



# POWER SERVICE APPLICATION

1

**Attend the Pre-Membership Seminar**  
**Seminar (Every Thursday, 8:30 am at the Main Office)**  
 Responsible person: Information Officer/ MDS Head  
 Processing time: 2 hours

2

**Submit the accomplished documents & other requirements to MSD for pre-evaluation**

- Application form with Location map
- Electrical lay-out plan signed by PEE
- Electrical permit
- Certificate of final electrical inspection (signed by the Municipal Engineer/ BFP/PEE)
- Fire safety inspection certificate (BFP)
- 2 pcs. 2X2 picture
- Valid ID/ CTC/Sedula
- Electric bill (from nearest neighbor)
- Proof of Lot Ownership / Affidavit of Ownership
- Notarized Letter of Undertaking
- Notarized Special Power of Attorney (if you will process the application in place of the applicant)

Responsible person: CSS Head  
 Processing time: 5 minutes

3

**House wiring inspection**

In order to proceed with the inspection, please comply with the following:

- House wiring
- Gen. Switch / Circuit Breaker
- Service Entrance (RSC)
- Private Service Pole (if the establishment is more than 30 meters away from FLECO's electrical pole)

Responsible person: House wiring inspector  
 Processing time: 1-2 days

7

**Processing of Connection Order**  
 Responsible person: MSD Staff  
 Processing time: 5 minutes

6

**Signing of MOA/Kasunduan & Issuance of Membership ID**  
 Responsible person: MSD Staff  
 Processing time: 5 minutes

5

**Payment**  
 Responsible person: Teller  
 Processing time: 5 minutes

4

**Evaluation & Clearance**  
 If approved, proceed to step 5.  
 If disapproved, settle arrears/balance  
 Responsible person: Billing Section  
 Processing time: 5 minutes

If approved, please proceed to step 4.

If disapproved, go back to step 3: House wiring inspection

8

**Installation of Meter**  
 Responsible person: Metering Crew

**Service Fees & Other Charges**

Bill Deposit	1 - 15A	1,000.00
	16-40A	2,000.00
	41-100A	2,500.00
	Socket Type CI 200	3,700.00
Meter Base		*363.00
Inspection		*100.00
Re-inspection		*50.00
Meter Seal		*37.50
Processing Fee		*40.00
Membership		*5.00
Duplex No. 6		**23.00 per meter

*\*subject to 12% VAT*

**FIRST LAGUNA ELECTRIC COOPERATIVE, INC.**  
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 FB page: <https://www.facebook.com/FLECOINC/>  
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