

Republic of the Philippines  
**BUENAVISTA WATER DISTRICT**  
Buenavista, Agusan del Norte

EXCERPTS FROM THE MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS HELD ON MARCH 19, 2019 AT BUENAVISTA WATER DISTRICT, RIZAL AVE., BARANGAY 3 BUENAVISTA, AGUSAN DEL NORTE.

BOD RESOLUTION NO.12-S.2019

**“RESOLUTION APPROVING POLICY GUIDELINES FOR BUENAVISTA WATER DISTRICT MONTHLY READING DATE SCHEDULE EFFECTIVE JUNE 2019”**

WHEREAS, the purpose of this policy is to guide important procedures or set of rules for implementation to achieve rational outcomes for BWD;

WHEREAS, these specific provisions should be observed accordingly:

1. Standard ten days reading period is cut short into five days by merging of zone schedules;
2. Reading period will be scheduled from the first five working days of every month;
3. Water bill distribution will be done after the reading period, starting from the 6<sup>th</sup> to 10<sup>th</sup> working days of every month;
4. No reading date schedule on Saturday, Sunday and Holidays;
5. If due dates will fall due on weekends and Holidays, due dates will definitely move/adjust to the next working day without penalty charges;
6. This policy will take effect by June 2019.

NOW THEREFORE upon unanimous decision, recommendation and approval of the August Body be it-

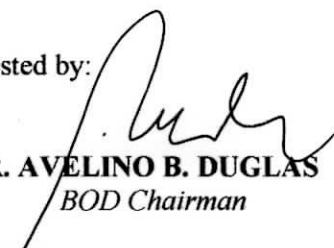
*RESOLVED AS IT IS HEREBY RESOLVED to Approve Policy Guidelines for Buenavista Water District Monthly Reading Date Schedule Effective June 2019.*

RESOLVED FINALLY that this policy be furnished to all concern for their information and guidance.

ADOPTED this 19<sup>th</sup> day of March, 2019 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.

Attested by:

  
**DIR. AVELINO B. DUGLAS**  
BOD Chairman

Concurrence:


  
**DIR. FLORIDA A. HORDISTA**  
BOD Vice-Chairwoman

  
**DIR. MERLY P. ABIVA**  
BOD Member

  
**DIR. HEIDI C. BOAQUINA**  
BOD Member

  
**DIR. LAUDITA J. ARAPAN**  
BOD Secretary

Noted:

  
**ELISA B. ALIBAY**  
General Manager