



	<b>WATER BILL COLLECTION</b>
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This service allows concessionaires to pay their monthly due on water.

<b>Section/Unit:</b>		<b>FINANCE AND COMMERCIAL</b>		
<b>Classification:</b>		<b>Simple</b>		
<b>Type of Transaction:</b>		<b>(G2C) Government to Citizen</b>		
<b>Who may avail the service:</b>		<b>RWD Concessionaire</b>		
<b>Checklist of Requirements:</b>			<b>Where to Secure:</b>	
1. Water Bill /Statement of Account (SOA)			Finance	
Clients Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
Secures Number from the PACD (wait for his /her turn)	Provide number for payment ( First come, first serve)  <b>Note:</b> There is a priority lane for pregnant, disabled person and Senior Citizen	None	2 minutes	Officer of the Day
Present the Water Bill/Statement of Account to Cashier and pays the necessary amount	The Collector receives payment and issue Official Receipt to the Client.	Amount of Water Bill (variable)	3 minutes	Apple Hazzle E. Abin – U/CSA-C/Designated Collector
	Total	Amount of Water Bill (variable)	5 minutes	