



DISCONNECTION OF WATER SERVICE

The concessionaires may opt to disconnect their water service temporarily .

Section/Unit:	FINANCE/COMMERCIAL/OPERATION AND TECHNICAL			
Classification:	Simple			
Type of Transaction:	(G2C) Government to Citizen			
Who may avail the service:	RWD Concessionaires			
Checklist of Requirements:			Where to Secure:	
1. Payment of all Unpaid bill/ Arrears			Finance/Commercial	
2. Official Receipt				
Clients Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
Proceed to PACD/ Officer of the Day	<ul style="list-style-type: none"> Assist the Client Prepares Payment Slip and Service Request Form 	None	2 minutes	Officer of the Day
Pay the Unpaid bills/accounts/ arrears (if any)	The Cashier receives payment and issue Official Receipt to the Client	Arrears if any (variable)	3 minutes	Apple Hazzle E. Abin – U/CSA-C/Designated Collector
Present the Official Receipt to Officer In Charge (PACD) or UCSA	<ul style="list-style-type: none"> Record the OR Number , Prepares the Service Request signed by the Client and inform the client about the schedule of disconnection 	None	3 minutes	Apple Hazzle E. Abin – U/CSA-C
	<ul style="list-style-type: none"> Forwarded to Technical Section the accomplished the Service Request Form for disconnection 	None	3 minutes	Rommel B. Abin WRFO-B or Jesus D. Espadilla-UW-B
	<ul style="list-style-type: none"> Conducts disconnection of water service connection 	None	One(1) working day	
	Total	Arrears if any (variable)	One (1) Day & 11 minutes	