

RWSA	_____	_____
Barangay	_____	Municipality. _____
Province	_____	Region _____
Date Filed	_____	Received By: _____

**REQUIREMENTS FOR REGISTRATION OF RWSA
(FOR NON-OPERATIONAL PROJECT)**

- () 1. Two (2) Copies of the Application for Registration
- () 2. Two (2) Copies each of the Article of Incorporation
- () 3. Two (2) Copies each of the By-Laws
- () 4. Two (2) Copies each of the Minutes of Organizational Meeting
- () 5. Two (2) Copies each of the Minutes of the First Board Meeting
- () 6. Original Copy of the Certificate of Approved Feasibility Study & Project Design duly signed by the Head of Implementing Agency
- () 7. WD Clearance / Waiver
- () 8. Approved Water permit from the NWRB

**REQUIREMENTS FOR REGISTRATION OF RWSA
(FOR EXISTING/OPERATIONAL PROJECT)**

- 1. Certificate of Deed of Ownership of the existing water project.
- 2. Certification from Barangay Captain/Municipal Mayor that there is an existing waterworks project.
- 3. If owned by the barangay, a Barangay Council Resolution approving the transfer of ownership to the applicant RWSA (a Certificate of Turnover by the Barangay Captain an/or Municipal Mayor)
- 4. Certification from an implementing agency (DPWH, DILG, NHA or any NGO) as to the existence of the waterworks project.
- 5. Latest Financial Report.
- 6. WD Clearance/ Waiver**
- 7. Approved Water Permit from NWRB and/or any Certification that there is an application filed by the RWSA at NWRB**
- 8. Original copy of the Certificate of Approved feasibility Study and Project Design duly signed by the Head of the Implementing Agency**
- 9. Certification that there is an on-going project duly signed by the Project Manager or head of the Implementing Agency**
- 10. Turnover of the Project to the Administration
- 11. Two (2) copies each of the Application for Registration
- 12. Two (2) 2 Copies each of the Article of Incorporation
- 13. Two (2) 2 Copies each of the By-Laws
- 14. Two (2) 2 Copies each of the Minutes of Organizational Meeting
- 15. Two (2) 2 Copies each of the Minutes of the First Board Meeting

** on-going