



CHECKLIST OF REQUIREMENTS
FOR NEW ELECTRIC SERVICE APPLICATION

FOR PERMANENT CONNECTION (NON-SUBDIVISION)

1. CERTIFICATE OF OCCUPANCY -or-
 - *ELECTRICAL PERMIT
 - *FIRE SAFETY CLEARANCE
 - *CERTIFICATE OF FINAL ELECTRICAL INSPECTION
2. PHOTO OF HOUSE W/ SIGNATURE FROM O.B.O
3. METERING POLE
4. PHOTOCOPY OF VALID I.D & MARRIAGE CONTRACT IF MARRIED
5. CHECKLIST OF METERING POLE SIGNED BY ACCREDITED ELECTRICIAN
6. P.M.E SEMINAR- CERTIFICATE OF ATTENDANCE
7. VICINITY MAP

FOR PERMANENT CONNECTION (SUBDIVISION)

1. CERTIFICATE OF OCCUPANCY
2. CERTIFICATION FROM THE DEVELOPER
3. VICINITY MAP
4. PICTURE OF METERING POLE
5. CHECKLIST OF METERING POLE SIGNED BY ACCREDITED ELECTRICIAN
6. P.M.E SEMINAR- CERTIFICATE OF ATTENDANCE
7. PHOTOCOPY OF VALID I.D

FOR TEMPORARY CONNECTION

1. TEMPORARY ELECTRICAL PERMIT
2. FIRE SAFETY CLEARANCE
3. CHECKLIST OF METERING POLE SIGNED BY ACCREDITED ELECTRICIAN
4. VICINITY MAP
5. PHOTOCOPY OF VALID I.D
6. PHOTO OF HOUSE W/ SIGNATURE FROM O.B.O
7. P.M.E SEMINAR- CERTIFICATE OF ATTENDANCE (IF RESIDENTIAL)

OTHER REQUIREMENTS (IF REPRESENTATIVE):

1. SPECIAL POWER OF ATTORNEY
2. SECRETARY'S CERTIFICATE

SCHEDULE OF SEMINAR

- **FOR FACE TO FACE**
 - *EVERY TUESDAY & THURSDAY- 8:30AM @SOCOTECO 2 MAIN OFFICE, LAGAO, GSC
- **FOR ONLINE PLATFORM VIA ZOOM**
 - *EVERY FRIDAY

**SUBMIT ALL REQUIREMENTS @ SOCOTECO II MAIN OFFICE FOR FINAL INSPECTION.
CONTACT # 09394975652 FOR QUESTIONS & INQUIRIES.**