

Republic of the Philippines  
**BUENAVISTA WATER DISTRICT**  
Rizal Ave., Brgy.3, Buenavista, Agusan del Norte

EXCERPTS FROM THE MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS HELD ON FEBRUARY 2, 2016 AT THE BUENAVISTA WATER DISTRICT

BOD RESOLUTION NO.13 S. 2016

**“TO ADOPT POLICY GUIDELINES ON THE APPLICATION TO TRANSFER AND CHANGE OF ACCOUNT NAME”**

- WHEREAS, transfer and change of account name is not allowed without the authority of the person concerned and the information of Buenavista Water District;
- WHEREAS, it can only be transferred and changed upon verification of the validity of documents submitted and that the owner waive his/her rights of the account;
- WHEREAS, anyone who assumes and request the transfer of account is considered as new concessionaire;
- WHEREAS, as new concessionaire he/she must undergo the pre- membership orientation seminar as one of the basic requirements for the application;
- WHEREAS, the purpose of the seminar is to inform and orient the applicant with the basic policies of Buenavista Water District;

NOW THEREFORE upon motion of Dir.Necita R. Lim and duly seconded by Dir. Florida A. Hordista be it-

*RESOLVED AS IT IS HEREBY RESOLVED to Adopt the Policy Guidelines on the Application to Transfer and Change of Account Name.*

RESOLVED FINALLY that this will take effect immediately after its approval and adoption.

ADOPTED this 2<sup>nd</sup> day of February, 2016 at Buenavista, Agusan del Norte.

I HEREBY CERTIFY to the correctness of the foregoing resolution and which is still in full force and effect and has not been recalled nor revoked or cancelled.

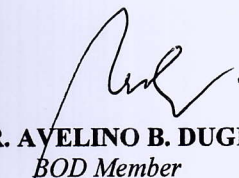
  
**DIR. NECITA R. LIM**  
*BOD Secretary*

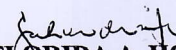
Attested by:

  
**DIR. RAYMUNDO A. AVISO, JR.**  
*BOD Chairman*


Concurrence:

  
**DIR. MARGARET C. PEGENIA**  
*BOD Vice-Chairman*

  
**DIR. AVELINO B. DUGLAS**  
*BOD Member*

  
**DIR. FLORIDA A. HORDISTA**  
*BOD Member*

Noted:

  
**ELISA B. ALBAY**  
General Manager