



MAPANDAN WATER DISTRICT

THE POLICY ON THE ESTABLISHMENT OF WATER SERVICE CONNECTIONS IN RESIDENTIAL SUBDIVISIONS AND ITS IMPLEMENTING RULES AND REGULATIONS ALSO KNOWN AS THE MAWADI SUBDIVISION POLICY

WHEREAS, pursuant to Section 62 of Presidential Decree No. 198 otherwise known as the Provincial Water Utilities Act as amended, the Local Water Utilities Administration (LWUA) is vested with the power and duty to establish standards for local water districts and adopt rules and regulations for its enforcement;

WHEREAS, in the matter of providing water service to residential subdivisions within the service area of water districts, LWUA has adopted Resolution No. 215 Series of 1997, for guidance of various Water Districts;

WHEREAS, in line with the said LWUA Resolution and to address concerns involving interconnections and application for water service connections in Residential Subdivisions, MAWADI proposed the Policy on the Establishment of Water Service Connections in Residential Subdivisions and Its Implementing Rules and Regulations, also to be known as the MAWADI Subdivision Policy, that will serve as concrete basis on the requests of Residential Subdivisions' Developers/Owners, including Homeowners Associations for interconnection and application for water service connections;

WHEREAS, there is a necessity to create a standard policy for the establishment of water service connection in residential subdivisions to restrict individual applications from homeowners which result to many digging of inhouse pipes and interconnecting water meters in one place resulting to weakening of transmission lines;

WHEREAS, this Policy has been reviewed, for presentation and final approval by the Board of Directors.

NOW THEREFORE, be it;

RESOLVED AS IT IS HEREBY RESOLVED, to approve the Policy on the Establishment of Water Services Connections in Residential Subdivisions and Its Implementing Rules and Regulations, also known as the MAWADI Subdivision Policy, as well as the strict enforcement of the promulgated policy and its Implementing Rules and Regulations, in this wise:

I. OBJECTIVES

1. To establish standard procedure governing the requests for interconnection of pipeline distribution system of existing or developing or still to be developed residential subdivisions to avail the water service of MAWADI, including requests from subdivisions under Homeowners Association and subdivisions with private road lots.
2. To ensure that MAWADI shall only accept pipelines and other appurtenances that are of good quality and are utilized in accordance with the standards set by MAWADI and/or the Local Water Utilities Administration (LWUA).
3. To come up with a complete and updated database for pipelines distribution system donated to and accepted by the District, which systems and other appurtenances form part of the assets of MAWADI.



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II. DEFINITION OF TERMS

Residential Subdivision- refers to developed subdivided parcel of land into residential habitation under the management and control of a subdivision developer or lot owners. The administration of the subdivision includes private road lots bounded therein.

Homeowners Association- refers to residential homeowners represented by the appointed officers of the association who govern the social welfare and basic needs of the homeowners.

Subdivision Developers- refers to a sole proprietor, partnership or corporation of ownership in a subdivision-developing line of business. They develop the subdivision of lots into parcels of residential areas, construction of residential buildings, basic needs facilities and other amenities.

Pipeline Distribution System- shall likewise interchangeably understood herein, as water supply system that is dependent on a water source coming from the main distribution system of a water utility (MAWADI) or any independent water supply

Subdivision with Existing Water Supply System- refers to residential subdivisions which have already constructed its water supply system or distribution pipeline prior to the effectivity of this Policy or have undertaken or commenced actual construction or pipelaying within a period of one (1) month from the adoption or publication of this policy

Subdivision whose Pipeline Distribution System is Still to be Constructed- this covers subdivisions which have not yet commenced any construction or pipelaying works upon effectivity of this Policy or within the period stated herein

Subdivision under Homeowners Associations (HOA)- refers to residential subdivisions administered by the homeowners association

Independent subdivisions with private road lots- refers to subdivisions that are not governed by any developers nor homeowners association but road lots remained owned by private individual/s.

Letter of Intent- refers to written communication duly signed and submitted by the subdivision owners, developers, President or any authorized representatives of a Homeowners Association, conveying its intent to avail the services of MAWADI for the construction and/or pipelaying works of Pipeline Distribution System within the subdivision, to interconnect its existing distribution system, with the undertaking to donate said pipelines and its appurtenances, including the lot where the pipelines are located or found. Absence of such undertaking will not in any way mean a waiver of its obligations to donate and turnover the system, appurtenances and the lot referred herein.

III. GENERAL GUIDELINES

As a rule, the interconnection of MAWADI water service by any of the options/cases provided herein shall take place only after studies have shown the following:



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1. That such service shall not adversely affect the water supply for existing consumers.
2. That said service is financially feasible and economically justifiable, as may be determined by the appropriate officers of MAWADI.
3. That the water supply system/pipeline distribution system is in conformity with the MAWADI rules and regulations, pertinent provisions of the Presidential Decree No. 198 as amended, LWUA regulations and other applicable laws.
4. The water supply system/pipeline distribution system shall be assessed to determine its present condition and the rehabilitation and upgrading works necessary to bring it up to MAWADI standards.
5. That the water pressure in the area where the system is located is capable of sufficient water 24/7 to the homeowners as shown in the pressure monitoring result conducted by MAWADI.

IV. OPERATING STANDARDS

A. SUBDIVISIONS WITH EXISTING WATER SUPPLY SYSTEM

The MAWADI shall require the Owner to submit all pertinent information on its existing Water Supply System to allow proper evaluation as it pertains to conditions set forth, where the subdivision shall interconnect with the water distribution line of MAWADI:

1. The Water Supply System shall be assessed to determine its present condition and the rehabilitation and upgrading works necessary to bring it up to MAWADI Standards.
2. In instances where it failed to meet the required standards, the owner shall be solely responsible for the rehabilitation, rectification and upgrading works needed.
3. The constructed/interconnected water supply system is automatically under the property and jurisdiction of MAWADI for operations, repairs and maintenance, including the lot area where the pipelines and other appurtenances are laid and become part of the permanent district system. Moreover, for subdivisions with more than 100 lots, the owner developer shall donate to MAWADI one (1) lot situated within the subdivision with an area of 200 to 500 square meters which shall be reserved for pumping station, elevated water tank, sub-office or for any legal purpose that the district may deem appropriate and advantageous.
4. MAWADI reserves the right to reject/or refuse acceptance of a proposed donation or interconnection of subdivision pipelines to the MAWADI water mains or distribution system, should it determine that the standards in the quality and workmanship of pipes and the pipeline system in the subdivision have not been properly observed by the subdivision owner.



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5. MAWADI likewise reserves the right, upon or after donation and interconnection of the subdivision pipeline system, to conduct inspection, maintenance and repair works on the properties where these pipelines have been laid. Should the owner of these properties deny access to MAWADI, the latter has the right to immediately terminate its services as a water utility, without incurring liabilities against the property owner who has refused access.

B. SUBDIVISIONS WHOSE WATER SUPPLY SYSTEM IS STILL TO BE CONSTRUCTED

Section 31, Sub-paragraph b of PD 198, as amended, gives the District the right to require new developer or subdivisions of land in the District service area to extend pipelines to be connected within the District system if they are within 100 meters, or if the District is willing to extend its facilities within 100 meters from its existing facilities.

1. Construction of Water Supply System by the Developer

The following guidelines shall apply:

- a. The owner, developer or its duly authorized representative shall submit letter of intent to apply for water service connections as a subdivision, attaching therein the subdivision plan for assessment and review on the context ideal water supply in the subdivision (100% of the total households, 10 psi line pressure and 24/7 of continuous water supply) on a theoretical calculation basis.
- b. MAWADI reserves its rights to disapprove the application on the context on insufficient supply, not within the service area and other issues pertaining to right of way. The owner, developer or its duly authorized representative shall immediately be notified upon assessment.
- c. The owner, developer or its duly authorized representative shall waive all water rights in favor of the District.
- d. The owner, developer or its duly authorized representative shall install, in accordance with the Local Water Utilities Administration and Water District design and construction standards, all required water facilities including pumping stations, water storage tanks and reservoirs, mains, control valves and other system appurtenances. This will be indicated in one copy of the project plan, which will be returned to the owner, developer or its duly authorized representative. Required mains shall include those within and contiguous to the development as well as those needed to connect to the nearest Water District main of suitable size and pressure. In determining required facilities, the needs of the entire area shall be considered and costs shall be apportioned as provided in the District utility rules and regulations.



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- e. The owner, developer or its duly authorized representative shall grant easements to the District over all system facilities not within government roads.
- f. In the event that fire hydrants are installed, the owner, developer or its duly authorized representative shall agree to pay all required charges.
- g. The constructed water supply system is automatically under the property and jurisdiction of MAWADI for operations, repairs and maintenance, including the lot area where the pipelines and other appurtenances are laid and become part of the permanent district system.

2. Construction of Water Supply System by MAWADI

The following guidelines shall apply:

- a. The owner, developer or its duly authorized representative shall submit letter of intent to apply for water service connections as a subdivision, attaching therein the subdivision plan for assessment and review on the context ideal water supply in the subdivision (100% of the total households, minimum of 10 psi line pressure and 24/7 of continuous water supply) on a theoretical calculation basis.
- b. MAWADI reserves its rights to disapprove the application on the context on insufficient supply, not within the service area and other issues pertaining to right of way. The owner, developer or its duly authorized representative shall immediately be notified upon assessment.
- c. The MAWADI shall perform detailed engineering designs, plans and cost estimates upon compliance of the minimum requirements of water supply for a subdivision with final approval from the head of the agency. The final cost determined for the proposed pipe laying project for the subdivision shall be settled for payment by owner or developer, prior to project implementation.
- d. Cost estimates shall include the costs for labor, equipment, materials, pipelines and other necessary appurtenances, hydro testing and disinfection, including interconnection fees, and other miscellaneous fees determined to be necessary.
- e. The constructed water supply system is automatically under the property and jurisdiction of MAWADI for operations, repairs and maintenance, including the lot area where the pipelines and other appurtenances are laid.
- f. MAWADI shall provide As-built plans to the developer as documentary requirements to HLURB applications or any permit application that is similar in nature. This document shall only be



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issued upon the official written request of the owner, developer or authorized representative of the Homeowner's Associations and owners of private road lots. Any misuse of this document, compromising the commercial or physical losses and safety of water consumption of the residents within the subdivision shall be the sole liability of the requesting owners, developer or the authorized representative of the Homeowner's Associations and owners of private road lots.

C. SUBDIVISIONS UNDER HOMEOWNERS ASSOCIATION

The following guidelines shall apply:

1. Similarly, the President or its duly authorized representative shall submit letter of intent to apply for water service connections as a subdivision, attaching therein the subdivision plan for assessment and review on the context ideal water supply in the subdivision (100% of the total households, minimum 10 psi line pressure and 24/7 of continuous water supply) on a theoretical calculation basis.
2. The President or its duly authorized representative shall provide a duly notarized certification or any legal proof that the developer and the President or its duly authorized representative of the Association has mutually terminated its agreement to further develop the subdivision.
3. Provisions stated under Item B, 1, b to f, as stated above, shall likewise apply.
4. The constructed water supply system is automatically under the property and jurisdiction of MAWADI for operations, repairs and maintenance, including the lot area where the pipelines and other appurtenances are laid and become part of the permanent district system.

D. INDEPENDENT SUBDIVISIONS WITH PRIVATE ROAD LOTS

The following guidelines shall apply:

1. Depending on the viability of the project, lateral lines may be installed upon a group of homeowners organizing themselves who may be willing to spend for the installation of said lateral lines from the main transmission lines.
2. Property owners of the private lots may not have the jurisdiction on the installation of utilities such as water and electricity. The owners must submit barangay excavation permit attached to their request.
3. The homeowners shall provide easement or right of way before the installation of the project.
4. The lateral lines of the projects being undertaken by homeowners may be installed by the District at the expense of the homeowners. However, this shall automatically become the property of the District when laid lateral lines become operational, for operations, repairs and maintenance including the lot area where the pipelines and other appurtenances are



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laid and become part of the permanent district system. The District has the authority to limit the service connections to individual households bearing in mind the average water pressure for effective water supply, thus:

- | | |
|--------------------------|--|
| a. Two (2) inches pipe | - minimum of 7 units
maximum of 12 units |
| b. Three (3) inches pipe | - minimum of 13 units
maximum of 25 units |
| c. Four (4) inches pipe | - maximum of 25 units
maximum of 50 units |

For proposed laterals with more than 50 proposed connections, sizing of pipes shall be made only after a hydraulic analysis.

V. APPLICATION

How to Apply

The subdivision developer shall signify its intention through written communication referred herein as "letter of intent" to be addressed to the Office of the General Manager, with the specified contents and undertaking stated under Item IV, with the following required attachments:

1. Subdivision with Existing Water Supply System

- a. Proof of Ownership
 - Road right of way, transfer certificate of title, certificate of ownership
- b. Special Power of Attorney of Donor authorizing its representative to submit its application.
- c. Certification as to total number of household that the subdivision served or will serve
- d. Pipeline Distribution System Project Cost Estimates
- e. Plan approved and signed by a licensed civil engineer/sanitary engineer/master plumber, containing the following details:
 - Distribution pipeline layout
 - Site development plan/locational plan
 - Trench details
 - Interconnection details
 - Details of fire hydrants with concrete barricade
 - Minimum clearance/offset/easement from drainage system, which must be at Least 1.5 meters
 - Minimum easement of pipeline from property line, which must be at least 1 meter.
- f. Contour map
- g. NWRB Water Permit
- h. Current pressure monitoring record of the proposed tapping point as conducted by MAWADI
- i. Subdivision plan
- j. Supply and pressure data of the existing main pipe
- k. Official Receipt as proof of payment



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No application shall be acted upon unless all the above-mentioned documents are attached and the proper payments have been made.

- l. Within thirty (30) days from actual receipt of a complete application and endorsement of the initial report conducted by MAWADI, the District shall conduct inspection and verification of the water supply system.
- m. The MAWADI shall then interconnect the main line of the subdivision to that of the existing MAWADI pipes, upon payment of interconnection costs and the signing of the corresponding Memorandum of Agreement.

B. Water Supply System Still to be Constructed

- a. The owner, developer, President or duly authorized representative of residential subdivisions, Homeowners Association Subdivisions with private road lots, shall likewise submit a letter of intent as mentioned under Item V (1), accompanied by the requirements stated under letters a, b and c thereof.
- b. Upon compliance with all the requirements herein set forth, the Subdivision Owners/Developers, President or duly authorized representative of Homeowners Associations, etc., shall thereafter be advised in writing to pay the corresponding fees and upon signing the Memorandum of Agreement for the donation/and or turnover of the water supply system or distribution pipeline network that will be constructed by MAWADI or by the Owner/Developer, for water supply system to be constructed by MAWADI. No payment shall be demanded or accepted unless both parties have signed corresponding MOA. In addition to, and for control purposes, the MOA shall only be executed and signed by:
 - (1) **FIRST PARTY**- the Subdivision Owner/Developer/President or duly authorized representative of the requesting entity or party with Special Power of Attorney
 - (2) **SECOND PARTY**- MAWADI General Manager who must be duly authorized by the Board of Directors. In this case, the Members of the Board may at their discretion and to speed up the process, issue a Board Resolution authorizing the General Manager to execute and sign the aforementioned MOA
 - (3) **WITNESSES- One (1)** witness from the First or Requesting Party and **one (1)** from the MAWADI
- c. In all cases, no interconnection shall be conducted and no approval of any applications shall be accepted, unless all fees required to be paid by the Subdivision Owners/Developers, etc. Shall have been settled and the Memorandum of Agreement has been signed.
- d. Upon approval of this policy and subject to Item X, MAWADI Commercial Section shall not accept any applications for water service connections from residents and/or unit owners of the concerned subdivisions, homeowners association, etc., unless a copy of the duly signed MOA has been furnished and a written memorandum or recommendation from the MAWADI Technical



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Group stating that a particular pipeline has been successfully hydro tested, disinfected, interconnected and is ready to use.

- e. All applications referred herein shall be treated equally and no priority for whatever reasons shall be entertained. Any employee/s or officer/s, who violates this provision or intervenes in any manner, shall be dealt with in accordance with CSC rules and regulations and other applicable laws.

VI. FEES AND CHARGES

Applicant will be issued Statement of Account based on the Program of Works prepared by the district.

For new homeowners who will apply for water meter installation after the interconnection of the subdivision water supply system, the prevailing service connection application fee and its procedures shall apply.

VII. MISCELLANEOUS

Subdivisions with more than 100 saleable lots, the owner/ developer shall donate to MAWADI one (1) lot situated within the subdivision with an area of 200 to 500 square meters which shall be reserved for pumping station, elevated water tank, sub-office or for any legal purpose that the district may deem appropriate and advantageous.

In case of any ambiguity in the interpretation of the procedures and/or processes stated herein, the attached process flow shall govern. Provided that, the best interest of MAWADI shall at all times be protected.

Should conflict arise as to the quality of materials and other quality standards, it shall be resolved in accordance with the standards set by the district and/or LWUA, and other government rules and regulations.

VIII. PERTINENT LAWS, RULES AND REGULATIONS

Pertinent provisions of PD 198 s amended, Republic Act (RA) 9275 otherwise known as the Clean Water Act of 2004 and other pertinent laws, ordinances, rules and regulations are deemed adopted to form part of this Policy.

IX. SANCTIONS

Without prejudice to prosecution for violation of the pertinent provisions of Republic Act No. 6713 (code of Conduct and Ethical Standards for Public Officials and Employees) and/or Republic Act N. 3019 (Anti-Graft and Corrupt Practices Act) any MAWADI officer, employee or representative who shall directly or indirectly participate in the construction, development, maintenance, rehabilitation or modification of the water supply system of subdivisions within the service area of MAWADI, in line with the prohibition against conflict of interest and the rule against double compensation of public officers shall be charged administratively with the appropriate offense, pursuant to the Revised Rules on Administrative Cases in the Civil Service (RRACCS).



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X. TRANSITORY CLAUSE

This policy shall apply to all applications for interconnections and water service applications of Residential Subdivisions, Homeowners Associations, Subdivisions with Private Road Lots, except those water supply system or distribution pipeline system that has been fully constructed or which construction has already started or commenced ONE (1) MONTH prior to the approval of this policy. For this purpose, MAWADI has the right to require submission of document/s from the other party and/or to conduct initial site inspection, for verification purposes.

XI. SEPARABILITY CLAUSE

Should any provision of this Policy or any part thereof be declared invalid, the other provisions, insofar as they are separable from the invalid ones, shall remain in full force and effect.

XII. REPEALING CLAUSE

All Board Resolutions, Office guidelines, rules and regulations, and other issuances inconsistent with the Policy are hereby repealed or modified accordingly.

XIII. EFFECTIVITY

These rules shall take effect within thirty (30) days upon completion of its publication in the MAWADI's official website, other social media platform and on the bulletin board.

APPROVED this 11th day of July 2023 at Mapandan Water District Office, Mapandan, Pangasinan.

Dir. JEREMIAS M. LIBAN
Chairperson

Dir. LUDOVICO C. BAUTISTA
Vice-Chairperson

Dir. VIRGILIO O. DE GUZMAN
Treasurer

Dir. SOFIA P. BIALA
Secretary

Dir. JOEL G. CASTRO
Auditor



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Table 1. Documentary Requirements

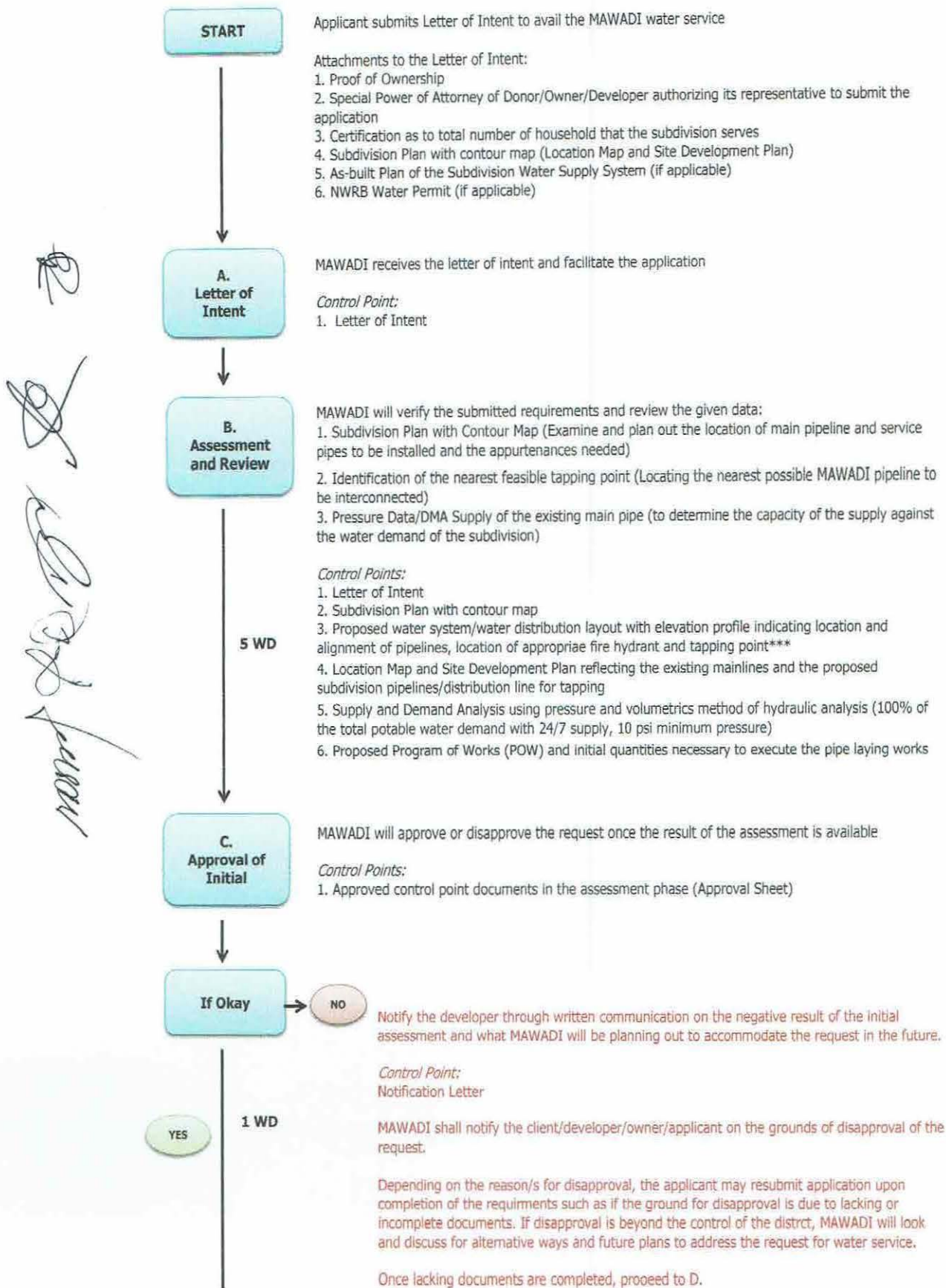
Documentary Requirements	SUBDIVISIONS WITH EXISTING WATER SUPPLY SYSTEM	SUBDIVISIONS WHOSE WATER SUPPLY SYSTEM IS STILL TO BE CONSTRUCTED		SUBDIVISIONS UNDER HOMEOWNERS ASSOCIATION	INDEPENDENT SUBDIVISIONS WITH PRIVATE ROAD LOTS
		Construction of Water Supply System by the Developer	Construction of Water Supply System by MAWADI		
Letter of Intent	√	√	√	√	√
Proof of Ownership	√	√	√	√	√
Special Power of Attorney of Donor authorizing its representative to submit its application	√	√	√	√	√
Certification as to total number of household that the subdivision served or will serve	√	√	√	√	√
Pipeline Distribution System Project Cost Estimates in DUAPA Format	√	√	√	√	√
As Built-Plan of Subdivision Water System	√				
Contour Map	√	√	√	√	√
Topographic Survey	√	√	√	√	√
NWRB Water Permit (if applicable)	√				
Supply and pressure data of the existing main pipe	√	√	√	√	√
Current pressure monitoring record of the proposed tapping point as conducted by MAWADI	√	√	√	√	√
Subdivision plan	√	√	√	√	√
Official Receipt as proof of payment	√	√	√	√	√
Memorandum of Agreement	√	√	√	√	√

[Handwritten signatures and initials on the left margin, including a large signature that appears to be 'M. J. ...']



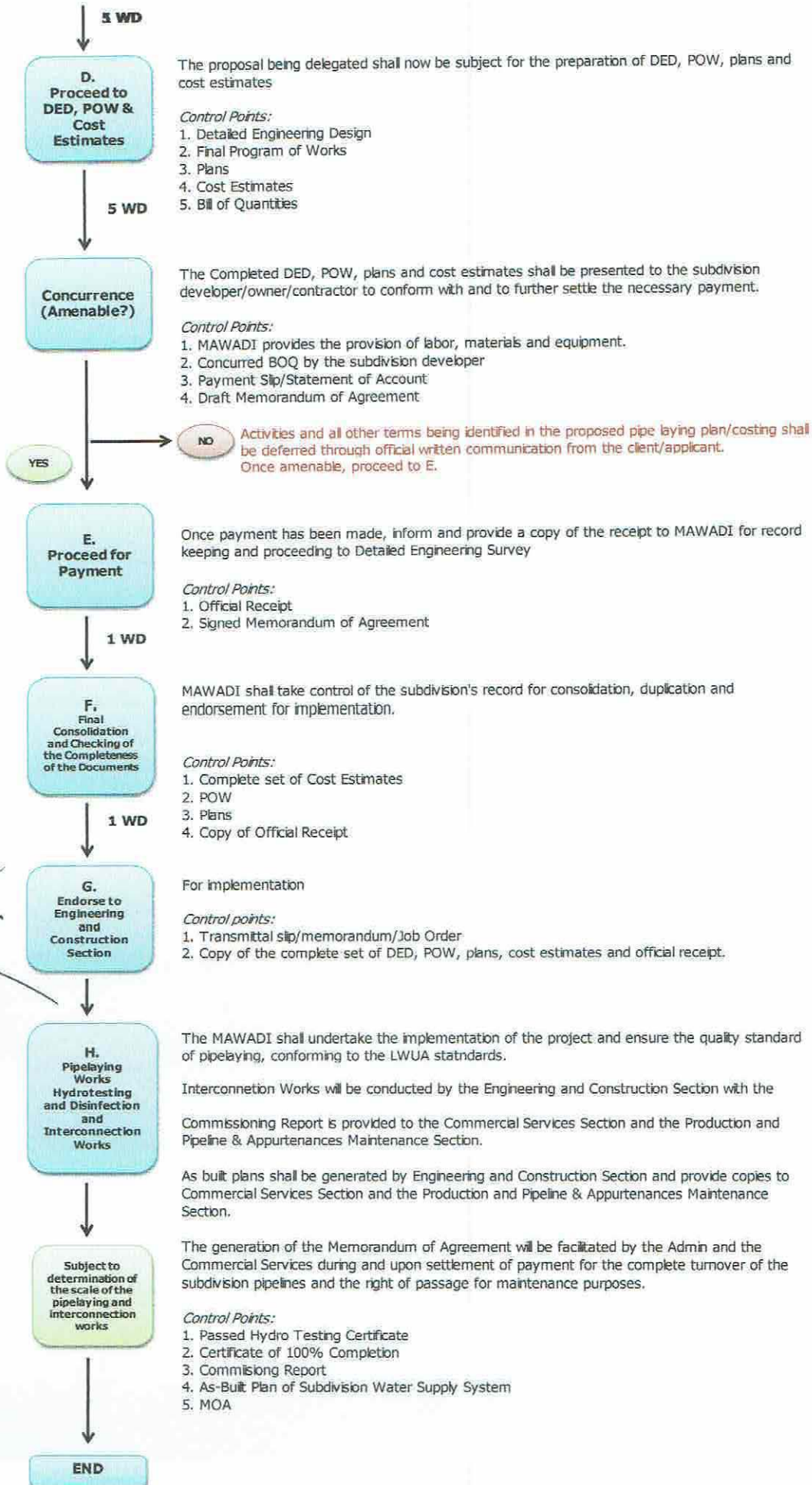
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APPLICATION FOR WATER SERVICES IN A SUBDIVISION, HOMEOWNERS ASSOCIATION AND SUBDIVISIONS WITH PRIVATE LOT





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Records:

1. Received Request Letter (Letter of Intent)
2. Subdivision Plan
3. Proposed Water Supply System Layout shall contain the following:
 - a. Elevation Profile
 - b. Alignment of Pipelines
 - c. Location of Appropriate Fire Hydrant
 - d. Location of Tapping Point
 - e. Location of Cistern Tank
 - f. Location of Elevated Tank
 - g. Location Map
 - h. Site Development Plan
4. Water Supply and pressure data from the existing MAWADI pipeline
5. Approval Sheet
6. Detailed Engineering Design
 - a. Program of Works
 - b. Cost Estimates (DUPA)
7. Bill of Materials
8. MAWADI Payment Slip/Statement of Account
9. Construction Plan
10. Memorandum of Agreement
11. Commissioning Report
12. As-Built Plan of Subdivision water supply system
13. NWRB Water Permit, if applicable
14. Proof of Ownership
15. Special Power of Attorney of Donor/Owner/Developer authorizing its representative to submit
16. Certification as to total number of household that the subdivision serves

General References:

1. Tax Maps-Assessor's Office
2. LWUA Standards

in the proposed water system layout, the following criteria scheme on the installation of Flowmeter requirement:

- a. Loggable Flowmeter-subdivisions with more than 100 households with reed switch and data logger
- b. Non-loggable Flowmeter-subdivisions having less than 100 households