

Republic of the Philippines
NATIONAL WATER RESOURCES BOARD
 8th Flr, NIA Bldg., EDSA, Quezon City
 Telefax No. (02) 89202724

POLICY AND PROGRAM DIVISION

PEZA CERTIFICATE REQUEST FORM

Project Name	
Description of the project	
Contact Person	
Contact No./mail	
Mailing Address	
Water Requirement (m³/day)	
Water source:	If own source: Groundwater (GW) [] Surface Water (SW) [] If connected to water service provider (WSP), pls. specify the WSP: _____
Source exact location (if GW)	
Name of water source (if SW)	
Coordinates of diversion pt.	Longitude: _____ Latitude : _____
Water Permit No./ Water Permit Application No.	
Name of Office/Agency requiring NWRB certification	
Name of Requesting Party	
Signature	
Date	

REQUIREMENTS:

- [] Brief description of the project that includes water requirement, purpose, location, sources of water etc.
- [] If connected or proposed to be connected to a local water service provider, certification of connection or evidence of application for connection
- [] If own source, one (1) photocopy of Water Permit or Water Permit Application for each sources

ORDER OF PAYMENT

[] PhP 1,000 Request for PEZA Certificate

(TO BE FILLED UP BY THE CASHIER)

Official Receipt No. : _____

Date Issued : _____

Release by: _____

Printed Name & Signature

PREPARED BY:

Printed Name & Signature



Issuance of NWRB Certification relative to PEZA Registration

Certification that the intended water source will not cause water supply problems in the adjacent communities. The certification is a requirement for PEZA registration.

Office or Division	Policy and Program Division (PPD) Water Resources Assessment Section (WRAS)			
Classification	Complex			
Type of Transaction	G2B			
Who may avail	Those who are applying for registration with the Philippine Economic Zone Authority (PEZA)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly Accomplished PEZA Certification Request Form (1 copy, original)		Hard copy from PPD or WRD (Downloadable from NWRB website: https://nwr.gov.ph/index.php/downloadable-forms)		
2. Brief Description of the Project that includes information on the intended water source/s		To be provided by the requestor		
3. If connected or proposed to be connected to a local water service provider, certification of connection or evidence of application for connection If own source, one (1) copy of Water Permit or Water Permit Application from NWRB for each water sources		From local water service provider To be provided by the requestor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
DAY 1				
1. Accomplish and submit PEZA Certification Request Form w/ attached requirements	1.1 Review the PEZA Certification Request Form together with the requirements to determine the completeness of necessary information and required documents	N/A	20 minutes	Maria Erlinda Pajarito Engineer III (Vacant) Engineer III Josephine R. Billones Engineer IV
	1.2 Prepare order of payment		30 minutes	Policy and Program Division
2. Proceed to cashier (AFD) and pay for the corresponding fee	2.1 Receive payment and issue official receipt	PhP1,000	30 minutes	Danilo Isada Admin. Officer I Avecita Garcia Admin. Officer III Administrative and Financial Division
3. Proceed to Records Section (AFD) and submit filled up	3.1 Receive and record the documents	N/A	30 minutes	Admin. Aide III

request form together with the requirements	3.2 Route the documents to the Executive Director's Office (EDO)		2 hours	Administrative and Financial Division
DAY 2				
	3.3 EDO to route request form with attachment/s to PPD	N/A	20 minutes	Vilma A. Vergara Executive Assistant EDO
	3.4 Route the documents to WRAS	N/A	20 minutes	Engr. Susan P Abano Chief, Policy and Program Division
DAY 3 to 5				
4. Wait for evaluation	<p>4.1 Verify the submitted document (certificate of connection from WSP or water permit/water permit application)</p> <p>4.2 If own source with WPA, collect related data, analyze and compute water availability of the intended water source</p> <p>For Groundwater (GW): <i>Determine the location of the intended source of water</i></p> <p><i>Determine the groundwater permittees in the sub-area where the source is located to determine the current appropriated GW</i></p> <p><i>Determine the safe yield where the water source is located</i></p> <p><i>Compute for the available water that can still be allocated.</i></p> <p>For Surface water (SW): <i>Determine the location of the diversion point</i></p> <p><i>Delineate the drainage area using GIS/google map</i></p> <p><i>Compute the 80% dependable flow at the point of diversion with consideration of 10% environmental flow and existing water permittees</i></p>	N/A	3 days	<p>Maria Erlinda Pajarito Engineer III</p> <p>(Vacant) Engineer III</p> <p>Josephine R. Billones Engineer IV</p> <p>Policy and Program Division</p>

	<p>4.3 Draft the corresponding PEZA Certificate If:</p> <ul style="list-style-type: none"> • The intended source has a corresponding water permit/s • The computed available GW can still provide the water requirement and has a corresponding water permit application/s <p>If the water requirement is no longer available based on assessment, an application for a connection from local WSP should be submitted before drafting the PEZA certificate</p> <p>4.3 Endorse the PEZA Certificate to the chief of WRAS for review and approval.</p>			
DAY 6				
	4.4 Review and sign the draft PEZA Certificate	N/A	8 hours	<p>Engr. Susan P Abano Chief, Policy and Program Division</p> <p>Atty. Archie C. Asuncion OIC, Deputy Exec. Dir.</p> <p>Dr. Sevillo D. David, Jr. Executive Director</p>
DAY 7				
5. Receive the PEZA Certificate	5.1 Release the PEZA Certificate	N/A	10 minutes	<p>Gwen Asilo Admin. Aide IV</p> <p>Policy and Program Division</p>
END OF PROCESS				
MAXIMUM PROCESSING TIME: 7 Days				