



**MEMORANDUM ORDER NO. 2021-01**

DATE : March 25, 2021

TO : ALL WATER UTILITIES/WATER SERVICE PROVIDERS

FROM : The Executive Director  
National Water Resources Board

SUBJECT : Implementation of **Online Virtual Inspection** in the Issuance of Certificate of Public Convenience (CPC) and Other Related Applications and Conduct of Asset Validation of CPC Grantees in the Face of Covid-19 Pandemic

In line with Board Resolution No. 07-0720 of July 23, 2020, regarding the conduct of **virtual inspection**, and in order that applications may be processed despite travel restrictions, **ALL** applicants for Certificate of Public Convenience (CPC)/Renewal of CPC/ Increase of Rates/Renewal of CPC with Increase of Rates/ Extension of Service Area/Change of Name/Transfer of CPC are hereby required to submit to the National Water Resources Board the **video footages with still shots/images** in a flash drive (USB) of the entire waterworks system.

The still shots/images on the following points/structures/equipment should be included in the video footages:

1. Water Sources, if any
2. Production Meter
  - a) Brand
  - b) Size
  - c) Serial number
  - d) Readable meter numbers indicating the metered volume
3. Filtration System, with labeled description of the type of filtration including chemicals used, and chlorinator, if any
4. Pump Stations/House
5. Pump Controls
  - a) Controls (e.g. Variable Frequency Device, Manual Controls, electro-mechanical controls)
6. Civil Structures (e.g. Office Buildings, Warehouse)

Further, all applications with proposed tariff or tariff adjustments should provide the updated and appropriate technical and financial data which should be lodge in the excel form of the Revised (10 Year) Tariff Methodology.

The abovementioned requirement/s should be submitted upon filing of the application/s, or for those that have already been filed or whose applications are pending with the Board, please send/submit the flash drive (USB) to NWRB on the given address:

Water Utilities Division  
National Water Resources Board  
8<sup>th</sup> Floor, NIA Building, EDSA, Quezon City

Furthermore, please provide this Office with the contact person/s and number/s with whom to coordinate the inspection.

The NWRB staff will coordinate with the applicant/s regarding the calendar date on the conduct of the virtual inspection.

  
**DR. SEVILLO D. DAVID, JR., CESO III**