



Republic of the Philippines
SAN FRANCISCO WATER DISTRICT
 San Francisco, Agusan del Sur

TEMPLATE FOR INVENTORY OF LICENSES, PERMITS, CERTIFICATIONS, AUTHORIZATIONS, CLEARANCES TAGGED AS A BACKLOG

Name of Government Agency/Office		SAN FRANCISCO WATER DISTRICT			
Name of Office/Department					
Name of Service (License, Clearance, Permit, Certification Authorization, and others)	Classification of Service (Simple, Complex, Highly Technical)	Processing time indicated in the Citizens Charter (i.e., days / hours / minutes)	Total number of received applications for the covered period	Total number of pending transactions for the covered period	Remarks
Application of Water Connection <ul style="list-style-type: none"> NSC Application NSC Installation 	Complex Complex	1 Calendar Day, 5 hrs and 41 mins	528 127	0 0	No backlog
Service Request for Inspection	Complex	1 to 7 Calendar Days, 2 hrs and 47 mins	1069	0	No backlog
Service Request for Repair of Leak	Complex	4 hrs and 3 mins	148	0	No backlog
Payment of Water Bill	Complex	9 mins	373	0	No backlog
Laboratory Services <ul style="list-style-type: none"> Physical and Chemical Testing Bacteriological Testing 	Complex Complex	25 Working Days and 44 mins 14 Calendar Days and 57 mins	57 127	0 0	No backlog
Freedom of Information	Complex	4 hours and 51minutes	1	0	No backlog
Application for Leave	Simple	12 mins	186	0	No backlog
Request for Net Take Home Pay	Simple	10 mins	9	0	No backlog
Request for Release of Materials	Simple	15 mins	349	0	No backlog
Petty Cash Utilization <ul style="list-style-type: none"> AFCGSD EOD Fuel and Oil 	Simple Simple Simple	6 mins 6 mins 6 mins	55 127 279	0 0 0	No backlog



"Beyond Providing Water..."

Certified Correct by:

MAMRY B. PAYLANGCO
ARTA Chairperson / Focal Person
Department Manager – B
San Francisco Water District

ELMER T. LUZON
General Manager – B
San Francisco Water District



"Beyond Providing Water..."

Republic of the Philippines
SAN FRANCISCO WATER DISTRICT
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ZERO BACKLOG CERTIFICATION

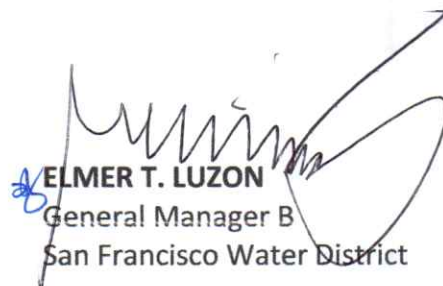
Pursuant to Republic Act No. 11032: An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, amending for the purpose Republic Act No. 9485, otherwise known as the Anti-Red Tape Act of 2008, and for Other Purposes

I, **ELMER T. LUZON**, Filipino, of legal age, **General Manager B**, of the **San Francisco Water District**, the person responsible and accountable in ensuring compliance with Section 1, Rule VI of the IRR of R.A. 11032, the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, hereby declare and certify the following facts:

1. The **SAN FRANCISCO WATER DISTRICT** adheres to the responsibility to render fast, efficient, convenient, reliable service.
2. The government offices enumerated herein does not have unacted upon/pending transaction exceeding the prescribed processing time as indicated on the Citizen's Charter.
3. All the services/transactions are processed within the prescribed processing time set under R.A. 11032.

This certification is issued to confirm that the agency has no backlog transactions for the period from January 1, 2024, to December 31, 2024.

IN WITNESS THEREOF, I have hereunto set my hand this 11th of March, 2025 in San Francisco, Agusan del Sur, Philippines.


ELMER T. LUZON
General Manager B
San Francisco Water District

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ATTY. ALFREDO J. GARMELO
Notary Public
Commissioned until December 31, 2026
PTR No. 983905/01-02-2025 [SFADS]
IBP Lifetime No. 843928/12-16-11 [ADS]
MCLE Comp. No. VIII-0012780/08-29-2024
TIN: 920-062-728-000 www.sfwd.gov.ph
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