



1. SEMINAR FOR NEW SERVICE APPLICATIONS

Clients / concessionaires who wanted to apply for new service connections must first attend the orientation / seminar held every Wednesday at San Juan Water District office from 9:00 in the morning. SJWD orients all the new applicants about the rules, regulations and policies of the agency.

Office or Division:		Administrative, Commercial and Finance Division		
Classification:		Simple		
Type of transaction:		(G2C) Government to Citizens		
Who may avail:		Residents within San Juan Water District area of jurisdiction		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 copy of Certification of Seminar for new Connections		San Juan Water District office at the Customer Service Desk		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Attend the seminar and write in the attendance sheet and fill out the Inspection Request Form (Survey Form of location) at San Juan Water District customer service desk	1.Gather the attendance sheet and the Inspection Request Form	None	10 minutes	Administrative Service Assistant
2.Be attentive to the orientation / seminar	2.Discuss the rules, regulations and policies of San Juan Water District	None	1 hour	Administrative Service Assistant
3.Accept the Certificate of seminar and wait for the text message about the amount to be settled	3.Distribute the Certificate of Seminar	None	10 minutes	Administrative Service Assistant
TOTAL:		None	1 hour and 20 minutes	