

# SALAY ECONOMIC ENTERPRISE DEVELOPMENT OFFICE

Mandate : Bring progress and development to Salay through the delivery of profitable and self-sustaining economic enterprise that will contribute to more resources

Vision : A self-sustaining and profitable economic enterprise that will bring progress and development to Salay

Mission : To make the economic enterprise maintained by the LGU a profitable and self-sustaining enterprise

Organizational Outcome : An office responsible for the efficient and satisfactory delivery of potable water supply to the community as well as maintaining a profitable and clean market and its support facilities and make other economic services financially viable too

Office Head : **EDWIN B. VENTURA, GE**  
SEEDO Manager

Office Address : Annex Building, Municipal Town Hall  
Poblacion, Salay, Misamis Oriental

Email Address : [lgu\\_salaymisor@yahoo.com](mailto:lgu_salaymisor@yahoo.com)

## External Services:

1. New Service Connection
2. Paying Of Water Bill
3. Request For Reconnection
4. Payment Of Rental

## 1. NEW SERVICE CONNECTION

<b>OFFICE</b>	SEEDO
<b>CLASSIFICATION</b>	COMPLEX
<b>TYPE OF TRANSACTION</b>	<b>G2C Government to Citizen</b> <b>G2G Government to Government</b> <b>G2B Government to Business</b>
<b>WHO MAY AVAIL</b>	<b>All residents and business entities with a water service connection of SEEDO</b>

<b>CHECK LIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Applicant personally appeared		Delivered by SEEDO personnel
<b>CHARGES FOR USE OF WATERWORKS SYSTEM</b>		
		<b>AMOUNT</b>
<b>(a)</b>	<b>Application fee for connection with waterworks system</b>	100.00
<b>(b)</b>	<b>Guarantee deposit for every application</b>	500.00
<b>(c)</b>	<b>Meter Fee (subject to change depending on the market price)</b>	1,000.00
<b>(d)</b>	<b>For metered service</b>	
	1. Minimum charge for not more than 10 cu. m. per month :	
	a. Residential service	75.00
	b. Commercial service	150.00
	c. Industrial service	150.00
	2. For every cubic meter in excess of 10 cu. m. per month:	
	a. Residential service	10.00
	b. Commercial service	20.00
	c. Industrial service	20.00
<b>(e)</b>	<b>Re-installation fee</b>	300.00
<b>(f)</b>	<b>Tapping fees:</b>	
	1. For one-half inch (1/2") diameter	250.00
	2. For three-fourth inch (3/4") diameter	300.00
	3. For one inch (1") diameter	400.00

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire from the Customer Care Division Front Desk Personnel on how to apply for new water service connection	1.1. Orient the client on the process and policies on application of new service connections	None	15 minutes	SEEDO Manager
	1.2 Provide the client with the New Service Connection Application Form and Certificate of Attendance to the New Service Connection Orientation	None	2 minutes	SEEDO Staff
2. Submit accomplished application form with complete documentary requirements	2.1 Receive the application form and verify the attached requirements	None	2 minutes	SEEDO Staff
3. Install the in-house plumbing riser as instructed by the MERD Inspector and contact the inspector for final inspection and approval	3.1 Conducts final inspection and approves the installation if it is compliant with the SEEDO Standards	None	1 day	Plumber

	3.2 Forwards the approved application form to the Customer Care Division	None	2 minutes	Plumber
4. Pay the Installation Fee	4.1 Receive payment and furnish official receipt	Installation Fee (See included Installation Fee Table)	5 minutes	Revenue Collector
5. Wait for tapping schedule	5.1 Conduct tapping of the service connection line	None	1 day	Plumber
<b>Total</b>			<b>2 days 26 minutes</b>	
<b>END OF TRANSACTION</b>				

## 2. PAYING OF WATER BILL

<b>OFFICE</b>		SEEDO		
<b>CLASSIFICATION</b>		Simple		
<b>TYPE OF TRANSACTION</b>		<b>G2C Government to Citizen</b> <b>G2G Government to Government</b> <b>G2B Government to Business</b>		
<b>WHO MAY AVAIL</b>		All residents and business entities with a water service connection of SEEDO		
<b>CHECK LIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Copy of latest water bill		Delivered by SEEDO personnel		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present water bill and payment	1.2 Accepts payment and Issues Official Receipt	Total Water Bill	2 minutes	Revenue Collectors
<b>Total</b>		<b>2 minutes</b>		
<b>END OF TRANSACTION</b>				

### 3. REQUEST FOR RECONNECTION

<b>OFFICE</b>		SEEDO		
<b>CLASSIFICATION</b>		Simple		
<b>TYPE OF TRANSACTION</b>		<b>G2C Government to Citizen</b> <b>G2G Government to Government</b> <b>G2B Government to Business</b>		
<b>WHO MAY AVAIL</b>		All residents and business entities with a water service connection of SEEDO		
<b>CHECK LIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
STATEMENT OF ACCOUNT		SEEDO PERSONNEL		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCES SING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Pay the Water Bill in full, including the corresponding reconnection fee.	1.1 Receive payment and issue Official Receipt.	Water Bill Reconnect ion Fee: PhP 300.00 for All Accounts	5 minutes	Revenue Collector
2. Present the Official Receipt to the Plumber and request for reconnection	2.1 Prepares a Maintenance Order Form for reconnection, indicating the payment details and receipt number thereof	None	5 minutes	Plumber
3.Wait for Reconnection of Service	3.1 Withdraws the Water Meter from the Meter Room, indicates in the Maintenance order the Meter Number, Meter Size, Brand and Last Reading of the Meter	None	10 minutes	Reconnection personnel
	3.2 Schedule the reconnection of the water meter.	None	5 minutes	Reconnection Personnel
	3.3 Reconnect the Water Meter	None	1 day	Reconnection Personnel
<b>Total</b>		Water Bill + Applicable Reconnecti on Fee	<b>1 day and 25 minutes</b>	

**END OF TRANSACTION**

**4. PAYMENT OF RENTAL**

<b>OFFICE</b>		SEEDO		
<b>CLASSIFICATION</b>		Simple		
<b>TYPE OF TRANSACTION</b>		<b>G2C Government to Citizen</b> <b>G2G Government to Government</b> <b>G2B Government to Business</b>		
<b>WHO MAY AVAIL</b>		All stall holders		
<b>CHECK LIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
STATEMENT OF ACCOUNT		SEEDO PERSONNEL		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESsing TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present Statement of Account and payment	1.1 Accepts payment and Issues Official Receipt	Total statement of account	2 minutes	Revenue Collectors
<b>END OF TRANSACTION</b>				

**MUNICIPAL CHARGES**

**Rentals of Personal and Real Properties Owned by the Municipality**

		RATE OF RENTAL
<b>1.</b>	<b>Land Only (per sq.m)</b>	
	a) Located in commercial/industrial area	20.00 per sq. m./ per month
	b) Located in residential area	10.00 per sq. m./per month
	c) Others	10.00 per sq. m./ per month
<b>2.</b>	<b>Building (per sq. m of floor area)</b>	
	a) Located in commercial/industrial area	200.00 per sq. m./ per month
	b) Located in residential area	50.00 per sq. m./ per month

	c) Others	50.00 per sq. m./ per month
	(Note: For multi-storey structures rates can be categorized based on floor location as in ground floor, corner, etc.)	
<b>3.</b>	<b>Heavy Equipment (LGU-owned)</b>	
	a) Farm Tractor	
	i. Plowing & Harrowing within the municipality of Salay (exclusive of the cost of diesel fuel, lubricants)	
	ii. Outside of the Municipality :	2,000.00/hectare excluding fuel
	b) Grader	
	c) Backhoe (scorpion)	4,000.00/hectare excluding fuel
	d) Loader	
	e) Dump Truck (Ten-wheelers)	1,500.00/hour
	f) Dump Truck (Six-wheelers)	700.00/hour exc. Fuel
	g) Elf	1,500.00/hour or 10,000.00/day (8 hrs.) excluding fuel
		1,500.00/hour or 10,000.00/day (8 hrs.) excluding fuel
		5,000.00/day excluding fuel
		1,500.00/day excluding fuel

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		<b>RATE OF RENTAL</b>
	<b>Heavy Equipment (LGU-owned)</b>	
	h) Road Roller	2,500.00/day excluding fuel
	i) New Backhoe/breaker/Hyundai	2,300.00/hour excluding fuel
	j) New Loader/Payloader (3 cu.m.)	Or 15,000.00/day
	k) New Grader	2,300.00/hour excluding fuel
		Or 15,000.00/day
		2,300.00/hour excluding fuel
	<b>Others equipment that may be acquired after the promulgation of this ordinance.</b>	As may be decided by the Sangguniang Bayan