

**[ MEMORANDUM CIRCULAR NO. 008-18, July 13, 2018 ]**

**SUBMISSION OF REGISTRATION DOCUMENTS TO LWUA**

*Adopted: 02 April 2018  
Date Filed: 13 July 2018*

Pursuant to Section 28 of Executive Order (EO) No. 1241, as amended by EO No. 124-A2, the Rural Waterworks Development Corporation (RWDC) was abolished and its functions and assets were transferred to the Local Water Utilities Administration (LWUA). To accomplish the functions transferred from RWDC, LWUA has to exercise the general and specific powers granted to RWDC under EO No. 577.3 Among those specific powers, LWUA has the exclusive jurisdiction to receive from rural waterworks and sanitation associations (RWSAs) the following:

- a. all articles of incorporation and by-laws and amendments thereof;
- b. consolidations, merger, conversion, dissolution;
- c. annual financial statements;
- d. changes in the location of principal offices;
- e. annual elections: and
- f. other related documents

and, upon determining that such are in conformity with EO No. 577 and the pertinent provisions of related legislation, to certify the same, to file them in its records and maintain a registry of such filing.

In view thereof, all RWSAs are hereby required to submit with the LWUA Records and Communications Division (Address: Ground Floor, LWUA Building, MWSS-LWUA Complex, Katipunan Avenue, Balara, Quezon City) authenticated copies of the aforementioned registration documents within thirty (30) calendar days upon publication of this circular in the Official Gazette or in a newspaper of general circulation and upon filing of certified true copies of the same with the Office of the National Administrative Register (ONAR).

For strict compliance.

(SGD) JECI A. LAPUS  
*Acting Administrator*



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