



# BUENAVISTA WATER DISTRICT

Rizal Avenue, Barangay. 3, Buenavista, Agusan del Norte  
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EXCERPTS FROM THE MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS HELD ON JULY 1, 2019 AT BUENAVISTA WATER DISTRICT, RIZAL AVE., BRGY. 3, BUENAVISTA, AGUSAN DEL NORTE.

## BOD RESOLUTION NO. 41 S. 2019

### “ADOPTING ADDITIONAL POLICY GUIDELINES FOR NEW SERVICE CONNECTION”

- WHEREAS, it was observed that most of the attendees during seminar/orientation and processing for new service connection are representatives of the applicants only;
- WHEREAS, the existing documentary requirements for new service connection include the following: Proof of ownership (Title, Tax Declaration, and Deed of Sale), Authorization from lot owner, and Mayor's permit;
- WHEREAS, the problem arise when a certain concessionaire traces the application form and discovered that the affixed signature reflected in the application form was not of the applicant but an unidentified signature;
- WHEREAS, the BOD finds it necessary to create a policy to ascertain the identity of the applicant as well as his/her representatives for accountability purposes;
- WHEREFORE, foregoing premises considered, the BOD hereby resolves to adopt the following additional policy guidelines for new service connection, to wit:

- Section 1 – Orientation for New Service Connection – All applicants for new service connection shall attend the orientation scheduled every Wednesday at 2:00 in the afternoon at the BWD Office;
- Section 2 – Only accredited plumber of BWD are authorized to conduct the in-house plumbing installation of the applicants;
- Section 3 – Documentary Requirements – The following document shall be submitted after approval of in-house plumbing installation, to wit:
- Mayor's Permit
  - Attendance to Orientation Seminar
  - Submission of documentary requirements:
    - ✦ Photocopy of valid ID of Applicant
    - ✦ For Authorized Representative – the following shall be required:
      - ✓ Authorization Letter from the Applicant
      - ✓ Photocopy of ID of Applicant and the Authorized Representative
      - ✓ For accounts named after the Organization/Establishments:  
**Special Power of Attorney (SPA)**
    - ✦ Proof of Ownership of Lot and Residence – Title, Tax Declaration, Deed of Sale
    - ✦ Authorization from the House and/or Lot Owner (if applicable)
  - Cell phone number

ADOPTED this 1<sup>st</sup> day of July 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-Chairman

  
DIR. HEIDI C. BOAQUINA  
BOD Member

Noted by

  
DIR. LAUDITA J. ARAPAN  
BOD Secretary

  
DIR. MERLY P. ABIVA  
BOD Member