

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

POLICY AND PROGRAM DIVISION

WATER AVAILABILITY REQUEST FORM

Project Name		
Description of the project		
Contact Person		
Contact No./mail		
Mailing Address		
Water Requirement (m³/day)		
Water source: Groundwater (GW) [] Surface Water (SW) []	Source exact location: (if GW)	
	Name of water source: (if SW)	
Coordinates of diversion pt.	Longitude: _____ Latitude : _____	
Name of Requesting Party		
Signature		
Date		

REQUIREMENTS:

[] Brief description of the project that includes water requirement, purpose, location, etc.

ORDER OF PAYMENT

[] Php 2,500 Request for Certificate of Water Availability

(TO BE FILLED UP BY THE CASHIER)

Official Receipt No. : _____
 Date Issued : _____
 Release by: _____
 Printed Name & Signature

PREPARED BY:

 Printed Name & Signature



Issuance of Certificate of Water Availability

Certification that the water requirement intended for appropriation is still available based on water already allocated and allowable safe yield in the case of groundwater source and 80% dependable flow for surface water.

Office or Division	Policy and Program Division (PPD) Water Resources Assessment Section (WRAS)			
Classification	Complex			
Type of Transaction	G2C/G2B/G2G			
Who may avail	Those who intend to appropriate groundwater or surface water for any purpose			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly Accomplished Water Availability 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		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
DAY 1				
1. Accomplish and submit Water Availability Request Form w/ attached requirement/s	1.1 Review the Water Availability Request Form together with the requirement to determine the completeness of necessary information and necessary document	N/A	20 minutes	Maria Erlinda Pajarito Engineer III (Vacant) Engineer III Josephine R. Billones Engineer IV Policy and Program Division
	1.2 Conduct initial evaluation if the intended water source is still available for appropriation based on existing policy and available data at hand.		1 hour	
	1.3 Prepare order of payment		30 minutes	Maria Erlinda Pajarito Engineer III (Vacant) Engineer III Josephine R. Billones Engineer IV Policy and Program Division
2. Proceed to cashier (AFD) and pay for the corresponding fee	2.1 Receive payment and issue official receipt	PhP2,500	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 request form together with the requirement/s	3.1 Receive and record the documents	N/A	30 minutes	Admin. Aide III
	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 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><i>If the computed available GW can still provide the water requirement of the requestor, draft water availability certificate.</i></p> <p><i>If not, prepare letter of denial.</i></p> <p><i>Submit the drafted certificate of water availability/letter of denial to chief of WRAS for review and approval.</i></p> <p>For Surface water (SW): <i>Determine the location of the diversion point</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><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> <p>4.2 Draft Certificate of Water Availability/denial letter</p> <p><i>If the computed available flow can still provide the water requirement of the requestor, draft water availability certificate.</i></p> <p><i>If water requirement no longer available, prepare letter of denial.</i></p> <p>4.3 Endorse the draft certificate of water availability/letter of denial to the chief of WRAS for review and approval.</p>			
DAY 6				
	4.4 Review and sign the draft certificate of water availability/letter of denial	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 Certificate of Water Availability/letter of denial	5.1 Release the Certificate of Water Availability /letter of denial	N/A	10 minutes	<p>Gwen Asilo Admin. Aide VI</p> <p>Policy and Program Division</p>
END OF PROCESS				
MAXIMUM PROCESSING TIME: 7 Days				