



## RELOCATION OF WATER METER

<b>Section/Unit:</b>		<b>FINANCE/OPERATION AND TECHNICAL SECTION</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 CONCESSIONAIRES</b>		
<b>Checklist of Requirements</b>			<b>Where to Secure:</b>	
1. Materials & Fittings			Finance	
<b>Clients Steps</b>	<b>Agency Action</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
Proceed to PACD/ Officer of the Day	<ul style="list-style-type: none"> <li>Provide the client a service request form and Payment Slip</li> <li>Assist the client;</li> </ul>		5 minutes	Officer of the Day
Proceed to Cashier to pay the necessary fee	The Collector receives payment and issue Official Receipt to the Client.	P150.00 (Variable) Materials & Fittings	3 minutes	Apple Hazzle E. Abin Designated Collector
Submit the accomplished Request form and Present the Official Receipt to PACD	Forwarded to Technical Section	P600.00	1 minute	Rommel M. Mallo WRFO-C  Jesus D. Espadilla-UW-B  Celia T. Jarabejo - GM
	<ul style="list-style-type: none"> <li>Inform the Client about the schedule of Site Inspection for relocation of meter</li> </ul>		1 minute	
	<ul style="list-style-type: none"> <li>Conduct Site Inspection and Notify the client about the detection/findings for relocation of water meter</li> </ul>		1 day	
	<ul style="list-style-type: none"> <li>Conduct Relocation of Water Meter after approval of the Head of Agency</li> </ul>		1 day	
	Total	Variable	Two(2) days & 10 minutes	