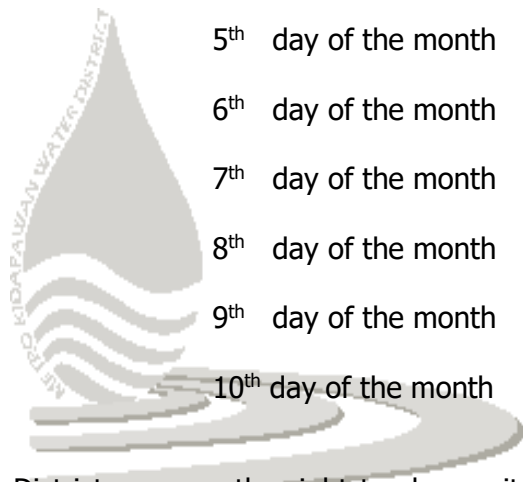
Section 34. Changing the Registered Name of a Service Connection.

In cases where there will be changes to be made on the name of a registered customer for any reason, the customer concerned has to present to the Water District any of the following documents, to wit:

- a. Deed of Sale
- b. Waiver of Rights
- c. Certificate of Attendance (Orientation Seminar)
- d. Death Certificate (in case of deceased registered concessionaires) and Affidavit of Disinterested heirs
- e. One (1) pc ID picture 2x2
- f. Valid ID with signature
- g. Mobile or Telephone number / E-mail add
- h. Marriage Contract

Section 35. Meter Reading and Bill Tending Schedules.

Zone 1	1 st day of the month
Zone 2	2 nd day of the month
Zone 3	3 rd day of the month
Zone 4	4 th day of the month
Zone 5	5 th day of the month
Zone 6	6 th day of the month
Zone 7	7 th day of the month
Zone 8	8 th day of the month
Zone 9	9 th day of the month
Zone 10	10 th day of the month



Note: The District reserves the right to change its billing cycle if the workload requires such practice. After a billing period has been changed, the billings shall be sent on the new change date unless otherwise determined by the District.

Section 36. RA 9994 - 5% Senior Citizen Discount

The MKWD grant a five percent (5%) discount relative to the monthly utilization of water by households with senior citizens; Provided, That the individual meters for the foregoing utility is registered in the name of the senior citizen residing therein and that the monthly consumption does not exceed thirty cubic meters (30 cu.m.) of water. Provided, further, that the privilege is granted per household regardless of the number of senior citizens residing therein and meter registration should be in the name of the senior citizen for a period of one year.

To avail of the discount under this Section, the senior citizen shall:

36.1. Apply for the discount personally or thru a representative. There shall be annual renewal of application to the utility provider.

36.2 Submit the following requirements:

- a. One (1) photocopy of OSCA ID back to back
- b. One (1) pc ID picture 2x2
- c. Certificate of residency from the Barangay

Section 37. Accredited Plumber is a private labor contractor based on Miscellaneous Service Charge (MSC) to render job orders of the following approved Service Line activities:

- a. New Service Line Connection
- b. Transfer Connection
- c. Transfer Meter Stand
- d. Transfer Source
- e. Reopen Water Meter
- f. Repair Leak After Water Meter

The Accredited Plumber will charge the customer for the services rendered based on MKWD Tariff on Miscellaneous Service Charge (MSR). In event that complain on overcharging will arise from the customer, the Accredited Plumber will be subject for disciplinary action. The offense will be based on the contract.

That the following requirements are to be complied with upon renewal of contract;

- a. Biodata
- b. Recommendation Letter from Division Manager
- c. Pay an Accreditation Fee

Section 38. SPECIAL PROVISIONS:

38.1 Advance Payment Currently, we are accepting advance payment due to the following reasons:

- a. Customer will leave their residence or not being around for two (2) to six (6) months.
- b. Upon payment, there is no available coins or centavos thus, tellers will be consider it as advance payment which will be reflected in their Official Receipt.

38.2 Check Payment - These are accepted for government agencies. Meanwhile, personal check are also accepted subject to funds verification by the Supervising Cashier to the bank.

38.3 Access to Property

38.3.1 For maintenance, inspection purposes related to MKWD operations authorizes the employee to enter the premises

38.3.2 The District shall at all reasonable time to have access to water meter, service line connection and other property owned by the customer under its premises for the purpose of maintenance and operation

38.3.3 Neglect or refusal on the part of the customer to provide access to the District will be deemed sufficient to cause for discontinuance of service

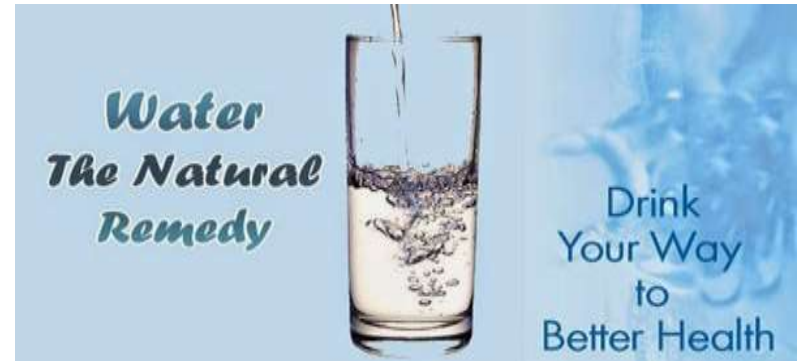
38.4 Levy on Production Assessment

38.4.1 Production Assessment and or Royalty Fee from any entity that extract ground water for commercial and industrial use (Under PD 198 Sec. 39).

38.4.2 If there are entities having production on ground water for commercial or industrial use the District may

adopt and levy a ground water production assessment to compensate such loss for the District.

38.4.3 Failure to pay said assessment shall constitute an invasion of the matters of the District and shall entitle the District to an injunction and damages pursuant to Section 32.



38.4.4 Entity for Levy of Production Assessment are the following:

- a. Hospitals
- b. Hotels / Hostel
- c. Processing Plant
- d. Bottling Plant
- e. Resort

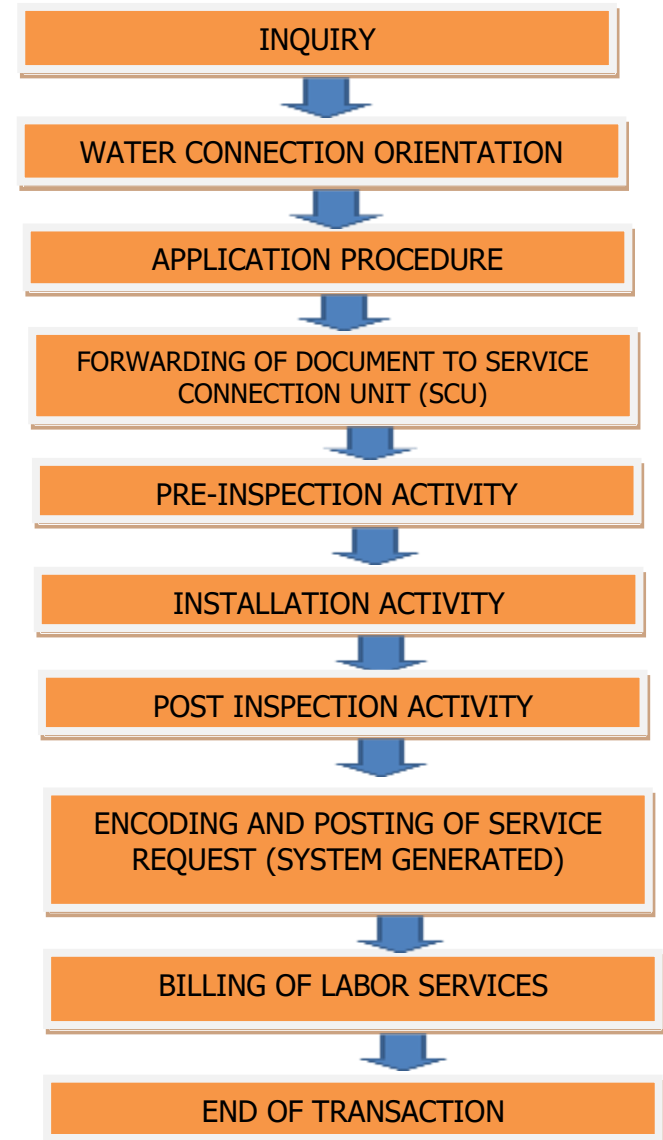
38.5 Withdrawal from Fire Hydrants

39.5.1 Any authorized withdrawal by government agencies from fire hydrants using tankers, fire trucks and other related equipments will be charged using bulk/wholesale classification whereas the volume will be determined by the Water Resources Division.

Section 39. If any section, subsection, clause or phrase of this Utility Rules and Regulations for any reason is held to be unconstitutional, illegal or unlawful, such decision shall not affect the validity of the remaining portion of this Utility Rules and Regulations.



NEW CONNECTION, TRANSFER CONNECTION, TRANSFER METER STAND, AND TRANSFER SOURCE APPLICATION PROCESS



STEP	DETAILS	CONCERNED OFFICE
1	INQUIRY	Service Connection Unit
	Proceed to Service Connection Unit for inquiry and initial assessment for Pre-Application Form (Annex A.1) Service Connection will provide customer with Requirement and Data Sheet (Annex A.2) for the list of necessary documents required for the transaction	
2	WATER CONNECTION ORIENTATION	Construction Division and Customer Servicing Division
	All applicants must undergo seminar for the Utility Rules and Regulations (URR) by MKWD, existing connection fees, and other by-laws The officer-in-charge of the conduct of Orientation will provide customers with Certification of Attendance as part of the requirements. This certification is valid only for six (6) months, beyond this period requires a re-orientation	
3	APPLICATION PROCEDURE	Customer Servicing Division
	If the customer chooses NOT to proceed with the application, that will be the end of the transaction	
	If the customer chooses to proceed with the application, they must be directed to Customer Service Division for the preparation and submission of requirements listed in Annex A	
	Payment for this transaction will be collected in this step (base fees on updated URR) or the customer may opt to consider utilization of the Package Options (Annex B)	
	OUTPUT FROM CSD. With the verification of submitted requirements, CSD shall issue the following: <ul style="list-style-type: none"> - Service Request (SR) - Order of Payment - Memorandum of Agreement Contract 	
4	FORWARDING OF DOCUMENT TO SERVICE CONNECTION UNIT (SCU)	Construction Division
	Approved SRs will be forwarded to the Construction Division for inspection and installation activities	

5	PRE-INSPECTION ACTIVITY	Construction Division
	Assigned personnel shall undertake a pre-inspection to verify the location, estimation of materials, and make any relevant observations prior to the division intervening. (See Annex A.3 for Service Connection Routing Slip) Prior to the commencement of any work, the pre-inspector must ensure that the necessary tanks and pumps are available, as required on the Pre-Application Form. The pre-inspector must also determine whether the installation of a required tank and/or pump is necessary in any given location. (See Annex E for Pressure Tank System specifications)	
6	INSTALLATION ACTIVITY	Construction Division
	CD personnel shall assign Accredited Plumbers for every SR, and shall notify the requisitioner via text message of the installation's start date and designated plumber. (See Annex C for the requirements for accreditation) Proceed to Installation Activity Issuance of Accredited Plumbers Report for labor services rendered	
7	POST INSPECTION ACTIVITY	Construction Division
	Post-inspection must be critical for validating the manner of installation by the accredited plumbers if it is in conformance to the design based on pre-inspection. All installation must adhere to MKWD standards. (See Annex D for the Standard Details on Service Connection Installation) Post-inspection must involve a discussion with the household applicant regarding the plumber's work for proper evaluation and recommendations. (See Annex A.3 for Service Connection Routing Slip)	
	Post inspection and daily accomplishment report will be prepared by the Service Connection Unit for the payment of labor cost of the Accredited Private Plumber that perform during new installation. Also, a duplicate of the accomplishment report must be given to the customer for reference and further inspection purposes.	
8	ENCODING AND POSTING OF SERVICE REQUEST (SYSTEM GENERATED)	Construction Division
	Collection of accomplished SRs after post inspection and update the BCM System Endorse completed DARs to Customer Servicing Division for final posting	
9	BILLING OF LABOR SERVICES	Customer Servicing Division
10	END OF TRANSACTION	

For your queries, comments, information such as leakage, illegal connections and water supply problems please do not hesitate to contact us at:



"Siguradong May Tubig Ka!"

METRO KIDAPAWAN WATER DISTRICT
Lanao, Kidapawan City, Philippines 9400

Telephone Numbers:
(064) 577-1865
(064) 577-1533

Fax Number
(064) 572-5555

Mobile Numbers:
0910-160-3733 (Smart)
0933-851-2846 (Sun Cellular)

E-mail Address:
metrokidapawan_wd@yahoo.com

Radio Frequency:
Whisky Delta Base (148.65)

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MARICEL S. BELASA, MBA
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ENGR. KELVIN E. RUPISAN

Secretariat:

SHIELA MARIE B. BARSALOTE



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UTILITY RULES & REGULATIONS

URR

2021 Revised Edition

Republic of the Philippines
METRO KIDAPAWAN WATER DISTRICT
Lanao, Kidapawan City



"Committed to Service, Development and Self-reliance"

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Acting Div. Mngr. - Water Resources

MKWD VALUES

<i>Service</i>	<p>We will work to serve public interest over personal interest.</p> <p>We will work to extend prompt, courteous and quality service to the great Filipino people.</p> <p>We will perform our duties with outmost integrity, competence and loyalty</p>
<i>Transparency</i>	<p>We will strive to openly communicate public processes and transactions in all matters classified as public information.</p>
<i>Equality</i>	<p>We will respect all people without unfair discrimination regardless of gender, ethnicity, religious belief or political affiliation or preference.</p>
<i>Leadership</i>	<p>We will work to motivate, lead by example and inspire commitment from other employees.</p> <p>We will think creatively by challenging the status quo to find new ways of doing things.</p> <p>We will work together as TEAM MKWD .</p>
<i>Legacy</i>	<p>We are to champion natural environment and watershed protection and preservation.</p> <p>We will work to ensure the achievement of sustainable development for future generations.</p>
<i>Accountability</i>	<p>We will work with fairness and justice.</p> <p>We will live with modesty and simplicity in life.</p> <p>We will accept responsibility for our actions and conduct.</p>



“ANNEX A”



**“ANNEX A.1”
PRE-APPLICATION FORM**

I. BASIC INFORMATION

Applicant Name: _____ E-mail Address: _____
 Contact Number: _____ Messenger: _____
 Complete Address: _____

II. INITIAL ASSESSMENT

a. Type of Building/Establishment
 Number of Storey: One-Storey Two-Storey Three-Storey Others: _____
 Building Material: Concrete Wood Steel Others: _____
 Bedroom Indicator: One (1) Two (2) Three (3) Others: _____
 b. Number of Occupants: _____ c. Estimated Cost of Building: _____
 d. Nature of Usage Drinking and Household Need Recreation Agriculture
 Industry and Commerce Others: _____

III. EVALUATION/CLASSIFICATION

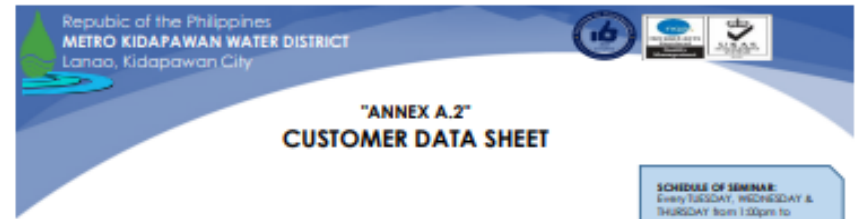
a. Type of Connection: Residential Commercial Semi-Commercial
 Government Mall Others: _____
 b. Tank Requirements: 500L 1000L 2000L Others: _____
 c. Pump Requirements: 1-2 HP 3-4 HP Others: _____
 d. Fire Hydrant: Required Not required

(If there is no Fire Hydrant within 100 meters radius of offices and/or commercial establishments, a Fire Hydrant is necessary and will be maintained and managed by the District in conformance with MKWD Standards)

REMARKS:
 a. For Orientation: Qualified Needs further assessment
 b. Other notes: _____

Assessed by: _____ Noted by: _____

 Division Manager



**“ANNEX A.2”
CUSTOMER DATA SHEET**

SCHEDULE OF SEMINAR:
 Every TUESDAY, WEDNESDAY & THURSDAY from 1:00pm to 3:00pm

ONE-TIME PAYMENT PACKAGE INCLUSION:
 - Application Fee
 - Guarantee Deposit
 - Materials (including Water Meter)
 - Labor Services
 - OCM

Applicant Name: _____
 Contact Number: _____
 E-mail Address: _____
 Messenger: _____

SERVICE CONNECTION PACKAGE

Type of Service Connection	Guarantee Deposit	Admin and Other Fees	Materials	Total Fee (with Materials)	Total Fee (without Materials)
a. Residential	900.00	7,100.00	7,190.00	15,190.00	8,000.00
b. Government	5,000.00	7,100.00	7,190.00	19,290.00	12,100.00
c. Commercial/Industrial	4,400.00	10,800.00	7,400.00	22,600.00	15,200.00
d. Semi-Commercial	2,200.00	7,100.00	7,190.00	16,490.00	9,300.00
e. Mall Establishment	6,000.00	58,270.00	48,280.00	112,550.00	64,270.00
f. Other Conditions	To be computed by ECD				

REQUIREMENTS FOR NEW CONNECTION

- Barangay Clearance
 - CEDULA (Photocopy)
 - Government Issued ID / Valid ID (Photocopy)
 - Land Title/Deed of Sale (Photocopy)
 - Plumbing Layout Plan (Duly signed & sealed by a Civil Engineer or Registered Plumber)
 - Location Sketch Map
 - Orientation Seminar Certificate of Attendance
- Additional requirements for Tenants:
- Leasing Contract (Copy)
 - Authorization from owner (to transact)
 - Special Power of Attorney (SPA) or its equivalent

REQUIREMENTS FOR TRANSFER CONNECTION, TRANSFER SOURCE, AND TRANSFER METER STAND

- Land Title/Deed of Sale (Photocopy)
- Location Sketch Map
- Orientation Seminar Certificate of Attendance

LOCATION SKETCH MAP

(Use the back of this sheet for sketch)

Please reflect the following on the space provided:

- Purak/Subdivision
- Landmarks (Indicate 2 or more)
- Street Names
- Reference Household Names:



Republic of the Philippines
METRO KIDAPAWAN WATER DISTRICT
 Lantao, Kidapawan City
 Tel nos. (064) 577-1333, 577-1885, Fax no. (064) 572-5555
 E-mail Address: metrokidapawan_wd@yahoo.com
 Website: www.metrokidapawanwd.gov.ph



SERVICE CONNECTION ROUTING SLIP

Applicant Name: _____
 Contact Number: _____
 Complete Address: _____
(Lot/Street/Puok) (Barangay) (City/Municipality)

PRE-INSPECTION			
Date: _____			
Time: _____			
Person on-site: _____			
EVALUATION:			
<input type="checkbox"/> Household	<input type="checkbox"/> Rental Space	<input type="checkbox"/> Store/Eatery	<input type="checkbox"/> Vacant Lot
<input type="checkbox"/> Agriculture	<input type="checkbox"/> Nursery	<input type="checkbox"/> Farm	<input type="checkbox"/> Others: _____
Water Meter Size Requirement:	<input type="checkbox"/> 13mm	<input type="checkbox"/> 19mm	
	<input type="checkbox"/> 25mm	<input type="checkbox"/> 50mm	
	<input type="checkbox"/> Vertical Outlet	<input type="checkbox"/> Attach to existing single SL	
	Distribution Line: (Size/Type) _____		
TANK REQUIREMENT:	<input type="checkbox"/> 500L	<input type="checkbox"/> 1000L	<input type="checkbox"/> 2000L <input type="checkbox"/> Others: _____
PUMP REQUIREMENT:	<input type="checkbox"/> 1-2 HP	<input type="checkbox"/> 3-4 HP	<input type="checkbox"/> Others: _____
FIRE HYDRANT:	<input type="checkbox"/> Required	<input type="checkbox"/> Not required	
Estimated distance from tapping source to water meter: _____ meters			
Estimated distance from water meter to nearest faucet: _____ meters			
Remarks: _____			
Inspected by: _____	Signature: _____		

POST-INSPECTION			
Date: _____			
Time: _____			
Person on-site: _____			
CLASSIFICATION:			
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Semi-Com A	<input type="checkbox"/> Semi-Com B
<input type="checkbox"/> Semi-Com C	<input type="checkbox"/> Semi-Com D	<input type="checkbox"/> Government	<input type="checkbox"/> Others: _____
Is the customer satisfied with the workmanship of plumber?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are materials installed conformed to MWWD Standard?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is water meter and its stand properly installed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Remarks: (mandatory to be filled if answered above is NO)	_____		
Inspected by: _____	Signature: _____		

Water Meter Stand Photo	Building/Lot Photo
_____	_____

FW-CD-08 01 08-08-2020

"ANNEX B"

"ANNEX B.1"

SERVICE CONNECTION STANDARDS AND REQUIREMENTS
"PACKAGE OPTION FOR INDIVIDUAL CONNECTION FOR RESIDENTIAL"
COMPLETE COMPUTATION

ENGINEERING BASIC COST ITEMS

ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	COST	TOTAL COST
A. DIRECT MATERIALS COST						
SERVICE LINE CONNECTION						
I. ADMIN FEES						
1	Application Fee (1/2')	1	unit	1,650.00	1,650.00	
2	Guarantee Deposit (for Residential)	1	unit	900.00	900.00	
3	URR Handbook	1	unit	150.00	150.00	
4	Water Meter 13mmØ	1	pc	1,700.00	1,700.00	
II. MATERIALS FOR SERVICE CONNECTION						
1	Clamp 200mmØ x 19mmØ Saddle (CI)	1	pc	1,160.00	1,160.00	
2	Corporation Stop 19mmØ x 25mmØ (Brass)	1	pc	580.00	580.00	
3	Elbow G.J 25mmØ x 90°	3	pcs	160.00	480.00	
4	Adapter P.E to G.J 25mmØ (MT) Plastic	2	pcs	150.00	300.00	
5	Pipe PE 25mmØ SDR #9	3	mtrs	70.00	210.00	
6	Nipple G.J 25mmØ x 0.60m (TBE) Sch.40	1	pc	210.00	210.00	
7	Valve 25mmØ Ball w/Locked Wings	1	pc	1,050.00	1,050.00	
8	Nipple G.J 25mmØ x 0.10m (TBE) Sch.40	2	pcs	130.00	260.00	
9	Plug 25mmØ G.J	1	pc	50.00	50.00	
10	Tee 25mmØ G.J	1	pc	70.00	70.00	
11	Bushing 25mmØ x 13mmØ G.J	1	pc	40.00	40.00	
12	Water Meter Tailpiece (Brass) 13mmØ	1	pc	200.00	200.00	
13	Nipple G.J 13mmØ x 0.15m (TBE) Sch.40	1	pc	60.00	60.00	
14	Valve 13mmØ Ball w/Locked Wings	1	pc	460.00	460.00	
15	Union G.J 13mmØ	1	pc	70.00	70.00	
16	Nipple G.J 13mmØ x 0.10m (TBE) Sch.40	2	pcs	60.00	120.00	
17	Elbow G.J 13mmØ x 90°	4	pcs	70.00	280.00	
18	Valve Check 13mmØ	1	pcs	400.00	400.00	
19	Adapter P.E to G.J 13mmØ (MT) Plastic	2	pcs	70.00	140.00	
20	Pipe PE 13mmØ SDR #9	15	mtrs	50.00	750.00	
21	Nipple G.J 13mmØ x 0.80m (TBE) Sch.40	1	pcs	60.00	60.00	
22	Nipple G.J 13mmØ x 0.05m (TBE) Sch.40	1	pcs	60.00	60.00	
23	Coupling G.J 13mmØ	1	pcs	30.00	30.00	
24	Faucet 13mmØ	1	set	150.00	150.00	
III. SERVICES FEE						2,516.50
1	Labor Cost for Installation (35% of Item II)					
IV. OVERHEAD COST						1,083.50
1	10% Overhead, Contingency and Miscellaneous (OCM)					
TOAL PACKAGE OPTION						15,190.00
PROPOSED PACKAGE OPTION (excl. Materials for Service Connection)						8,000.00

"ANNEX B.2"

SERVICE CONNECTION STANDARDS AND REQUIREMENTS
"PACKAGE OPTION FOR INDIVIDUAL CONNECTION FOR GOVERNMENT"
 COMPLETE COMPUTATION

ENGINEERING BASIC COST ITEMS

ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	COST	TOTAL COST
A. DIRECT MATERIALS COST						
SERVICE LINE CONNECTION						
I. ADMIN FEES						8,500.00
1	Application Fee (1/2")	1	unit	1,650.00	1,650.00	
2	Guarantee Deposit (for Government)	1	unit	5,000.00	5,000.00	
3	URR Handbook	1	unit	150.00	150.00	
4	Water Meter 13mmØ	1	pc	1,700.00	1,700.00	
II. MATERIALS FOR SERVICE CONNECTION						7,190.00
1	Clamp 200mmØ x 19mmØ Saddle (CI)	1	pc	1,160.00	1,160.00	
2	Corporation Stop 19mmØ x 25mmØ (Brass)	1	pc	580.00	580.00	
3	Elbow G.J 25mmØ x 90°	3	pcs	160.00	480.00	
4	Adapter P.E to G.J 25mmØ (MI) Plastic	2	pcs	150.00	300.00	
5	Pipe PE 25mmØ SDR #9	3	mtrs	70.00	210.00	
6	Nipple G.J 25mmØ x 0.60m (TBE) Sch.40	1	pc	210.00	210.00	
7	Valve 25mmØ Ball w/Locked Wings	1	pc	1,050.00	1,050.00	
8	Nipple G.J 25mmØ x 0.10m (TBE) Sch.40	2	pcs	130.00	260.00	
9	Plug 25mmØ G.J	1	pc	50.00	50.00	
10	Tee 25mmØ G.J	1	pc	70.00	70.00	
11	Bushing 25mmØ x 13mmØ G.J	1	pc	40.00	40.00	
12	Water Meter Tailpiece (Brass) 13mmØ	1	pc	200.00	200.00	
13	Nipple G.J 13mmØ x 0.15m (TBE) Sch.40	1	pc	60.00	60.00	
14	Valve 13mmØ Ball w/Locked Wings	1	pc	460.00	460.00	
15	Union G.J 13mmØ	1	pc	70.00	70.00	
16	Nipple G.J 13mmØ x 0.10m (TBE) Sch.40	2	pcs	60.00	120.00	
17	Elbow G.J 13mmØ x 90°	4	pcs	70.00	280.00	
18	Valve Check 13mmØ	1	pcs	400.00	400.00	
19	Adapter P.E to G.J 13mmØ (MI) Plastic	2	pcs	70.00	140.00	
20	Pipe PE 13mmØ SDR #9	15	mtrs	50.00	750.00	
21	Nipple G.J 13mmØ x 0.80m (TBE) Sch.40	1	pcs	60.00	60.00	
22	Nipple G.J 13mmØ x 0.05m (TBE) Sch.40	1	pcs	60.00	60.00	
23	Coupling G.J 13mmØ	1	pcs	30.00	30.00	
24	Faucet 13mmØ	1	set	150.00	150.00	
III. SERVICES FEE						2,516.50
1	Labor Cost for Installation (35% of Item II)					
IV. OVERHEAD COST						1,083.50
1	10% Overhead, Contingency and Miscellaneous (OCM)					
TOAL PACKAGE OPTION						19,290.00
PROPOSED PACKAGE OPTION (excl. Materials for Service Connection)						12,100.00

"ANNEX B.3"

SERVICE CONNECTION STANDARDS AND REQUIREMENTS
"PACKAGE OPTION FOR INDIVIDUAL CONNECTION FOR COMMERCIAL/INDUSTRIAL"
 COMPLETE COMPUTATION

ENGINEERING BASIC COST ITEMS

ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	COST	TOTAL COST
A. DIRECT MATERIALS COST						
SERVICE LINE CONNECTION						
I. ADMIN FEES						11,500.00
1	Application Fee (1")	1	unit	4,150.00	4,150.00	
2	Guarantee Deposit (for Commercial/Industrial)	1	unit	4,400.00	4,400.00	
3	URR Handbook	1	unit	150.00	150.00	
4	Water Meter 25mmØ	1	pcs	2,800.00	2,800.00	
II. MATERIALS FOR SERVICE CONNECTION						7,400.00
1	Clamp 200mmØ x 19mmØ Saddle (CI)	1	pcs	1,160.00	1,160.00	
2	Corporation Stop 19mmØ x 25mmØ (Brass)	1	pcs	580.00	580.00	
3	Elbow G.J 25mmØ x 90°	4	pcs	160.00	640.00	
4	Adapter P.E to G.J 25mmØ (MI) Plastic	2	pcs	150.00	300.00	
5	Pipe PE 25mmØ SDR #9	3	mtrs	70.00	210.00	
6	Nipple G.J 25mmØ x 0.60m (TBE) Sch.40	1	pcs	210.00	210.00	
7	Valve 25mmØ Ball w/Locked Wings	1	pcs	1,050.00	1,050.00	
8	Nipple G.J 25mmØ x 0.10m (TBE) Sch.40	2	pcs	130.00	260.00	
9	Plug 25mmØ G.J	1	pc	50.00	50.00	
10	Tee 25mmØ G.J	1	pc	70.00	70.00	
11	Water Meter Tailpiece (Brass) 25mmØ	1	pcs	300.00	300.00	
12	Elbow Reducer 25mmØ x 13mmØ G.J	1	pcs	60.00	60.00	
13	Nipple G.J 13mmØ x 0.15m (TBE) Sch.40	1	pcs	60.00	60.00	
14	Valve 13mmØ Ball w/Locked Wings	1	pcs	460.00	460.00	
15	Union G.J 13mmØ	1	pcs	70.00	70.00	
16	Nipple G.J 13mmØ x 0.10m (TBE) Sch.40	2	pcs	60.00	120.00	
17	Elbow G.J 13mmØ x 90°	3	pcs	70.00	210.00	
18	Valve Check 13mmØ	1	pcs	400.00	400.00	
19	Adapter P.E to G.J 13mmØ (MI) Plastic	2	pcs	70.00	140.00	
20	Pipe PE 13mmØ SDR #9	15	mtrs	50.00	750.00	
21	Nipple G.J 13mmØ x 0.80m (TBE) Sch.40	1	pcs	60.00	60.00	
22	Nipple G.J 13mmØ x 0.05m (TBE) Sch.40	1	pcs	60.00	60.00	
23	Coupling G.J 13mmØ	1	pcs	30.00	30.00	
24	Faucet 13mmØ	1	set	150.00	150.00	
III. SERVICES FEE						2,590.00
1	Labor Cost for Installation (35% of Item II)					
IV. OVERHEAD COST						1,110.00
1	10% Overhead, Contingency and Miscellaneous (OCM)					
TOAL PACKAGE OPTION						22,600.00
PROPOSED PACKAGE OPTION (excl. Materials for Service Connection)						15,200.00

"ANNEX B.4"

SERVICE CONNECTION STANDARDS AND REQUIREMENTS
"PACKAGE OPTION FOR INDIVIDUAL CONNECTION FOR SEMI-COMMERCIAL (A, B, AND C)"
 COMPLETE COMPUTATION

ENGINEERING BASIC COST ITEMS

ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	COST	TOTAL COST
A. DIRECT MATERIALS COST						
SERVICE LINE CONNECTION						
I. ADMIN FEES						5,700.00
1	Application Fee (1/2")	1	unit	1,650.00	1,650.00	
2	Guarantee Deposit (for Semi-commercial A, B, C)	1	unit	2,200.00	2,200.00	
3	URR Handbook	1	unit	150.00	150.00	
4	Water Meter 13mmØ	1	pc	1,700.00	1,700.00	
II. MATERIALS FOR SERVICE CONNECTION						7,190.00
1	Clamp 200mmØ x 19mmØ Saddle (CI)	1	pc	1,160.00	1,160.00	
2	Corporation Stop 19mmØ x 25mmØ (Brass)	1	pc	580.00	580.00	
3	Elbow G.I 25mmØ x 90°	3	pcs	160.00	480.00	
4	Adapter P.E to G.I 25mmØ (MT) Plastic	2	pcs	150.00	300.00	
5	Pipe PE 25mmØ SDR #9	3	mtrs	70.00	210.00	
6	Nipple G.I 25mmØ x 0.60m (TBE) Sch.40	1	pc	210.00	210.00	
7	Valve 25mmØ Ball w/Locked Wings	1	pc	1,050.00	1,050.00	
8	Nipple G.I 25mmØ x 0.10m (TBE) Sch.40	2	pcs	130.00	260.00	
9	Plug 25mmØ G.I	1	pc	50.00	50.00	
10	Tee 25mmØ G.I	1	pc	70.00	70.00	
11	Bushing 25mmØ x 13mmØ G.I	1	pc	40.00	40.00	
12	Water Meter Tailpiece (Brass) 13mmØ	1	pc	200.00	200.00	
13	Nipple G.I 13mmØ x 0.15m (TBE) Sch.40	1	pc	60.00	60.00	
14	Valve 13mmØ Ball w/Locked Wings	1	pc	460.00	460.00	
15	Union G.I 13mmØ	1	pc	70.00	70.00	
16	Nipple G.I 13mmØ x 0.10m (TBE) Sch.40	2	pcs	60.00	120.00	
17	Elbow G.I 13mmØ x 90°	4	pcs	70.00	280.00	
18	Valve Check 13mmØ	1	pcs	400.00	400.00	
19	Adapter P.E to G.I 13mmØ (MT) Plastic	2	pcs	70.00	140.00	
20	Pipe PE 13mmØ SDR #9	15	mtrs	50.00	750.00	
21	Nipple G.I 13mmØ x 0.80m (TBE) Sch.40	1	pcs	60.00	60.00	
22	Nipple G.I 13mmØ x 0.05m (TBE) Sch.40	1	pcs	60.00	60.00	
23	Coupling G.I 13mmØ	1	pcs	30.00	30.00	
24	Faucet 13mmØ	1	set	150.00	150.00	
III. SERVICES FEE						2,516.50
1	Labor Cost for Installation (35% of Item II)					
IV. OVERHEAD COST						1,083.50
1	10% Overhead, Contingency and Miscellaneous (OCM)					
TOAL PACKAGE OPTION						16,490.00
PROPOSED PACKAGE OPTION (excl. Materials for Service Connection)						9,300.00

"ANNEX B.5"

SERVICE CONNECTION STANDARDS AND REQUIREMENTS
"PACKAGE OPTION FOR INDIVIDUAL CONNECTION FOR MALL ESTABLISHMENTS"
 COMPLETE COMPUTATION

ENGINEERING BASIC COST ITEMS

ITEM	DESCRIPTION	QTY	UNIT	UNIT COST	COST	TOTAL COST
A. DIRECT MATERIALS COST						
SERVICE LINE CONNECTION						
I. ADMIN FEES						40,800.00
1	Application Fee (2")	1	unit	4,650.00	4,650.00	
2	Guarantee Deposit (for Commercial/Industrial)	1	unit	6,000.00	6,000.00	
3	URR Handbook	1	unit	150.00	150.00	
4	Water Meter 50mmØ	1	pcs	30,000.00	30,000.00	
II. MATERIALS FOR SERVICE CONNECTION						48,280.00
1	Coupling 50mmØ Sleeve Type PVC	1	pc	3,970.00	3,970.00	
2	Tee 50mmØ x 50mmØ MJ/MJ	1	pc	2,500.00	2,500.00	
3	Valve Gate 50mm MJ/MJ (MS-NRS)	2	pcs	7,990.00	15,980.00	
4	Pipe 50mm x 6.0m GI Sch 40	3	pcs	2,730.00	8,190.00	
5	Valve 50mmØ Ball w/Locked Wings	1	pc	4,600.00	4,600.00	
6	Valve Check 50mmØ, Brass	1	pc	5,520.00	5,520.00	
7	Flange 50mmØ	2	pcs	2,500.00	5,000.00	
8	Elbow 50mmØ x 90°	4	pcs	630.00	2,520.00	
III. SERVICES FEE						16,898.00
1	Labor Cost for Installation (35% of Item II)					
IV. OVERHEAD COST						6,572.00
1	10% Overhead, Contingency and Miscellaneous (OCM)					
TOAL PACKAGE OPTION						112,550.00
PROPOSED PACKAGE OPTION (excl. Materials for Service Connection)						64,270.00

"ANNEX C"

LIST OF REQUIREMENTS FOR ACCREDITATION OF PLUMBERS

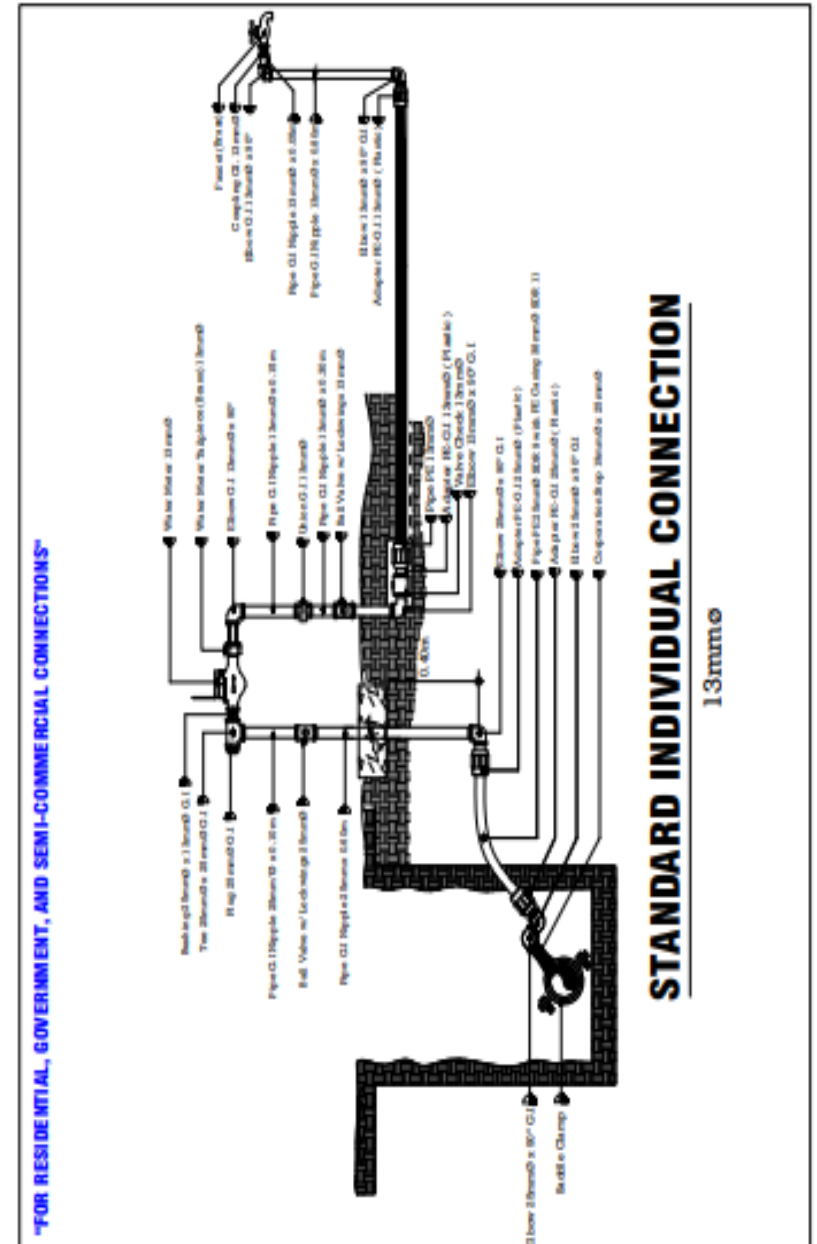
Private plumber to be accredited MKWD Private Plumber has the following requirements to wit:

- Documentary requirements:
 - Barangay Clearance
 - CEDULA
 - Insurance
 - PhilHealth
 - Motorcycle OR/CR
 - PDS
 - Driver's License
 - Vaccination Card (Photocopy)
 - Drug Test
 - ID (2 x 2)
- Private Plumber should submit letter of intent / recommendation from Division Manager of Service Connection Division
- Private Plumber should undergo orientation seminar/accreditation every six (6) months (January and June)
- Private Plumber should have complete plumbing tools, shovel and digging bar
- Plumbing tools will check by the Division Manager of Service Connection
- Accreditation payment of Two Hundred Pesos (P 200.00)
- Private Plumber should have a personal vehicle

An Accredited plumber is a private labor contractor based on Miscellaneous Service Charge (MSC) to render job orders of the following approved Service Line Activities:

- a. New Service Line Connection
- b. Transfer Connection
- c. Transfer Meter Stand
- d. Transfer Source
- e. Re-open Water Meter
- f. Repair Leak After the Meter

"ANNEX D"



“ANNEX E”

PRESSURE TANK SYSTEM

Demand (m ³ /month)	Sump Tank Size (liters) per Supply Interruption				St. Size (mmφ)	Minimum requirement of pump				Pressure Switch		Run time (min)	Minimum Size of Pressure Tank (gallons)
	1-4 Hours	4-8 Hours	8-16 Hours	16-24 Hours		Flow (GPM)	Power (HP)	Head (m)	Pressure (psi)	Cut-in	Cut-out		
10	100	200	300	400	13	10	0.5	30	40	20	35	1	34
30	200	400	700	1000	13	12	0.75	40	56	30	50	1	39
60	400	700	1400	2000	13	15	1	60	85	40	60	1	56
100	600	1200	2300	3400	13	15	1	60	85	40	60	1	56
200	1200	2300	4500	6700	25	23	2	62	88	50	70	1.25	120
300	1700	3400	6700	10000	25	23	2	62	88	50	70	1.5	144
400	2300	4500	8900	13400	25	23	2	62	88	50	70	1.75	168
500	2800	5600	11200	16700	25	23	2	62	88	50	70	2	192
1000	5600	11200	22300	33400	25	23	2	62	88	50	70	2	192

DIAGRAM 1:

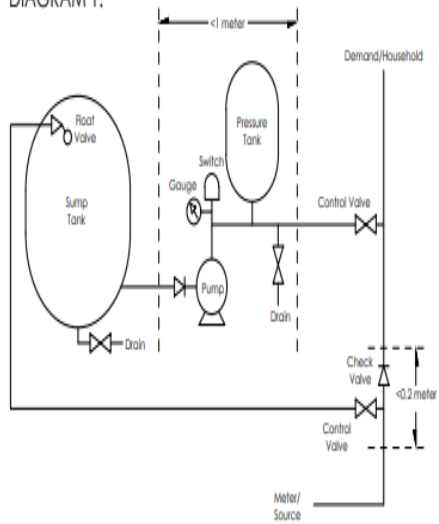
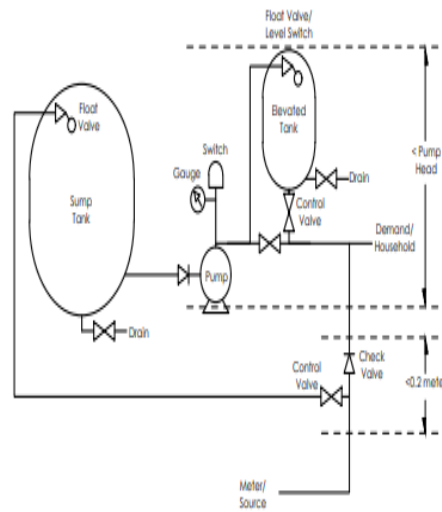
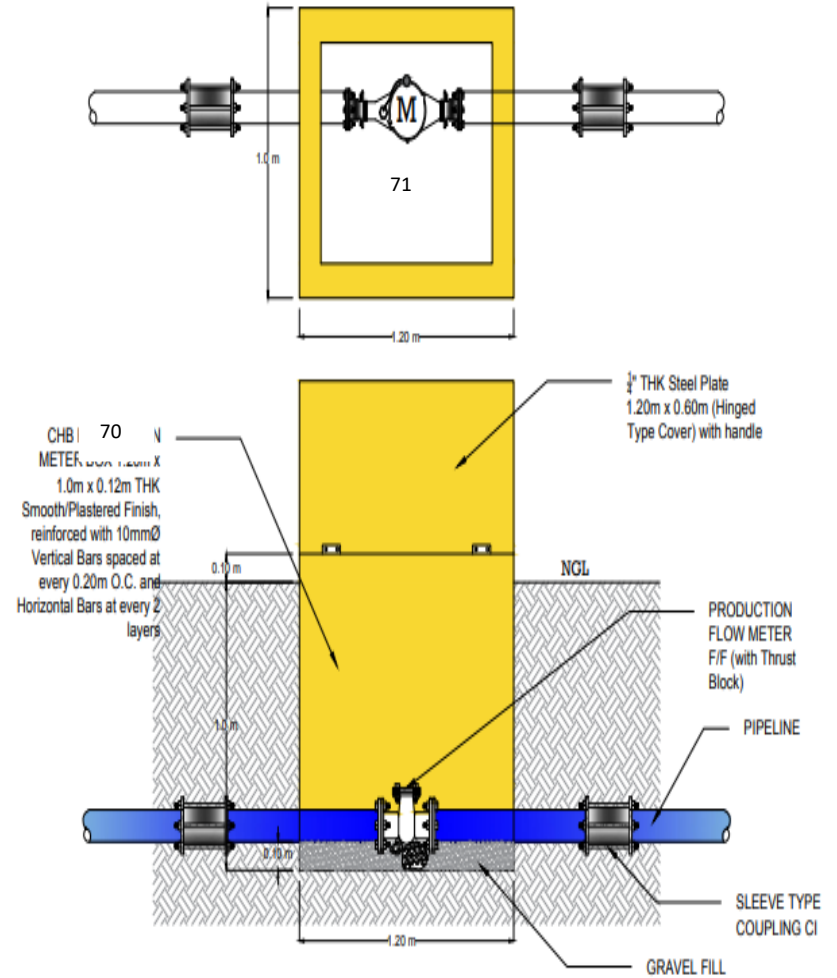


DIAGRAM 2:



PTS SCHEMATIC DIAGRAM

“ANNEX F”



PRODUCTION METER