



CHANGE OF ACCOUNT NAME

If the consumer sold/ transfers his /her rights or property wherein the meter was installed, a request for a change of name is necessary.

Section/Unit:	FINANCE & COMMERCIAL			
Classification:	Simple			
Type of Transaction:	(G2C) Government to Citizen			
Who may avail the service:	RWD Concessionaire			
Checklist of Requirements			Where to Secure:	
1. Proof of Ownership			Client	
2. Barangay Certification			Bgy. Where he/she resides	
3. One (1) Valid Government Issued Identification Card (ID)				
Clients Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
Proceed to PACD/ Officer of the Day, inform about the change of Registration/ name of account	<ul style="list-style-type: none"> Prepares a Payment Slip and service request Provide list of requirements - change of registration/ name Review the accomplished service request form and requirements. 	None	1 minute 2 minutes	Office of the Day Lyza Q. Pascual-U/CSA-D
Proceed to Cashier to pay the necessary fee	The Collector receives payment and issue Official Receipt to the Client.	P500.00	3 minutes	Apple Hazzle E. Abin U/CSA-C/ Designated Collector
Present the Official Receipt to Customer Billing Section	<p>Approved Requests for change registration are processed and prepared upon receipt of complete requirements</p> <p>New Registered Name will appear on the next billing statement</p>		2 minutes 2 minutes	Celia T. Jarabejo GM Apple Hazzle E. Abin – U/CSA-C
	Total	Php 500.00	10 minutes	