



## REPLACEMENT OF DAMAGED/STOCKED –UP WATER METER

If the meter is affected due to unavoidable circumstances such as road widening there is a need for the relocation or replacement of water meter.

<b>Section/Unit:</b>		<b>PRODUCTION &amp; TECHNICAL SECTION</b>		
<b>Classification:</b>		<b>Complex</b>		
<b>Type of Transaction:</b>		<b>G2C) Government to Citizen</b>		
Who may avail the service:		<b>RWD CONCESSIONAIRES</b>		
<b>Checklist of Requirements</b> NONE		<b>Where to Secure:</b> Production & Technical		
<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</li><li>▪ Assist the client;</li></ul>	None	3 minutes	Officer of the Day
Submit the accomplished Request form to PACD	<ul style="list-style-type: none"><li>▪ Forwarded to Technical Section</li><li>▪ Inform the Client about the schedule of Site Inspection on damaged/Stuck up water meter)</li><li>▪ Conduct Site Inspection and Notify the client about the result of inspection on damaged /stuck up water meter)</li><li>▪ The Collector receives payment and issue Official Receipt to the Client.</li></ul>	P1,500.00	1 minute	Jay F. Dulfo – Engr. B
Proceed to Cashier to pay the necessary fee			1 minute	Jesus D. Espadilla-UW-B
Issuance of new water meter			30 minutes	
			4 minutes	Apple Hazzle E. Abin Designated Collector
	<ul style="list-style-type: none"><li>▪ Conduct Replacement of Water Meter</li></ul>		1 day	Arnel D. Vela or Jay F. Dulfo Designated Property Custodian Rommel M. Mallo WRFO-C Jesus D. Espadilla-UW-B
Total		P1,500.00	1 day & 39 minutes	