



TRAFFIC PERMIT FOR MWSI INDIVIDUAL WATER SERVICE CONNECTION

STEP BY STEP PROCEDURE	OFFICER/EMPLOYEE RESPONSIBLE	MAXIMUM TIME TO CONCLUDE PROCESS	CLIENT/S	REQUIREMENTS	AMOUNT OF FEES	ALLOWABLE EXTENSION PERIOD (due to unusual circumstances)
1. Receiving of application form / requirements	•Grace Kobayashi	3 mins.	MWSI applicants	1. Permit from City Engineer's Office 2. Permit from DPWH/TMMED (for National Roads) 3. Barangay Clearance 4. Official Receipt from Treasury or DPWH	No fees required	N/A
2. Evaluate traffic conditions	•Grace Kobayashi	3 mins.				
3. Approval of Permit	•Roderick Tongol (OIC-PSTMO)	3 mins.				
4. Releasing of Permit	•Grace Kobayashi	3 mins. Maximum of 1 day				