



Iriga City Water District  
San Roque, Iriga City

## MAINTENANCE ORDER

M.O. #: \_\_\_\_\_

Date : \_\_\_\_\_

Time : \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

**For Commercial Division:**

- (    ) New Service Connection    OR # \_\_\_\_\_
- (    ) Reconnection                    OR # \_\_\_\_\_
- (    ) Mainline Disconnection
- (    ) Temporary Disconnection    Reading: \_\_\_\_\_
- (    ) Change Meter                    Reading: \_\_\_\_\_
- (    ) Relocation of Meter
- (    ) Transfer of Meter                OR # \_\_\_\_\_
- (    ) Retrieve Water Meter         Reading: \_\_\_\_\_
- (    ) Others: \_\_\_\_\_

**For Technical Division:**

- (    ) Service line Leak
- (    ) Leak Repair
- (    ) Mainline Leak
- (    ) No Water
- (    ) Low Pressure
- (    ) Standpipe Leak
- (    ) Replacement of Gate Valve
- (    ) Others: \_\_\_\_\_

Reported/Requested by: \_\_\_\_\_

Details of work: \_\_\_\_\_

Prepared by: \_\_\_\_\_

\_\_\_\_\_

Accomplished by: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Date Accomplished: \_\_\_\_\_

Time Started: \_\_\_\_\_ Finished: \_\_\_\_\_

Approved by: \_\_\_\_\_

Attested by: \_\_\_\_\_

Noted by: \_\_\_\_\_

**MARIBETH O. MARZAN**  
*Commercial Division Mngr.*

**Engr. FUCIO/Engr. LAGANZON**  
*Maintenance Foreman*

**Engr. AMALIA D. RARIZA**  
*Technical Division Mngr.*

Water Meter	Number	Size	Kind	Reading
Retrieved				
Installed				

*\*See Attached for Installed Materials for Dual/Mainline Tapping/New Service Connectio*