

# BUENAVISTA WATER DISTRICT

Rizal Avenue, Brgy. 3, Buenavista, Agusan del Norte

Telefax No. (085) 343-4037; 808-0055 / Email: [bwd\\_adn@yahoo.com](mailto:bwd_adn@yahoo.com)

Website: [buenawater.gov.ph](http://buenawater.gov.ph)

EXCERPTS FROM THE MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS HELD ON JANUARY 6, 2026 AT BUENAVISTA WATER DISTRICT, RIZAL AVENUE, BARANGAY 3 BUENAVISTA, AGUSAN DEL NORTE

## BOD RESOLUTION NO.02-SERIES OF 2026

### “ RESOLUTION APPROVING THE POLICY FOR A SERVICE GUARANTEE DEPOSIT”

WHEREAS, Buenavista Water District recognizes the need to safeguard its interest and to establish clear guidelines on the collection, safekeeping, utilization and refund of service guarantee deposit to ensure transparency, accountability and compliance with applicable laws;

WHEREAS, the service guarantee deposit shall serve solely as security for the faithful performance of obligations of the concessionaires and shall not be applied as partial or regular payments for the water services consumed for a certain period;


NOW THEREFORE upon motion duly made by Dir. Ivan C. Nakila and seconded by Dir. Jean R. Plaza hereby Resolved to Adopt the Policy for Service Guarantee Deposit and to strictly adhere the following guidelines in the implementation of the policy:

1. All construction companies engage to private construction projects are required for a minimum of Five Thousand Pesos (Php 5,000.00) guarantee deposit and will be collected upon approval of application for new service connection.
2. In the event that the amount due for the first bill consumed will exceed from the guarantee deposit, an additional deposit maybe required equivalent to or higher from the total amount due.
3. A guarantee deposit shall serve solely as security deposit and will be utilized only to cover unpaid utility bills and damages upon termination of contract.
4. The guarantee deposit will be refunded in full without interest once the service becomes inactive and all accounts due have been fully paid and settled.
5. All transactions involving guarantee deposit shall be supported by an Official Receipt (OR) or Sales Invoice (SI) and duly acknowledge by both parties.

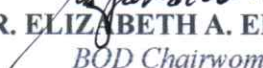
*RESOLVED FINALLY, that copies of this resolution will be furnished to all concerned for their information, guidance and proper implementation.*

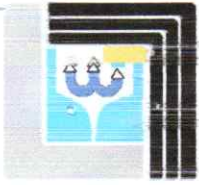
ADOPTED this 6<sup>th</sup> day of January, 2026 at Buenavista, Agusan del Norte.

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

  
DIR. JOANNA CLYDE A. ESPINA  
BOD Secretary

Attested by:

  
DIR. ELIZABETH A. ENCENADA  
BOD Chairwoman




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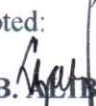
Concurrence:

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

  
**DIR. IVAN C. NAKILA**  
*BOD Member*

  
**DIR. JEAN R. PLAZA**  
*BOD Member*

Noted:  
  
**ELISA B. ALIBAY**  
General Manager