

**UTILITY RULES AND REGULATIONS
GOVERNING THE OPERATIONS OF
BOGO WATER DISTRICT**

The Board of Directors of Bogo Water District hereby ordains the following:

**CHAPTER I
WORDS, PHRASES AND DEFINITION OF TERMS**

SECTION 1.100. Words and Phrases: For the purpose of these regulations, in all words used herein, the present tense shall include the future, all words in the plural number shall include the singular number and all words in the singular number shall include the plural.

SECTION 1.200. Definition of Terms. Whenever in these regulations the following words and phrases set forth in this section are used, they shall, for the purpose of these regulations have the meanings, respectively ascribed to them in this section.

"BOARD" : The Board of Directors of the District shall be composed of five citizens of the Philippines who are of voting age and residents within the District. One member shall be a representative of civic-oriented service clubs, one member a representative of professional associations, one member a representative of business, commercial, or financial organizations, one member a representative of educational institutions, one member a representative of women's organizations. No public official shall serve as director; provided, however, that if the District has availed of the financial assistance of the Local Water Utilities Administration, the LWUA may appoint any of its personnel to sit in the Board of Directors with all the rights and privileges as pertaining to a regular member, for such period as the indebtedness remains unpaid, in which case the Board shall be composed of six members. (As amended by Sec. 4, PD 768, Sec.2, PD 1479).

"SERVICE CONNECTION" : The tapping of water mains and the laying of pipes from the main to the curb line and the setting of the shut-off valve, flow detection device and vault.

"COST" : Labor, materials, transportation expenses, supervision, engineering and all the necessary overhead expenses.

"DISTRICT" : The Bogo Water District, its General Manager, appointed officers, and any other persons or bodies vested with responsibility and jurisdiction in matters pertinent to the said District.

**CHAPTER II
DISTRICT AND WATER SERVICE**

SECTION 2.100. Bogo Water District and Water Service. The District as authorized by law and having acquired water rights for and within the city of Bogo has the responsibility to provide safe, potable, clean water to Bogo populace.

In effect, such authority allows BWD to extend water service to Bogo constituents applying for such service.

SECTION 2.200. Water Service Objectives. The water service objectives of Bogo Water District (District) are:

First, to provide public water supplies that are continuous and reliable, of the best quality feasible to achieve, in the quantities and at the rates of flow sufficient for all reasonable and beneficial uses within the territory of the District, and at the minimum cost to the District;

Second, to limit use of water furnished by the District to what is reasonable and beneficial under the circumstances, to prevent the waste of water and to promote water conservation;

Third, to reclaim water and make it available for reuse to the maximum extent feasible;

Fourth, to enable maximum feasible multipurpose uses of the properties and facilities under the District's control;

Fifth, to protect and enhance the environment;

Sixth, to provide treated water service within defined pressure ranges as determined by the District's Board of Directors from time to time.

SECTION 2.300. Term of Service:

section 2.300.A. Water service pursuant to an approved application shall be provided until the service is terminated by the concessionaire or the District. The District may at its discretion treat water service disconnected for a period of 6 consecutive months as termination by the concessionaire.

section 2.300.B. A concessionaire may terminate service at any time by notice to the District.

section 2.300.C. The District may terminate service at any time for non-compliance with any regulation of the District and default in any payment due to the District

SECTION 2.400. Compliance with Regulations Required. The furnishing of water by the District and the use thereof by a concessionaire shall be subject to the regulations of the District and to the terms, conditions and undertakings in the concessionaire's application for service. By applying for or receiving water service from the District, each concessionaire covenants and agrees to be bound by, and to comply with all regulations of the District.

SECTION 2.500. Water Quality. Treated water shall be fit for human consumption at the point of delivery by the District.

SECTION 2.600. Applicants for Water Service. Applicants or concessionaires for water service connection primarily include house owners, lot and building owners, sub-divider of a single lot or owner of subdivision or tract of land within the District boundaries.

Corporations, government agencies or local government units through its duly authorized representative may apply for such services too.

Qualified applicants shall apply or file its application for water service connection or "Contract for Water Service" at the office of the Bogo Water District.

New Water Service Connection Application that has remained uninstalled for more than six (6) months from the date the registration fee has been paid shall be invalidated and any payment made thereof shall be forfeited. However, this rule shall not apply if the District is the cause of the delay.

Withdrawal of application within the six-month validity period shall bear a service fee of Php100.00.

CHAPTER III
WATER SERVICE CONNECTIONS

SECTION 3.100. Size and Location of Service Connection : The BWD reserves the right to determine the size of service connections and their location with respect to the boundaries of the premises to be

served. The laying of concessionaire's service lateral to the meter shall not be done until the location of the service connection has been approved by the BWD management.

In case a service connection will be transferred to another place, such new location will have to be approved by the BWD management and such connection will be treated as a new service connection. Standard fees for new service connection shall be applied.

SECTION 3.200. Service Connection in Subdivision or Tract of Land: Any lot, subdivision owner or owner of tract of land desiring extension of water service connection shall apply to the District subject to the following procedures:

- a) The District shall design the water system to serve such lot, subdivision or tract and make available such design and specification to the applicant.
- b) The applicant shall lay all mains within the tract, contiguous to the full length of the tract, and such connecting lines as maybe needed to connect such lot, subdivision, or tract to the nearest main of suitable size and pressure. This shall include all control valves and fire hydrants, and a connecting lateral to each lot within the subdivisions, tract or lots owned by the applicant adjacent to the new main.
- c) The cost of the installation of the water system within the tract shall be shouldered by the applicant.
- d) All mains laid shall become the property of the District after final inspection and acceptance and shall be maintained by the same.

SECTION 3.300. Connection for Bulk Water Selling: Any private establishment or private individual may apply for a water service connection intended for reselling of water subject for the following procedures:

- a) There shall be a written contract between the applicant and the District;
- b) The contract shall be renewable in two (2) years;
- c) An amount of not less than Php10, 000.00 shall be deposited and is refundable upon end of contract and clearance from the Billing Section unless the applicant will opt for a renewal of the contract;
- d) The size of the water meter to be used shall be one inch in diameter (1"Ø) or bigger and
- e) Prevailing water rate specified for the required water meter size and all other charges shall apply.

SECTION 3.400. Temporary Connection: Any agency/company under a subcontract agreement may apply for a temporary water service connection subject for the following procedures:

- a) The agency/company must submit the photocopy of the lot title if owned or the lease of contract and
- b) An amount of not less than Php10, 000.00 shall be deposited and is refundable upon clearance from the Billing Section;

SECTION 3.500. Communal Connection/Service Connections for Public Utilization. Any barangay represented by the incumbent Barangay Captain, can apply for as many communal connections as they

wish to have or any service connection applied to be installed for public utilization, **provided there is a resolution from the barangay assuring it be jointly liable for the billings and/or any illegal acts done in the said connection and shall be enforced whoever the incumbent shall be.**

SECTION 3.600. Special Connection. Any individual or private establishment can request for a special connection provided one will shoulder the cost of the installation. The meter stand shall still be the District's property and shall be maintained by the same. Any individual or private establishment that will tap on the particular meter stand in the future shall be allowed to tap with or without the consent of the one who requested for the special connection.

SECTION 3.700 Fire Hydrant. A fire hydrant is a protective service connection. This service connection shall be used exclusively for firefighting purposes.

SECTION 3.800. Project Counterpart: Any government or private entity may coordinate with the District for a joint project with "Counterpart Payments" supported by a Memorandum of Agreement (MOA) signed by the entity's representative and the District.

CHAPTER IV SERVICE CONNECTIONS AND CLASSIFICATIONS

SECTION 4.100. Service Connections : Each parcel of land, building or household under separate ownership must be provided with a separate water service connection.

Residential/Government: Utilization of water for drinking, washing, bathing, cooking or other household needs.

Commercial/Industrial: Business establishments directly using water in their day to day operations with capitalization of more than Php20,000.00 with permit to operate legally such as:

- Rest houses
- Hotels, lodges and the likes
- Hospitals, whether private or public
- Cafeterias managed by cooperatives, corporations, etc
- Ice cream parlors
- Beer houses
- Bars, night clubs and disco pads
- Restaurants
- Carenderias
- Gasoline stations
- Bus stations and/or terminals
- CHB and concrete products manufacturers
- Theaters
- Confectioneries and bakeries
- Ice plants
- Private schools
- Churches
- Boarding houses
- Billiard halls and other games and entertainment places
- Fish and meat stalls in public markets with individual water meters
- Building/households under construction
- Piggery (5 pigs and above)
- Poultry (100 heads and above)

Commercial-A : Business establishments indirectly using water in their day to day operations such as:

- Photo services
- Dental and medical clinics
- Warehouses
- Groceries
- Gift shops
- Offices, including government and private banks
- Drugstores
- Wholesale and retail outlets
- Furniture shops

Commercial-B: Small business establishments indirectly using water with or without permit to operate legally with a capitalization of not more than Php10,000.00.

- Vulcanizing and repair shops
- premises utilized for selling foods or for living quarters
- Sari-sari stores

Commercial-C : Non-domestic and seasonal utilization of water

- Non-profit Institution
- Chapels
- Water utilization for home gardening and watering for lawns
- Piggery (maximum of 4 pigs)
- Poultry (below 100 heads)

CHAPTER V OPERATION, MAINTENANCE AND REPAIR OF SERVICE CONNECTIONS

SECTION 5.100. Installation of Curb Cock : Every service connection installed by the District shall be equipped with curb cock or valve in the inlet side of the meter, which valve or curb cock shall be for the exclusive use of the District in controlling the water supply through the service lateral.

It is further provided that, if the curb cock or valve is damaged by the concessionaire's use to an extent requiring replacement, said replacement shall be made at the concessionaire's expense.

SECTION 5.200. Maintenance of Service Laterals. The service laterals extending from the main to the meter shall be maintained by the District. All pipes and appurtenances extending from the meter and beyond shall be maintained by the concessionaire.

SECTION 5.300. Maintenance of Water Meters

section 5.300.A. Water meters shall be installed and owned by the District;

section 5.300.B. A water meter maintenance fee shall be charged monthly. (Section 5.190);

section 5.300.C. All water supplied by the District shall be supplied through a water meter. Upon acceptance of an application for service, the management shall cause a water meter to be installed at the property line and connected to the District's system. The cost of relocating a meter at the concessionaire's request shall be borne by the concessionaire.

section 5.300.D. Each building shall be served by a separate meter regardless of ownership. Service through any meter serving more than one building in violation of this

policy shall be terminated by the District. The service shall not be reconnected until all charges associated with the account have been paid.

SECTION 5.400. Repair of Damaged Pipes. The responsibility of the District in the repair of damaged pipes is limited to those extending from the main to the meter.

Bogo Water District shall not be liable for any damages beyond the water meter.

SECTION 5.500. Emergency/Demand Repairs: During emergency repairs, the District shall have the right to discontinue water service upon notification. Upon notification, concessionaires dependent upon a continuous water supply should provide their own emergency water storage.

SECTION 5.600. Pressure Conditions at Service Connections. The District will exercise reasonable care and diligence to deliver to its concessionaires a continuous and sufficient supply of water. The District reserves the right at any time to shut off water delivery for the purpose of maintaining, repairing, altering or enlarging its facilities. To the extent practical, advance notice of an interruption of service shall be given to all concessionaires affected. The District shall not be liable for any loss, damage, or inconvenience to any person by reason of any shortage, reduction, interruption, or discontinuance of water service or the increase or decrease of water pressure, when the same is caused by an act of God, drought, an accident, a shutdown, a disturbance or condition of any kind beyond the control of the District or when the same is reasonably necessary for the repair, maintenance, alteration, or extension of any facility of the District.

SECTION 5.700. Water Shortages. The District reserves the right to fix the time and rate of flow of all deliveries of water to each of its concessionaires and, in the event of shortage, to allocate between its concessionaires the water supply available to the District from time to time and to establish such priorities to the available supply as the District shall consider necessary and in the public interest.

CHAPTER VI WATER RATES AND OTHER CHARGES

SECTION 6.100. Water Rates: All water rates schedule shall be set by LWUA with formal resolution of the Board of Directors of Bogo Water District for its implementation.

SECTION 6.200. Guarantee of Payment of Water Use : The water charge shall begin when a service is installed and the meter is set. Before the water shall be turned on by the District for any purpose whatsoever, the concessionaire or his/her authorized agent shall first sign an agreement in which he /she guarantees the payment of future water bills for the services rendered. The property owner shall notify the District in writing in the event the authorized agent is changed.

SECTION 6.300. Water Bills: Water bills are due after 10 working days from the meter reading date of each zone and shall be considered delinquent 5 working days thereafter.

All the water bills that become due shall be levied a surcharge of P25.00 for residential, 10% for commercial and 5% for semi-commercial or P25.00 whichever is higher.

Water bills are payable only at the office of the Bogo Water District.

Failure to check in meter reading cards for the monthly bills and the corresponding due dates and disconnection dates, shall not relieve the concessionaire of the liability. Any amount due shall be deemed a debt to the Bogo Water District and any person, firm or corporation failing, neglecting or refusing to pay said indebtedness shall be liable to civil action in any court of competent jurisdiction for the amount indebted.

It is the policy of the Bogo Water District that all connections are to be metered and that no water is to be delivered without charge except for fire fighting purposes. The furnishing of free water to the general public (i.e. financially depressed communities) at public faucets is a function of the local government unit. Any such government body may make application for the installation of a service connection for the purpose of supplying water to public faucet. All water consumed through a public faucet shall be charged using the lowest rate block of the Water District schedule of rates.

SECTION 6.400. Service Connection Fees: For each new connection, and an existing connection on which a larger meter is installed due to increased water demand, the following charges shall be paid prior to the installation of the new service connection (or prior to installation of a larger meter on an existing connection).

INSTALLATION AND WATER METER MAINTENANCE FEE PER WATER METER SIZE:

Meter Size	Installation Fee	Water Meter Maintenance Fee
½" Ø	Php 3,550.00	Php 30.00
1" Ø	19,050.00	100.00
2" Ø	43,550.00	600.00
3" Ø	61,315.00	700.00
4" Ø	78,600.00	900.00

The District reserves the right to reclassify a residential concessionaire to commercial classification if water consumption exceeds 50 cubic meters.

SECTION 6.500. Water Meter Transfer: A request for a meter transfer shall be granted provided that the said transfer is within the same barangay and a Water Meter Transfer Fee of Php500.00 shall be paid prior to the transfer.

SECTION 6.600. Reconnection Fee: A reconnection fee of Php100.00 shall be paid prior to the reconnection of water service.

SECTION 6.700. Payment for Cost of Damages: Any cost of the damages made on the service line by any individual or private entity shall be billed to the latter and shall be paid in full on or before a specified due date. In the event there will be no payment made within the given span of time, the District shall elevate the matter into further legal action for the collection of the cost of the damages.

Complaints and/or any clarifications regarding the water bill shall be made within five (5) calendar days from the meter reading date otherwise the bill shall be considered correct and binding.

SECTION 6.800. Penalty for Returned Check: Any account paid on or before due date through check that is returned after the due date shall be levied a penalty corresponding its respective classification and any future check payment for the account shall not be accepted to any further extent.

SECTION 6.900. Other Charges :

Request for a copy of customer ledger history. A fee of Php100.00 shall be levied for every request for a copy of customer ledger history.

Request for a copy of SOA. A fee of Php25.00 shall be levied to every request for another copy of the Statement of Account after the first issuance. First issuance is free of charge.

Request for any certification. A fee of Php100.00 shall be levied for any request for a certification.

CHAPTER VII
REBATES, DISCOUNTS, REFUNDS AND OTHER ADJUSTMENTS

SECTION 7.100. Senior Citizen's (SC) Privilege Guidelines: Any individual who is 60 years old and above and has an active service connection registered under his/her name could apply and avail the discount privilege of Five Percent (5%) on the water billing provided the water consumption does not exceed 30 cubic meters. Said privilege shall take effect one year after the installation of the service connection. Only one SC shall be granted with the privilege regardless of the number of SCs residing in the household. The privilege shall not be granted has the payments made after the due date. It shall have a validity of one (1) year, subject to re-application/renewal. Privilege shall be discontinued and reverted to its original scheme if not re-applied /renewed. In case of death, discount privilege shall be discontinued. Furthermore, it shall also be discontinued for any violation of district policies and shall not be excused from imposition of penalty.

An SC I.D. issued by the Office of the Senior Citizen Association (OSCA) shall be presented to the teller upon payment of the water bills otherwise the privilege shall not be granted.

SECTION 7.200. Refunds and Adjustments: If for any reason a concessionaire is entitled to a refund for overbilling or other just cause, a demand shall be made by said concessionaire to the District for refund of such overpayment subject to Board approval or its delegated representative. Upon approval, a statement of account shall be issued to the concessionaire in the amount of said overbilling and the amount overpaid shall be credited to the concessionaire's account.

CHAPTER VIII
PROHIBITIONS ON ILLEGAL TAPPINGS/ACTS ON SERVICE CONNECTIONS AND PENALTIES

SECTION 8.100. Illegal Tapping, Unauthorized Selling of Water and Unlawful Taking of Water. No person, firm or corporation shall:

- a) tap, make or cause to be made any connection with water lines without prior authority or consent from the District;
- b) resell water furnished by the District without written authorization from the District and
- c) open any valve or fire hydrant or by other means take or draw any water from any reservoir, pipe, canal, or other facility owned or operated by the District without prior specific authorization from the District.

SECTION 8.200. Cross Connections: No persons, firm or corporation shall install or maintain any physical connection between any private source of water supply and the District water supply.

SECTION 8.300. Tampering with District Property: No one except an authorized employee of the District shall at any time in any manner operate the angle valve, main valve, gate valve of the District's system, or interfere with meters or their connections, mains or other parts of the water system.

SECTION 8.400. Payment for Water Used Without Regular Application Being Made: A person, firm or corporation taking possession of premises and using water from an active service connection without having made application to the District for water service shall be held liable for the water delivered from the date of the last recorded meter reading. If the water meter is found inoperative, the quantity consumed will be computed using the previous concessionaire's usual monthly consumption. If proper application for water service is not made upon notification to do so by the District, and if accumulated bills for service are not paid immediately, the service will be discontinued by the District without further notice.

SECTION 8.500. Penalty for Illegal Connection: A penalty of Php3, 000.00 shall be imposed for the violation of Section 8.100 for the first offense and Php6, 000.00 for the second offense (Res. No. 018-2011) subject to the provisions of R.A. 8041, the National Water Crisis Act and a re-computation of the bill/s from when the illegal connection has started up to the date of detection using the highest possible rate shall be made.

CHAPTER IX Disconnection and Reconnection

SECTION 9.100. Disconnection – Concessionaire Request: The District will disconnect water service lines at the point of delivery during regular working hours on any business day requested by a concessionaire unless the request is received by the District not later than five business days prior to the date of disconnection. The concessionaire shall be responsible for payment for all service rendered prior to actual disconnection.

SECTION 9.200. Disconnection - District Discretion:

- A. The District may disconnect any water service line for any of the following reasons:
 1. The concessionaire or tenant of the concessionaire fails to comply with any regulation of the District.
 2. Water service is being furnished without a proper application or pursuant to an application containing a misrepresentation of material fact.
 3. There is evidence of unlawful tampering or interference with the District's facilities by the concessionaire.
 4. The District finds that there exists a condition hazardous to the health and safety of the concessionaire or any water user of the District.
 5. The concessionaire or occupant of the land served fails, after notice from the District, to remove an obstruction that prevents or unreasonably impairs the reading of the meter.
- B. Any breach of a regulation of the District generally that which endangers or threatens to endanger the public health and safety may result in disconnection without prior notice.

SECTION 9.300. Disconnection – Non-payment: Service maybe discontinued without further notice.

SECTION 9.400. Request for Voluntary/Temporary Disconnection: No charge shall be made other than unpaid bills for temporary and voluntary disconnection.

No disconnection or shutoff shall be made on a Saturday, Sunday, or holiday, or at any time when the business office of the District is not open, or during the pendency of any District investigation of, or hearing on the bill, charge, fee, or indebtedness involved.

SECTION 9.500. RECONNECTION: Service will not be reconnected except upon payment of all amounts due, together with the reconnection fee. (Section 6.600)

SECTION 9.600. Good as New Connection: Any existing connection that has been disconnected for more than six (6) months shall be considered as Good as New Connection and therefore shall pay the prevailing registration fee and follow the usual process when applying for installation of New Connection. Furthermore, the connection shall only be reconnected and/or reinstalled if the previous balance, if there are any, shall be paid in full.

Chapter X
GENERAL PROVISIONS

SECTION 10.100 . Separability Clause : If any section, subsection, sentence, clause or phrases of these regulations is for any reason held to be unconstitutional, illegal or unlawful, such decision shall not affect the validity of the remaining portion of regulations.

SECTION 10.200. Effectivity : This rules and regulations shall take effect immediately as amended. The Board of Directors of the District hereby declares that it would have adopted these regulations irrespective of the fact that any one or more sections, subsections or sentences, are held to be unconstitutional, illegal or void.

Prepared by:



ENG'R. HOUDINI A. JUMAO-AS
General Manager


ADOPTED, SIGNED AND APPROVED this 3rd day of November, 2015.


MARCOS S. PEDRANO
Director


EMMANUEL A. TARIMAN
Director

ON LEAVE
OSCAR E. ARCENAS
Director


VIRGINIA S. RODRIGO
Director


SEVERO LEE J. VERALLO
Chairperson, Board of Director